

Minutes

Occupational Health Committee

OHC # 359

Name: City of Martinsville
 Mailing: 37 Centennial Dr S
 Address: P.O. BOX 970
 Martinsville, SK 50K 2T0

Phone: 306-931-2166
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Meeting Date: Sep 19/19
 Next Meeting: Nov 2019

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 IP	x		Larry Bressers	Facilities Maint.		x
Trent Kolbe	Human Resources	x		Wayne Scott	PW Superintendent	x	
				Jamie Mitchell	PW Foreman	x	
				Joe Cassano	Roadways Foreman	x	

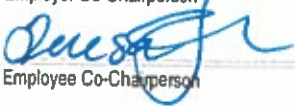
ITEM NO	PROBLEM OR CONCERN	ACTION TAKEN OR PROPOSED	TARGET DATE
	Give full explanation and details divide old/new concerns	Name person responsible	
1	<u>Old Business:</u>		
2	<u>New Business: Inspections</u> Inspections done on Fire Hall, Rec Shop and WPS/SLS#3 Was schedule for the WPS/SLS#1 to be inspected but it is currently under construction. Discussed having some regular sit down meetings to discuss any incidences reported. Set meeting for Oct 3, 2019 It was also suggested that there be safety vests and shoe covers available for those who do not have access to some for inspections	See Attached Teresa spoke with Carla - City Clerk protective clothing orders to have some available.	

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

Inspection Report

Areas Inspected: Fire Hall, REC Shop, WPS/SLS#3

Number of Buildings Inspected: 3

Date and time of inspection: September 19, 2019

Date of Report: September 19, 2019

Attended by: Matt, Don, Trent, Wayne, Jamie, Joe, Heather and Teresa

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 Taken	Date Completed	Type of Action	
		Probability	Severity					Temporary	Permanent
1	Fire Hall	Occasional	Marginal	Black garbage bins in front of fire extinguisher	Fire extinguishers need to be accessible move garbage cans.				X
		Occasional	Marginal/ Critical	No Fire extinguisher signs above extinguishers	Post signs above all Fire extinguishers for easy locating in an emergency				X
		Probable	Marginal/ Critical	No Fire Exit signs above exits	Post EXIT signs at all exits				X
		Occasional	Marginal	Bin under Fire extinguisher near North door in wash bay	Move bin to have easy access.				X
		Probable	Critical	Tires stacked with some over hang on top of cabinet in Wash bay area	Concerns that the tires are stacked too high and overhanging may cause them to fall off and cause harm to someone underneath				
		Occasional	Marginal	Paint on shelving unit north side of building store incorrectly.	Store paint correctly or remove out of building				X
		Occasional	Marginal/ Critical	Gas cas/little propane containers stored incorrectly on the shelving unit on the Northside of building	Remove and/or store correctly				X
		Occasional	Critical	Metal shelving units not secured and there are folding tables on top shelves	Secure shelving				X
2	Rec Shop	Occasional	Marginal/ Critical	In storage room there is a hose on the floor right when you walk in and paint not stored correctly	Move and store properly Paint needs to be stored correctly				X
		Occasional	Critical	Hoist has a strap instead of a roller assembly	Purchase a roller assembly				X
		Occasional	Marginal/ Critical	In coffee room there is a cart in front of the Sub panel	Move cart cannot be stored in front of panel				X

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