

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

Meeting held: **August 24, 2017**
Meeting Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair), Chief Arjuna George (Management Rep), Trustee Mary Lynn Hetherington (Management Rep), Abe Hohn (Employee 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 Akerman called the meeting to order at 5:36 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 Pursell seconded by Committee Member Hetherington.
CARRIED.

2. Minutes

2.1 Receive and approve the minutes of the meeting held July 27, 2017

The draft minutes of the meeting held July 27, 2017 were distributed prior to the meeting.

By general consent it was agreed that the minutes should be changed to indicate under "In attendance" that Captain Dale Lundy is a Union Representative and under 3.5 that "are registered" be changed to "will register"

Motion to approve the Occupational Health and Safety Committee minutes of June 22, 2017 as amended moved by Committee Member Hetherington seconded by Committee Member Hohn.
CARRIED.

3. Old Business

3.1. Health & Wellness of Members

Chief George reported that the updating of Employee and Family Assistance Plan materials is completed and will be posted on the OH&S Notice Board after the meeting.

3.2. WCB Inspection Report 2016 11 16

Chief George and Co-chair Akerman will follow up with WorkSafe BC Inspection Officer Glen Russell regarding progress on report recommendations.

3.3 Fire Hall No. 1 structural integrity (Herold Engineering proposal)

Chief George reported that the Herold Engineering proposal had been referred by the Board of Trustees back to the Facilities Committee.

3.4 Committee member training requirements (BCFED Health & Safety Centre)

Chief George to confirm that Committee Members Hetherington and Stevens have been registered for OHS Committee Part 1 course in Nanaimo on October 3, 2017.

3.5 Update regarding air-quality at Fire Hall No. 1

Co-chair Akerman reported that a second quote was received today but has not yet been reviewed. Co-chair Akerman commented that he hoped that the compact HVAC system could be installed and operational by the September meeting.

3.6 COHS on-line educational opportunities

Referred to CAO Peat and nothing to report. Chief George commented that Committee members should review the syllabus and discuss with him if they wish to take a course offered.

After discussion, by general consent it was agreed that the Occupational Health & Safety Committee considers the item closed.

3.7 Water Quality Hall No. 2 (Fulford)

Co-chair Akerman reported that he believed Fire Hall No. 2 well water had been tested within the past year. In the discussion it was agreed that if well water at the Fire Hall does not meet drinking water standards remedial action is necessary.

Motion that it is the recommendation of the Occupational Health & Safety Committee to the Board of Trustees that if drinking water at Fire Hall No. 2 does not meet BC Ministry of Health standards, a water treatment system (filters and ultra-violet disinfection) should be installed moved by Committee Member Pursell seconded by Committee Member Hetherington.

CARRIED

3.8 SSI Fire/Rescue Emergency Preparedness Report – no update

3.9 Update regarding work station ergonomics

Chief George reported that he and CAO Peat had found useful material (posters and exercises) which will be sent to staff to increase awareness of risks and preventive measures.

3.10 Update regarding confined space awareness

Committee Member Pursell reported that a patient assesement package with a confined space component will be part of the First Responder training on September 5th, 2017 and Assistant Chief Holmes has advised that there is to be a confined space training night later in October. In the discussion it was suggested that the District do confined space training jointly with other agencies (North Salt Spring Waterworks and Salt Spring Island Search & Rescue).

3.11 Update regarding decibel readings inside all apparatus

Co-chair Akerman reported that apparatus tested so far were below recommended limits (Unit 509 and Mini 103). Committee Member Hohn suggested that portable pumps should also be tested as members may be in close proximity to them for extended periods of time at incidents.

After discussion, it was suggested that Management post “test results” in all apparatus to increase member awareness.

3.12 Update regarding limiting exposure to vehicle exhaust at incidents

Chief George commented that at the next pump drill, vehicle exhaust will be monitored with gas detectors. A suggestion was put forward to utilize hoses to redirect exhaust away. Co-chair Akerman to investigate hoses to redirect vehicle exhaust if this is deemed necessary.

4. New Business -none

5. Review of Inspection Report – no update

6. Review of First Aid and Accident / Incident Investigations

Incident 2017-05-29-22 was investigated by Committee Members Hohn and Pursell. It is their recommendation that if members arrive at an incident and command has not been established, then establish command, adhere to training protocols, and ensure that the scene is under control and safe. Other recommendations were suggested. It was the consensus of the Committee that the incident was not "A Near Miss".

Incident 2017-07-16-23 a hand finger injury was investigated by Co-chair Akerman. Proper PPE was worn but did not make a difference. It was recommended that members always be situationally aware and open doors to their full potential. The injury was preventable.

6.1 June 2017 Statistical Report

The June 2017 Statistical Report was received.

7. Education

Chief George to confirm that Committee Members Hetherington and Stevens are enrolled in "OHS Committee Part 1" course in Nanaimo on October 3, 2017.

Chief George suggested that Committee members look at WHIMIS training.

8. Other Business

Committee Member Hohn spoke about a multiple MVI where it was necessary to back up an apparatus in the dark with restricted vision in mirrors because of glare and over hanging branches. It was agreed that traffic wanes should be used, and if necessary have a second guide. If guides or driver are uncomfortable in a situation they should stop, ask for assistance and proceed when the scene or situation is "safe".

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled on September 28th, 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 Pursell seconded by Committee Member Stevens.
CARRIED

The meeting adjourned at 7:50 p.m.

Co-chair Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator

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