



Joint Work Site Health and Safety Committee

Tuesday, March 11, 2025 – Transfer Station Inspection (Meeting @ City Hall)

Call to Order:	The meeting was called to order by Todd Worthington at 8:36 a.m.
Members Present:	Todd Worthington – Parks Manager (Management Co-Chair) Lisa Nash – Environmental Services Manager Chris Johnson – Waste Management Fakharah Nazir – Planning & Development Jaqualene Morin – Transit Justin Morrell – Public Works Laurel McCormack – WTP Maggie Noftall – FCSS Tina Willer-Piche – Recreation
Guest Present:	Daniel Mokelki (Safety Advisory) Tracy Curtis (HR Admin Assistant)
Members Absent:	Andrea Aguilar – City Hall (Worker Co-Chair) Mark Boonk – IST Manager Jaci Adams - Parks
Adoption of the Minutes	Minutes of the February 11, 2025 meeting were accepted as presented.
Agenda Additions:	None
Old Business:	a. None
New Business:	a. Review of February's Worksite Inspections <ul style="list-style-type: none">i. Missing Probability in Priority Column for Hazard(s)<ul style="list-style-type: none">• Energy Centre – Imperial Oil Place• Public Works Shop b. Review of February's Fire Warden Inspections <ul style="list-style-type: none">i. Late Submissions:<ul style="list-style-type: none">• City Hall & Annex, Park's Facilities, Animal Care & Control Centre c. Review of February's Incident Reports
	d. Review of NEW TOR & JWSHSC Safety Manual Section <ul style="list-style-type: none">i. Members were advised to review the updated documents if they haven't done so already.
	e. Review of Recent Energy Centre Fire Drill <ul style="list-style-type: none">i. Safety Advisor commented that the drill went very well. The facility was evacuated in just over 6 minutes and there were a couple of minor issues.ii. It was noted that issues with doors not closing during the fire drill were also mentioned on previous Fire Wardens Inspections.<ul style="list-style-type: none">• It was advised that Facility Maintenance is aware of the door issue and will have a look at repair options.

- f. Review & Update of Committee project list
 - i. The summoning assistance drills are now complete, so it was removed from the project list.
- g. Walkthrough of the Waste Management Facilities – Notable concerns will be sent to management

Training and Events:

- a. None at this time

Round Table Discussion:

There was a discussion about the Near Miss form, and should it be circulated back to the workers once they are completed by the Manager. The form should be sent to Safety as well as the filing worker so they can see the actions that have taken place keeping everyone in the loop.

There was a discussion concerning first aid kits. There were no submissions to the RFP and Safety is in the process of sourcing first aid supplies for the kits. If supplies are needed, please send an email to Safety. Once Safety is set up to manage the kits, there will be a reminder email sent to the Management team concerning the worksite inspections and the fire warden inspection and when to report first aid kit needing supplies.

The committee discussed participating in Behaviour Based Observation of summer workers during the summer. Dan will announce to the committee where he will be going to conduct an observation and committee members can elect to join him if they have the availability in their schedule.

Next Meeting:

April 8, 2025 @ Buildings 8 and 10

Adjournment:

Meeting was adjourned at 9:03 a.m.



Reviewed and Approved by Dan Mokolki, Safety Advisor

17-Mar-2025

Date



Reviewed by Kevin Nagoya, CAO

March 17, 2025

Date