

## Essex County Highways

What : Essex County Highways - Joint Health and Safety Committee Meeting

When : December 22, 2016

Where: 2100 Cty Rd 12, West End Depot / 1941 Cty Rd 18 – Maintenance Depot

Who: Aaron Swartz- Co Chairman, certified management representative  
Joey Lieb - certified worker representative  
Dave Varney - certified worker representative  
Tim Oliphant - certified worker representative

The following discussions took place at the West End Depot with Joe, Dave, and Aaron then later at the Maintenance Depot with Tim and Aaron

1. The minutes from the last meeting were reviewed. The training objectives for the spring were discussed. We still need to get the Working at Heights training, and have discussed more Workzone, Bucket Rescue and Forklift / Propane training.
2. The question was discussed regarding the size of the extinguisher required in the trucks, as we currently have 2 different sizes throughout the fleet. The requirements will be researched and discussed at the next meeting. It was also noted that drivers need to be checking the extinguisher in the trucks on a regular basis. The suggestion is to do it as part of the pre-trip inspection. Fire Extinguisher training was discussed. Dave and Joe, being trained firefighters, offered to do training in house. Aaron to discuss with Dan.
3. County of Essex Employee Harassment in the Workplace policy was discussed. Aaron provided copies for committee to review.
4. Monthly inspections found some out of date Eye Wash Solutions First Aid materials. Aaron asked that a complete listing of required items be put together so it could be replaced.
5. The Employee Incident Report form for minor injuries was discussed. The old note book for recording minor things will no longer be used.
6. Shop clean ups as noted on earlier inspections, have be completed.

We bring this to your attention for your comments and suggestions to meet these goals

Joey Lieb

Dave Varney

Tim Oliphant

Aaron Swartz

c.c. Dan Newman, Operations Manager  
Tom Bateman, County Engineer

JHSC Members  
Human Resources