



**Municipal Joint Occupational Health and Safety Committee  
Meeting Minutes – Nov 15, 2022**

Worker Co-Chair: Gabrielle Stauber, Fire & OHS, Administration  
 Misha Cossette, PW Labor  
 Jeff Milliken, PCC Facility Maintenance Coordinator  
 Emily White, HR Coordinator  
 Ali Chapple, Assist. Operations Manager

**Action items**

<b>Date</b>	<b>#</b>	<b>Action</b>	<b>Risk Rank</b>	<b>Department</b>	<b>By When</b>
08-05-2021	1	Create SWP for cleaning and repair of basin at the Wastewater treatment plant. <b>UPDATE BELOW</b>	4	PW Tom & Gabrielle Update: Tom & Martin	<del>Nov 1, 2021</del> <del>Feb 1, 2022</del> March 30, 2022 April 30, 2022 TBD
08-05-2021	2	Re-evaluate the confined space training. Everyone in PW should be included in the training. HR will coordinate refresher training. <b>UPDATE BELOW</b>	4	HR – Emily PW – Operations Assistant	<del>Nov 1, 2021</del> <del>Feb 1, 2022</del> March 1, 2022 March 30, 2022 May 30, 2022 TBD
07-07-2022	3	Re-evaluating VOP Incident form. Confirming the need for additional form for record keeping of VOP property vandalism. Questioning if forms need to be combined. <b>UPDATE BELOW</b>	6	HR - Emily	<del>Aug 11, 2022</del> <del>Sept 1, 2022</del> Dec 6, 2022
11-08-2022	4	With the most recent event in Whistler, it has been brought to the JOHSC that currently the VOP does not have a Business Continuity Plan which would address a Lock down procedure as well as many other critical situations. Action needs to be taken to establish this critical resource. There is an understanding that the creation of a BCP is a huge undertaking and not solely the responsibility of the JOHSC. Full engagement from the Executive members is required. The possibility of contracting out this task was discussed.	NA	Executive / Department Heads / Emergency Services	TBC
11-08-2022	5	Painting of directional pump arrows. Confirm job to be completed by contractor. <b>UPDATE BELOW</b>	1	PW / Contractor	<del>Sept. 1, 2022</del> TBC – Spring 2023
01-09-2022	6	Bring forward a Hazard log spreadsheet to include the following: date / time / who is reporting / hazard / actions taken / Owner	3	HR - Emily	<del>Oct 20, 2022</del> <del>Nov. 8, 2022</del> <b>COMPLETE</b>

		<p>Concerned hazard to be reported to JOHSC representative. JOHSC rep to bring it forward to Department Head.</p> <p>H&amp;S rep / Department Head to log hazard, complete action item and bring forward to monthly Departmental meeting and JOHSC meeting. Spreadsheet to be created prior to next meeting for review.</p>			
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**For Reference - Risk Ranking Assignment Chart**

Severity	Probability			
	Very likely	Likely	Unlikely	Very unlikely
Fatal or perm. disability	1	1	2	3
Long-term injury or illness	1	2	3	4
Medical attention, potential time loss	2	3	4	5
First Aid only, no time loss	3	4	5	6

**Action item updates:**

**Action Item #1** Create SWP for cleaning and repair of basin at the Wastewater treatment plant.

**Aug 13, 2021:** Gabrielle visited the plant and has obtained external contacts to provide a more technical inspection.

**Sept. 2, 2021:** Tom and Gabrielle will work on an interim solution with WBSC in the meantime.

**Oct 5, 2021:** Tom and Martin will connect with external contractors to complete SWP.

**Nov 4, 2021:** Contact has been made with contractors. Identifying process to create SWP.

**Dec 2, 2021:** Contractor has been identified and contacted. They will come up for a site visit January 2022. Everything moving forward.

**Jan 13, 2022:** Contractor visit has been postponed for a week due to COVID.

**Feb 3, 2022:** Pretty good progress. Met with contractor. SWP in progress.

**April 7, 2022:** Unable to confirm status during the meeting. Will carry forward for next meeting.

**May 5, 2022:** Contractors working on SWP. Completion date needs to be confirmed.

**June 2, 2022:** Ali will confirm the timeline of completion with Martin at next WWTP meeting.

**July 7, 2022:** Third Party company working on SWP for WWTP. Timeline to be confirmed.

**Aug 11, 2022:** Third party company has submitted to WSBC for approval. Waiting to hear back.

**Sept. 1, 2022:** No update. Still waiting for WSBC approval.

**Oct 20, 2022:** No Update. Waiting for WSBC approval.

**Nov 15, 2022:** JOHSC will follow-up with Tom to receive update.

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**Action Item #2** Re-evaluate the confined space training. Everyone in PW should be included in the training. HR will coordinate refresher training.

**Sept 2, 2021:** Emily to reach out to Levitt and obtain quotes for training.

**Nov 4, 2021:** Ali will coordinate theory training to get everyone to the same level by Jan 1, 2022. Once theory training has been completed, Emily will coordinate practical training.

**Jan 13, 2022:** Emily will take on ownership of coordinating theory training. December has been extremely busy for PW. Progress will continue to be monitored.

**Feb 3, 2022:** Obtained quotes for training. End of this week will decide on provider.

**March 3, 2022:** Decision was made to go in a slightly different direction than originally decided. Emily will contact Robin, a previous contact, to determine next steps.

**April 7, 2022:** Thought is that this action item will be assigned to the new Operations assistant of PW. Part of their role will be coordinating training initiatives. Expected completion date May 30, 2022.

**May 5, 2022:** Operations Assistant starting Monday May 9. Training initiatives will be discussed with her.

**June 2, 2022:** With the departure of the Operations Assistant, the training initiatives will need to be reassigned. Emily will be returning from vacation June 13. Will confirm with her what the plan will be going forward.

**July 7, 2022:** Emily will be coordinating training to happen. HR will not be waiting for the hiring of an Operations Assistant.

**Aug 11, 2022:** PW has connected with Robyn requesting if she would be available to complete audit as well as training. Waiting to hear response.

**Sept 1, 2022:** Robyn was not able to complete audit as well as training. PW will reconnect with Robyn to possible set a date.

**Oct 20, 2022:** VOHS Consulting working with VOP. Rybczynski is our contact. Received a quote, waiting for confirmation from finance.

**Nov 15, 2022:** JOHSC will follow-up with Tom to receive update. Anne sent e-mail to Tom Oct 24, awaiting a response.

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**Action Item #3** Confirming the need for additional form for record keeping of VOP property vandalism. Questioning if forms need to be combined.

**July 7, 2022:** Emily will connect with MIABC to acquire information on the needs as it pertains to insurance / liability coverage.

**Aug 11, 2022:** Gabrielle, Jeff, and Emily to meet to discuss specific details of combining the forms. Consensus is that one form would be more beneficial than multiple forms circulating.

**Sept 1, 2022:** Form has been finalized and reviewed with JOHSC. Emily will do some final revisions before circulation. Form should be placed in all first aid kits as well a central location for workers to have access to. Department Head and JOHSC member to determine location.

**Oct 20, 2022:** Launch coming soon. HR to print out and do a hypothetical scenario to determine workability. JOHSC will review on Nov. 8, next meeting.

**Nov 15, 2022:** Emily will send form to Thomas and Sarah (absent at meeting) for review. Once she receives review, training session will be provided and announcement at staff update.

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**Action Item #4** The VOP does not have a Business Continuity Plan which would address a Lock down procedure as well as many other critical situations. Action needs to be taken to establish this critical resource. There is an understanding that the creation of a BCP is a huge undertaking and not solely the responsibility of the JOHSC. Full engagement from the Executive members is required. The possibility of contracting out this task was discussed.

**Aug 11, 2022:** Sarah tasked with searching BCP templates. Emily to collect pictures of JOHC members and post on Staff page. Further details to be discussed at next meeting.

**Aug 16, 2022:** Message from Elizabeth Tracy: I have updated my needs list to include business continuity planning. I appreciate seeing that the need for lock down and critical incident training is something that the team has yet to be trained in. I can talk with Sarah to understand if this would fall under her auspice, and I have some excellent, basic training that we could use to improve that aspect of our safety preparedness.

**Sept 1, 2022:** Sarah not present. Will request any updates at next meeting.

**Oct 20, 2022:** Sarah not present. Will request any updates at next meeting.

**Nov 15, 2022:** Sarah not present. Will request any updates at next meeting.

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**Action Item #5** Painting of directional pump arrows.

**Aug 11, 2022:** Tom to source out contractor to complete task. To be completed by Sept 1, 2022.

**Sept. 1, 2022:** Tom met with contractor. Task to be completed in the next couple of weeks. Date to be determined.

**Oct. 20, 2022:** "No Entry" "Entrance" has been painted. Lines to follow.

**Nov 15, 2022:** Contractor needing more paint. Snow has arrived. Line painting to be picked up again in the spring.

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**Action Item #6** Bring forward a Hazard log spreadsheet to include the following: date / time / who is reporting / hazard / actions taken / Owner Concerned hazard to be reported to JOHSC representative. JOHSC rep to bring it forward to Department Head. H&S rep / Department Head to log hazard, complete action item and bring forward to monthly Departmental meeting and JOHSC meeting. Spreadsheet to be created prior to next meeting for review.

**Oct 20, 2022:** Spreadsheet will be reviewed at next meeting. Nov 8.

**Nov 15, 2022:** Spreadsheet has been created and filed in Safety folder. JOHSC members will start the use of the form. Complete.

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**Workplace Incident Review Oct**

Mitsubishi MVI – no personal injury

Near miss Great Hall

**HR Update**      None

**New Business / Around the table**

Jeff - Creating SOP for snow shoveling. PW has one in place and will share with Jeff.

Misha - One Mile skating. Concern with thickness of ice. Emily will ask Sheena about past guidelines / regulations.

Next meeting: 9:00 am December 6, 2022

Received by:

  
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Elizabeth Tracy, Chief Administration Officer