



## Staff Report

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

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

**Department: Fire & Emergency Services**

**Date: Jan. 15, 2024**

**Report Number: FIRE-2024-01-1**

**File Number: C11-FIRE-24**

**Attachments: None**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-01-1, as 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

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

#### Emergency Management 2023 Year in Review

- No emergencies declared
- Municipal Emergency Control Group received annual training on required topics
  - Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) List
  - Municipal Emergency Response Plan (MERP) including roles & responsibilities
  - Activation and operation procedures under MERP
  - Emergency Operations Centre Location & communications infrastructure

- Annual exercise completed
  - Winter storm and power outage
  - In person exercise held at the Primary Emergency Operations Centre
  - Primary and alternate members participated in round table discussion format with injects to build scenario
- Community Emergency Management Program Committee (CEMPC) fall meeting conducted in hybrid format
- Attended Spring and Fall Emergency Management Ontario (EMO) Bruce Sector Meetings
- Attend Bruce County CEMC networking/ round table meetings
- HIRA & CI review completed
- Annual compliance documentation submitted to Emergency Management Ontario
- 8 Special Event Permits Issued – (Point Clark Canada Day Fire Works, Bruce Beach Annual BBQ, Lucknow Music in the Fields, Lucknow Fall Fair, and Ripley Fall Fair, Dungannon Tractor Pull and Bruce County Library Summer Reading Launch)
- In person presentation with Purple Grove Women’s Institute
- Public education displays at Ripley and Lucknow Fall Fairs
- Monthly public education posting on social media
- New appointment of Alternate Community Emergency Management Coordinator (CEMC) Shane Watson.

## 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.

Inspections: Regular monthly inspections were completed at Township facilities. Corrective actions have been distributed to applicable staff to complete.

Incident Reporting: No incidents occurred during December.

Joint Health and Safety Committee: The Huron-Kinloss Committee met in December and performed a group inspection at the Kinloss public works shed during their meeting. The Committee welcomed Bill Klingenberg as a new Management Representative in place of Jodi MacArthur who has stepped away from the committee.

## Health and Safety 2023 Year in Review

- 4 Safety Incidents (break and enter, struck head, strained arm, rolled ankle)
- 14 Safe Operating Procedures created or updated.
- Delivered Occupational Health and Safety Act required safety training and refreshers to 29 new and all existing staff
- Required staff attended additional training such as traffic control safety
- Regular/Monthly safety tailgate meetings with Public Works, Community Services, Huron Landfill and Municipal Office covering workplace specific safety topics, SDSs, policies and procedures
- Implemented new digital inspection software (CityReporter) and utilize work order system to assign findings and corrective actions with Community Services Department.
- Monthly workplace inspections completed at 13 Township facilities which identified hazards to be corrected.
- Quarterly JHSC meetings held with all three JHSCs. During meetings the committees discuss previous inspections, review Safe Operating Procedures/ Guidelines, and discuss any safety concerns raised to members

### **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