



**Municipal Joint Occupational Health and Safety Committee
Meeting Minutes – Dec 13, 2022**

Worker 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
 Thomas Sikora, Manager of Finance
 Sarah Toews, Emergency Program Coordinator

Meeting started: 9am
 Meeting ended: 10:10

Action items

Date	#	Action	Risk Rank	Department	By When
08-05-2021	1	Create SWP for cleaning and repair of basin at the Wastewater treatment plant. UPDATE BELOW	4	PW Tom & Gabrielle Update: Tom & Martin	Nov 1, 2021 Feb 1, 2022 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. UPDATE BELOW	4	HR – Emily PW – Operations Assistant	Nov 1, 2021 Feb 1, 2022 March 1, 2022 March 30, 2022 May 30, 2022 April 2023
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. UPDATE BELOW	6	HR - Emily	Aug 11, 2022 Sept 1, 2022 Dec 13, 2022 Jan 10, 2023
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. UPDATE BELOW	NA	Executive / Department Heads / Emergency Services	TBC Reassigned to VOP operations.
11-08-2022	5	Painting of directional pump arrows. Confirm job to be completed by contractor. UPDATE BELOW	1	PW / Contractor	Sept. 1, 2022 TBC – Spring 2023

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 WSBC 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.

Dec 13, 2022: No update available at meeting. Gabrielle left vm with Tom.

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.

Dec 13, 2022: Confined Space training has been scheduled and confirmed for April 2023. Complete

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.

Dec 13, 2022: Form sent, waiting for final reviews to come back.

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.

Dec 13, 2022: BCP not an JOHSC responsibility. Action Item being removed. Emily and Sarah will bring forward the concern to Operations to review and own.

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.

Dec 13, 2022: No further update expected until Spring 2023.

Workplace Incident Review Nov

PW – Caught by

HR Update: None

New Business / Around the table

Terms of Reference 2023 was reviewed. Final document will be sent to Elizabeth for signature.

First step of the JOHSC Annual Assessment 2022 was completed. Next meeting, Jan 10th, 30 min will be allocated to come up with an action plan for items that have been identified as needing attention.

JOHSC Member role and scope (referencing the WSBC handbook)

The role and scope of joint committee members was discussed and reviewed. Clarification was provided on the point that JOHSC members are responsible for the health & safety of workers not Village of Pemberton residents. Question was brought up: who we direct our H&S concerns for the Village of Pemberton residents. Emily and Thomas will bring this forward to the management team.

Looking Ahead 2023 – Gabrielle & Emily

Gabrielle will be stepping away from the role of JOHSC chairperson effective Jan 1, 2023. Thank-you for all your time and commitment to the committee. It was a pleasure working with you.

Thomas

Health & Safety key priority. Promoted at the Strategic Planning session. Employee safety (ergonomics). Injury reporting timeline to be reviewed and shared with management team. Important to maintain vehicle logs. Keep all completed logs for possible review. Encourage open discussion on incidents.

Misha

Thank-you Gabrielle for your time and dedication over the past two years.

Meeting adjourned 10:10 am

Next meeting: 9:00 am Jan 10, 2022

Received by:



Elizabeth Tracy, Chief Administration Officer