

Minutes

Occupational Health Committee

OHC # 359

Name: City of Martensville	Phone: 306-931-2166	Meeting Date: 7-Mar-19
Mailing: 37 Centennial Dr S	Fax: 306-933-2468	Next Meeting: 30-May-19
Address: P.O. BOX 970 Martensville, SK S0K 2T0		Total # of Workers: 60
Employer Co-Chairperson: Matt Gruza		
Employee Co-Chairperson: Teresa Jankoski		

Management Members	Title	Present	Absent	Employee Members	Title	Present	Absent
Don Crowe	Parks/Facilities Mgr	x		Heather Braun	Planning Clerk	x	
Scott Loyns	Engineer	x		Teresa Jankoski	Payables Clerk	x	
Matt Gruza	Director of Infrastructure & Planning	x		Larry Bressers	Facilities Maint.	x	
				Jamie Mitchell	PW Foreman		x
				Joe Cassano	Roadways Foreman		x

ITEM NO	PROBLEM OR CONCERN Give full explanation and details divide old/new concerns	ACTION TAKEN OR PROPOSED Name person responsible	TARGET DATE
1	<u>Old Business</u> Reviewed inspections for buildings on the agenda for today's meeting to make sure everything was done		
2	<u>New Business</u> Inspections on : City Hall Martensville Athletic Pavilion North Ridge Community Center Civic Center Library No new incidents reported.	See Attached	

Other Business (including requests to Occupational Health and Safety)

Distribute copies: Employer City Hall Fire Hall MAP Sports Center Library Public Works	 Employer Co-Chairperson  Employee Co-Chairperson In my opinion the above is an accurate record of this meeting
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Inspection Report

Areas inspected: City Hall, Civic Center/Library, MAP & NRCCC
 Attended by: Don, Larry, Scott, Heather & Teresa
 Number of Buildings Inspected: 4

Date and time of inspection: March 9, 2019
 Date of Report: March 20, 2019

Definitions

Probability

- * frequent (workers are frequently at risk)
- * probable (the hazard is likely to cause harm)
- * occasional (workers are occasionally at risk)
- * remote (the hazard could cause harm, but is very unlikely to do so)
- * improbable (the hazard is unlikely to ever cause harm)

Severity

- * catastrophic (death and/or severe destruction)
- * critical (serious injury and/or property damage)
- * marginal (minor injury and/or property damage)
- * negligible (no injury and/or property damage)

Item #	Location	Hazard Classification		Hazard Description	Recommendation	Corrective Action (Date and by Whom)	Type of Action	
		Probability	Severity				Temporary	Permanent
1	CITY HALL	Occasional	Marginal	Postage machine counter does not have a hole in it for all the postage machine cords. Tripping hazard	Drill hole at the back for all the cords to feed through to get them out of the way			X
		Occasional	Marginal	MAP rack near Director IP's office is not secured to wall.	Secure cabinet to wall to avoid possibility of it falling on someone			X
		Occasional	Marginal	No MSDS sheets in the Janitorial room.	To have sheets in Janitorial room for reference			X
		Occasional	Marginal Critical	No Eye wash station in Janitorial room.	Purchase a smaller model Eye wash station and mount in the Janitorial room			X
		Occasional	Marginal	Storage room/Vault no exit signs	Contact Fire department to find out what the regulations on Exit signs are.			
		Occasional	Marginal - Critical	Natural gas meter has no guard. In back of City Hall building	Need some kind of guard installed. to prevent it been hit by vehicle.			X
2	CIVIC CENTER	Occasional	Marginal	South doors do not open all the way, sidewalk heaved up.	Shave down the sidewalk so that doors will open all the way.	Already done, contractor fixed		X
3	LIBRARY	Occasional	Marginal	Request was made my employee to have the ducts cleaned in Library. Lots of dust.	Clean ducts			X
		Occasional	Marginal	Ask Fire Dept what the regulations are on having Exit doors locked. Far west Exit door is locked for employees security.	Contact Fire department to find out what the regulations on Exit signs are.			X
4	Martensville Athletic Pavillion	Occasional	Marginal	In main Storage room there are 2 main doors into the gym. There is equipment stored there	Contact Fire Department to find out the regulations on how far items are to be from exits.			
		Occasional	Critical	Intake air ducts are really low and someone could bump and injure their head.	Put reflective tape on all of them to make them stand out more.			X
		Occasional	Marginal	Team Rooms	Ask Fire Department whether their needs to be Exit signs above the doors in all the Team rooms.			