



## Joint Work Site Health and Safety Committee

Tuesday, April 8, 2025 – Buildings #9 & #10 Inspection (Meeting @ City Hall)

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<b>Call to Order:</b>	The meeting was called to order by Todd Worthington at 8:31 a.m.
<b>Members Present:</b>	Todd Worthington – Parks Manager (Management Co-Chair) Andrea Aguilar – City Hall (Worker Co-Chair) Lisa Nash – Environmental Services Manager Mark Boonk – IST Manager Chris Johnson – Waste Management Fakharah Nazir – Planning & Development Jaci Adams – Parks Jaqualene Morin – Transit Laurel McCormack – WTP Tina Willer-Piche – Recreation
<b>Guest Present:</b>	Daniel Mokolki (Safety Advisory) Tracy Curtis (HR Admin Assistant)
<b>Members Absent:</b>	Justin Morrell – Public Works Maggie Nofall – FCSS
<b>Adoption of the Minutes</b>	Minutes of the March 11, 2025 meeting were accepted as presented.
<b>Agenda Additions:</b>	None
<b>Old Business:</b>	a. None
<b>New Business:</b>	a. Review of March's Worksite Inspections <ul style="list-style-type: none"><li>i. Not Ready for Review Yet</li></ul> b. Review of March's Fire Warden Inspections <ul style="list-style-type: none"><li>i. It was noted that Waste Management &amp; Public Works Facilities are now being submitted as separate forms.</li><li>ii. There was an inquiry about the difference between wall stickers and wall signs for fire extinguishers. The Safety Advisor explained that wall signs provide greater visibility for certain areas that require it.</li><li>iii. Late Submissions:<ul style="list-style-type: none"><li>1. City Hall &amp; Annex</li><li>2. Public Works Shop</li><li>3. West End</li><li>4. Airport<ul style="list-style-type: none"><li>o Airport, West End, &amp; Public Works – No actions were noted on the form to address the defects found for Fire Extinguishers.</li></ul></li></ul></li></ul> c. Review of March's Incident Reports
	d. Review of JHA's – Discussion of Action Plan

- i. There was a discussion about how to approach the review of JHA's as it is required by legislation and a requirement of the audit.
  - ii. It was decided that a random ten (10) would be brought forward to the next meeting for the Committee's review and then the Committee would decide on the frequency of review for JHA's going forward.
- e. Recognition of Staff Safety Culture – Environmental Services
  - i. While conducting the quarterly inspections last month, it was discovered that the fire extinguishers for the reservoirs & lift stations were not being inspected on a monthly basis. The staff brought it forward to safety/management right away and quickly developed a plan for addressing the matter. This was a great example of a good safety culture.
  - ii. The Committee reviewed the updated Fire Warden Inspection Facility List.
    - 1. The result of the matter was that the Lift Stations and Reservoirs would now be inspected by the Water Treatment Plant Fire Wardens. The Lift Stations will be done in one inspection form and the reservoirs will be done in another form.
    - 2. It was noted that the Marina would now be inspected by the Recreation (Energy Centre) Fire Wardens going forward.
- f. Review & Update of Committee project list
  - i. There was a discussion on how to approach the ongoing issues on the Fire Wardens.
  - ii. It was determined that facility managers should review the ongoing issues for Fire Warden Inspections and bring forward the priorities to Lakeland Fire & Safety to take care of.
  - iii. It was decided that the deadline would remain as June 30, 2025 for this item.
- g. Walkthrough of the Buildings #9 & #10– Notable concerns will be sent to management

**Training and Events:**

- a. Summer Term Staff Starting Soon
- b. The Safety Advisor noted that a new Safety Orientation being finalized and hearing tests would be required for the summer term staff depending on their noise exposure.

**Round Table Discussion:**

It was noted that there was feedback on the FLRA regarding how to note hazards. It was advised by Safety that hazards/tasks should only be listed in Section 3 if the hazard cannot be controlled by PPE.

**Next Meeting:**

May 13, 2025 @ Marina Inspection – Meeting @ North Fire Hall

**Adjournment:**

Meeting was adjourned at 9:07 a.m.

  
 Reviewed and Approved by Dan Mokelki, Safety Advisor

10-Apr-2025  
 Date

  
 Reviewed by Kevin Nagoya, CAO

April 10, 2025  
 Date