

Minutes of the Occupational Health and Safety Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **October 27, 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Ken Akerman (Co-chair), Trustee Howard Baker (Co-chair), Nancy Pursell

Staff Member: Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Regrets: Acting Chief Arjuna George, Dom Gaudet, Abe Hohn, Colin McDougall

These minutes follow the order of the agenda although the sequence may have varied.

Co-chair Baker called the meeting to order at 5:34 p.m.

1. Approval of Agenda

The following additions to the agenda were presented for consideration:

- 4.1 Physical Fitness Requirements
- 4.2 POC Medical Care
- 4.3 Repairs or additions to Fire Halls

By general consent, the agenda was adopted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held September 22, 2016

The draft minutes of the meeting held September 22, 2016 were distributed prior to the meeting.

Motion that the minutes of the meeting held September 22, 2016 be accepted, moved by K. Akerman, seconded by N. Pursell.

CARRIED

3. Old Business

3.1 Extraction Washing Machine for Turn Out Gear

Co-chair Akerman reported the Extraction Washing Machine has been ordered.

3.2 Bullying & Harassment

Committee Member Pursell reported the Bullying & Harassment training is scheduled for early 2017.

3.3 Showers at Hall No. 1

There was no update.

3.4 Concern regarding an Absorbent Agent (Absorb All)

Co-Chair Akerman reported two bags of the Absorb All product have been received although there has not been an opportunity to test the product.

3.5 WCB Partners Program

CAO Peat reported Acting Chief George has completed the prerequisite course for the program.

3.6 Possible Asbestos Contamination Fire Hall No. 1

Co-chair Akerman reported North West Environmental Group Ltd. is scheduled to remediate the mold in Hall No. 1 and will do further testing for asbestos.

3.7 Employer's duty to exercise due diligence (report Ganges Fire Hall deficiencies)

CAO Peat presented a staff report dated October 24, 2016 regarding Ganges Fire Hall Work Site Consultation. He reported Worksafe BC would be scheduled to do a non-regulatory site inspection of Hall No. 1 at no cost.

By general consent, the Occupational Health and Safety Committee agreed to invite K. Akerman, H. Baker, M. Forest, A. Peat and N. Pursell to attend the non-regulatory site inspection of Hall No. 1.

4. New Business

4.1 Physical Fitness Requirements

Trustee Baker reported there are no physical fitness requirements for members. The Association has a fitness committee and encourages members to attend.

By general consent, the Occupational Health and Safety Committee agreed to invite Acting Chief George to address health and wellness for members at the next meeting.

4.2 POC Medical Care

Trustee Baker expressed concern regarding whether all members have access to a primary care physician.

CAO Peat volunteered to discuss the concern regarding whether all members have access to a primary care physician with Acting Chief George and explore options and report back to the Committee.

4.3 Repairs or additions to Fire Halls

Committee Member Pursell reported the exhaust system in Hall No. 2 vents toward an outside work area and the shop at Hall No. 1 requires ventilation.

By general consent, the Occupational Health and Safety Committee agreed K. Akerman would discuss the exhaust system venting with Lt. Hunsberger.

By general consent, the Occupational Health and Safety Committee agreed K. Akerman would discuss the Hall No. 1 shop ventilation with Worksafe BC during their non-regulatory inspection.

By general consent, the Occupational Health and Safety Committee agreed to forward the concern regarding Hall No. 1 shop ventilation to Acting Chief George.

5. Review of Inspection Report

Co-chair Akerman reported the Hall No. 1 inspection is not complete; Hall No. 2 inspection is not complete and Hall No. 3 inspection is complete. Inspections for Hall No. 1 and Hall No. 2 will be done prior to the next meeting.

6. Review of First Aid and Accident / Incident Investigations

6.1 September 2016 Statistical Report

The September 2016 Statistical Report was received for information.

CAO Peat reported there was one injury reported in September and the investigation will be done prior to the next meeting.

7. Education - none

8. Other Business - none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled, November 24, 2016, 5:30 p.m., at the Ganges Fire Hall Meeting Room. The following meeting will be scheduled on December 15, 2016.

10. Adjournment

There being no further business, **motion** to adjourn moved by Co-chair Akerman.

The meeting adjourned at 7:06 p.m.

Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator

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