



## Staff Report

**Report Title: Emergency Management and Health and Safety November 2023 Summary**

**Prepared By: Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC**

**Department: Fire & Emergency Services**

**Date: Dec. 4, 2023**

**Report Number: FIRE-2023-12-39**

**File Number:**

**C11-FIRE-23**

**Attachments:**

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**Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2023-12-39, prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

**Background:**

This report provides an update of Emergency Management and Health and Safety activities.

**Discussion:**

Emergency Management

The Community Emergency Management Program Committee met during November to review the Municipal Emergency Response Plan, Hazard Identification and Risk Assessment, Critical Infrastructure List and discuss updates from various members.

The Municipal Emergency Response Group have completed their annual training requirements.

Documentation has been submitted to Emergency Management Ontario for review of annual compliance.

The application for the community emergency preparedness grant has been submitted.

## Health & Safety

Training: Emergency Services/ Health and Safety Coordinator continues to meet with departments monthly completing Safety Tailgate training on internal policies, procedures, and applicable Safety Data Sheets (SDS). New employees have been assigned orientation training to complete. Public Works Staff and the Health & Safety Coordinator completed Book 7 Traffic Control Training on October 25.

Inspections: Regular monthly inspections were completed at Township facilities. Corrective actions have been distributed to applicable staff to complete. Annual fire extinguisher, fire alarm and emergency lighting inspections at all township facilities were completed by Georgian Bay Fire & Safety Ltd. during November.

Incident Reporting: No incidents occurred during November.

Joint Health and Safety Committee: The Huron-Kinloss Committee met in November and performed a group inspection at the Ripley Huron Community Centre during their meeting.

### **Financial Impacts:**

To comply with the Occupational Health and Safety Act, as well as Regulations under the Act, and other Acts, and to keep workers safe on the job, health and safety is an ongoing expense included in the operating budget.

### **Strategic Alignment / Link:**

We are an accessible community by being open and transparent.

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

### **Respectfully Submitted By:**

Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC

### **Report Approved By:**

Mary Rose Walden, Chief Administrative Officer