

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

Meeting held: **November 23, 2017**  
Training Room, Ganges Fire Hall

**In attendance:**

Committee Members: Lieutenant Ken Akerman (Co-chair), Trustee Mary Lynn Hetherington (Co-chair), Abe Hohn (Employee Rep), CAO Andrew Peat (Management Rep), Nancy Pursell (Employee Rep), Shawn Stevens (Employee Rep)

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

Co-chair Hetherington called the meeting to order at 5:32 p.m.

**1. Approval of Agenda**

The agenda was circulated prior to the meeting.

**Motion** to accept the agenda as circulated moved by Committee Member Stevens.  
CARRIED

**2. Minutes**

**Receive and approve the minutes of the meeting held October 26, 2017**

The draft minutes of the meeting held October 26, 2017 were distributed prior to the meeting.

**Motion** to accept the receive and approve the minutes as circulated moved by Co-chair Akerman.  
CARRIED

**3. Old Business**

**3.1. WCB Inspection Report 2016 11 16 – no update**

**3.2. Fire Hall No. 1 structural integrity**

CAO Peat reported that the Board had referred the Committee's recommendation to obtain a report on the structural integrity of Fire Hall No 1 to the Facilities & Physical Plant Committee for comment. At their October 12, 2017 meeting Facilities Committee discussed the matter but made no recommendation. In the discussion some Committee members commented that the intent of the recommendation was to obtain a professional assessment of the remaining useful life of the Ganges Fire

Hall and prioritize remedial action to address safety related recommendations raised by OH&S Committee.

Committee members Akerman and Pursell undertook to preview past meeting minutes and report back at the next meeting on recommendations made by the Committee that have not been addressed by the Board of Trustees. At the next meeting the Committee will consider whether to submit a formal written recommendation to the Board (Workers Compensation Act Section 133 (1)).

It was suggested that trustees and members of the Facility Committee be invited to attend Safety Inspections to learn first-hand about deficiencies and safety concerns.

### **3.3 Update regarding air-quality at Fire Hall No. 1**

Co-chair Akerman reported the units have been installed with adjustments still necessary to maintain comfortable work conditions in all areas of the front office. The contractor has still to do additional work to make the units fully functional.

By general consent it was agreed that this agenda item be considered closed.

### **3.4 Water Quality Hall No. 2 (Fulford)**

Committee Member Hohn reported that he had previously recommended that a further water sample be analyzed after heavy rains or snow to test for bacterial contamination. There was consensus that another water sample from the Fire Hall No. 2 kitchen could be submitted now. Test results would determine whether remedial action should be recommended (under-sink filter or UV unit).

### **3.5 Emergency Preparedness Response Plans**

No update, Co-chair Akerman and CAO Peat to meet and prepare a report for the next meeting.

### **3.6 Update regarding decibel readings inside all apparatus**

Co-chair Akerman reported that Chief George has asked that membership voluntarily release their individual test results to refine the analysis of the data and possibly identify issues that would merit further investigation.

### **3.7 Review OG “Use of Alcohol and Drugs”**

After discussion it was agreed that a review of the operational guide-line would be done after the Board of Trustees approves a policy statement.

#### **4. New Business**

##### **4.1 Review and discuss draft policy “Alcohol & Drug Use”**

CAO Peat reported that the Board of Trustees has asked for comments from the Committee on the draft “Alcohol and Drug Use” policy.

By general consent it was agreed to table consideration until the next meeting.

##### **4.2 “Personal Action Plans” from BCFed Health & Safety Centre November 21, 2017 “Supervisor OHS Part 1”**

CAO Peat undertook to summarize “Action Plans” from members who attended the “Supervisor OHS Part 1” workshop and report back at the next meeting.

The comment was made that all supervisors who attended the workshop should be asked if they understood their roles and responsibility for employee safety. Supervisor responsibility for employer safety should be discussed at the next Officers’ Meeting.

#### **5. Review of Inspection Report - none**

#### **6. Review of First Aid and Accident / Incident Investigations**

##### **6.1 October 2017 Statistical Report**

The October 2017 Statistical Report was received.

##### **6.2 Incident Investigations**

Committee members Hohn and Pursell have begun their investigation of Incident 2017.09.26 (# 24). The investigation is ongoing, but the initial finding is that it was a preventable accident. In the discussion, it was suggested that at training nights, new workers might have a “buddy” or be “shadowed” by a more senior member. It was also suggested that members need to be reminded that if they are tasked to do a job and are unsure of proper procedures, they are always to speak up and let the officer know.

#### **7. Education**

Trustee Hetherington and Committee Member Stevens have completed the “OHS Committee Part 1” course.

Four members, include Co-chair Akerman, attending a three-day “Resilient Minds” workshop sponsored by the IAFF and Canadian Mental Health Association. The course was specifically developed for fire fighters to address the need for education on psychological trauma, mental health problems and

building resiliency. Members are now certified to facilitate the peer-to-peer workshop to members of the department. In the discussion the point was made that sample Exposure Reports available on the WorkSafe BC website recognized post trauma calls as an “exposure”.

Seven members attended the BCFed “Supervisor OHS Part 1” workshop, discussed under New Business 4.2 “Personal Action Plans”.

**8. Other Business - none**

**9. Next Meeting**

To accommodate holiday plans, it was agreed that the next meeting of the Occupational Health and Safety Committee will be scheduled for December 20, 2017, 5:30 p.m. at the Ganges Fire Hall Meeting Room.

**10. Adjournment**

There being no further business, **motion** to adjourn moved by Committee Member Hohn.  
CARRIED

The meeting adjourned at 7:37 p.m.

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Co-chair Ken Akerman  
Committee Co-chair

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Andrew Peat  
Corporate Administrator