



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Health and Safety 1st Quarter Report 2021**

**Prepared By: Tracey Howe, Admin Assistant Public Works/Health & Safety Coordinator**

**Department: Chief Administrative Officer**

**Date: Jul. 5, 2021**

**Report Number: CAO-2021-07-21**

**File Number:**

**H04 HEA 21**

**Attachments:**

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**Recommendation:**

That the Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2021-07-21, as prepared by Tracey Howe, Administrative Assistant Public Works

**Background:**

The following report covers the period of April 1 – June 30, 2021.

**Discussion:**

COVID-19: Public Health recommendations continue to be monitored and followed with various policies and procedures in place to mitigate the health concerns. Eye protection was added as part of the Personal Protective Equipment (PPE) required when social distancing is not possible, and staff issued a pair of safety glasses.

Training: All staff participated in health and safety training during the quarter. The summer hires received Orientation training on May 3<sup>rd</sup>, 4<sup>th</sup>, and June 29<sup>th</sup>.

Inspections: Regular monthly inspections were performed at Township facilities and annual inspections were performed for the Huron Landfill, Lucknow Works shed, and Willoughby St Storage shed. A few minor issues were noted and addressed.

Manuals: The Occupational Health & Safety Policy and Procedure manual was updated to include a Portable Fire Extinguisher Standard Operating Procedure (SOP) and a Checklist for inspections of the extinguishers. Also, an SOP was added for a Drill Press.

Joint Health & Safety Committees: The JHSC for regular Township staff met each month and the JHSC for the Ripley-Huron Fire Department met for a quarterly meeting.

Bill 152: The first Tuesday of May each year will be recognized as Occupational Safety and Health Day.

**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 2021 operating budget.

**Strategic Alignment / Link:**

We are an accessible community by being open and transparent.

**Respectfully Submitted By:**

Tracey Howe, Admin. Assistant Public Works/Health & Safety Coordinator

**Approved By:**

Mary Rose Walden, Chief Administrative Officer