

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

Meeting held: December 6, 2018
Training Room, Ganges Fire Hall

In attendance: Ken Akerman, Lieutenant (Co-chair, Employee Rep)
Mary Lynn Hetherington (Co-chair, Management Rep)
Andrew Peat, Corporate Administrator and Financial Officer (Management Rep)
Abe Hohn (Employee Rep)
Nancy Pursell (Employee Rep)
Shawn Stevens (Employee Rep)
Sarah Shugar, Recording Secretary

Others

Present: Mitchell Sherrin, SSI Fire Fighter's Association President

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

Co-chair Akerman called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA

The agenda was circulated prior to the meeting.

The following items were presented for consideration:

- 4.3 Hall No. 1 Container Lighting
- 4.4 Dampness in the Hall No. 1 Container
- 8.1 Safety Concerns
- 8.2 Stair Chair

By general consent, the agenda was adopted as amended.

2. MINUTES

2.1 Receive and approve the minutes of the meeting held October 24, 2018

The draft minutes of the meeting held October 24, 2018 were distributed prior to the meeting.

By general consent, the Occupational Health and Safety Committee minutes of October 24, 2018 were approved.

3. OLD BUSINESS

3.1 Update regarding Emergency Preparedness Response Plans

The draft Emergency Action Plan for Salt Spring Island Fire Rescue was presented.

By general consent, the Occupational Health & Safety Committee agreed members will email feedback to Co-chair Akerman and the draft will be presented at the next meeting.

3.2 WCB Discussion Paper, Bill 9 – Mental Health Presumptive

By general consent, the Occupational Health & Safety Committee agreed the Mental Health Presumptive item was closed and a new item “Mental Health Presentation” would be added to the next agenda.

Members that attended the Mental Health First Aid course are looking into setting up training in February 2019.

3.3 Review and discuss Respectful Workplace Policy

The draft Respectful Workplace Policy was presented. CAO Peat reported contractors would not be included in the policy. Co-chair Akerman reported Worksafe BC is reviewing the policy.

It was noted the Alternate Reporting Contact would be updated to replace Mitch Forest with Per Svendsen.

By general consent, the Occupational Health & Safety Committee agreed to defer the draft Respectful Workplace Policy until feedback from Worksafe BC is received.

3.4 Update on use of shipping containers for storage

Co-chair Akerman reported that ventilation is not adequate for the amount of fuel stored with the rescue boat in the shipping container. Co-chair Akerman undertook to discuss the matter with Chief George.

3.5 Update regarding OG on Reporting Operational Concerns to Management

Co-chair Akerman reported that operational concerns are to be reported to Chief George.

By general consent, the Occupational Health & Safety Committee agreed the OG on Reporting Operational Concerns to Management item is closed.

3.6 Review and discuss OG Smoking Health & Safety

The draft Operational Guideline – Smoking Health & Safety was presented. In the discussion it was suggested that, especially at a major incident, it might be useful to permit members smoke outside the control zone established by the incident commander.

By general consent, it is the recommendation of the Occupational Health & Safety Committee that Chief George consider adding specific language to the proposed Smoking Health & Safety Operational Guideline to permit smoking in an area 7- meters beyond the parameter established by incident command at emergency incident sites.

3.7 Discuss Alcohol & Drug Policy and Impairment and “Cannabis”

The draft Alcohol & Drug and Impairment policy was presented.

By general consent, it is the recommendation of the Occupational Health & Safety Committee to the Board of Trustees that the Alcohol, Drug Use and Impairment Policy be reviewed by the CAO to:

- Consider whether it would be appropriate to use the terminology “Decision-Critical Positions” and “Safety-Sensitive Positions” (sample policy from the BC Fire Chiefs’ Association) instead of “Risk Sensitive Position”;
- Confirm that cannabis is still considered a controlled substance under the “Controlled Substances Act”;
- Consider with it would be appropriate to specifically list those positions deemed to be “Safety-Sensitive” or “Decision-Critical” under the policy as suggested by the sample policy from the BC Fire Chiefs Association; and
- Under the “On Call” section replace “Employees who are placed on call are responsible for remaining *fit for duty*” with “Employees who are scheduled for the Stand-By Duty Shift are responsible for remaining *fit for duty*”.

4. NEW BUSINESS

4.1 OHS Committee Annual Evaluation

Co-chairs Hetherington and Akerman undertook to complete the OHS Committee Annual Evaluation report.

4.2 Update 2019 WCB Premiums

CAO Peat reported that net WCB Premium rates will increase slightly in calendar year 2019 – SSI Fire Rescue’s Experience rating discount increased to 10.4% (2018 6.9%) but was more than offset by increased Base premium rates for our classification (Local Government and Related Operations (753004)).

4.3 Hall No. 1 Container Lighting

A Committee Member expressed concern that the lighting in the staff parking area and inside the storage container is inadequate.

By general consent, it is the recommendation of the Occupational Health & Safety Committee that the Fire Chief look into options to improve perimeter lighting for Hall No. 1 staff parking areas and for use while inside Hall No. 1 storage container.

4.4 Dampness in the Hall No. 1 Container

A Committee Member expressed concern that the Hall No. 1 storage container is damp and there is potential for mildew and suggested that the training dolls be stored at another location.

By general consent, it is recommendation of the Occupational Health & Safety Committee to the Fire Chief that measures be taken to reduced condensation within storage containers.

Trustee Hetherington left the meeting at 6:46 p.m.

5. REVIEW OF INSPECTION REPORTS

Hall No. 1, Hall No 2 and Hall No. 3 inspections were completed on December 6, 2018.

During the discussion it was noted that an exposed water line at the Hall No. 2 was a tripping hazard and had not been fixed. Committee Member Hohn undertook to install a small box over the water line as a temporary solution.

6. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

There were no incidents reported in October and November. Committee Members Hohn and Purssell indicated their availability to conduct first aid and accident / incident investigations until the next January meeting (January 23, 2019) which was approved by Management Representative CAO Peat.

7. EDUCATION

7.1 Update regarding January 2019 BC First Responders Mental Health Conference

CAO Peat reported Committee Member Purssell is confirmed to attend the BC First Responder's Mental Health Conference scheduled on January 31- February 1, 2019 in Richmond, BC. The conference registration is full and additional members of SSI Fire Rescue have been waitlisted and will attend if there are cancellations.

8. OTHER BUSINESS

8.1 Safety Concerns

There was discussion regarding best practices for backing up vehicles.

Co-chair Akerman undertook to discuss best practices for backing up vehicles with Chief George and will report back at the next meeting.

8.2 Proper Use of Stair Chair

Co-chair Akerman reported there is concern that when assisting BC Ambulance, improper use of their chair cot (EZ Glide Stair Chair) could cause back injury. Co-chair Akerman undertook to research best practices and whether it is possible for BC Ambulance to give training to members.

9. Next Meeting

A “year in review and looking forward” special Committee meeting is tentatively scheduled on January 19, 2019.

The next regularly scheduled meeting of the Committee is scheduled on Thursday, January 24, 2018 at 5:30 p.m. at the Ganges Fire Hall meeting room.

10. Adjournment

The meeting adjourned at 7:25 p.m.

Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator