

Minutes

Occupational Health Committee

OHC # 359

Name: City of Martensville
 Mailing: 37 Centennial Dr S
 Address: P.O. BOX 970
 Martensville, SK S0K 2T0

Phone: 306-931-2166
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Meeting Date: 11-Mar-20
 Next Meeting: 03-Jun-20

Total # of Workers: 60

Employer Co-Chairperson Trent Kolbe

Employee Co-Chairperson: Wayne Scott

Management Members	Title	Present	Absent	Employee Members	Title	Present	Absent
Don Crowe	Parks/Facilities Mgr	x		Wayne Scott	PW Superintendent	x	
Ted Schaeffer - alternate	Dir. Rec/Comm Services		x	Jamie Mitchell	PW Foreman	x	
Matt Gruza	Dir. Infrastructure/Plan		x	Ian Woodrow	Mech. III	x	
Scott Loyns - alternate	Infrastructure Mgr.	x		Chase Chorney	Rec. Fac. Operator	x	
Trent Kolbe	Mgr. Human Resources	x		Joe Cassano	Roadways Foreman	x	
				Larry Bressers	Fac. Maint. Supervisor		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	Call to Order: 1:02pm		-
2	Previous Business: a) Office Ergonomic Assessment, training through WorkSafe Sask is available.	Trent - Organize to send staff, as appropriate	03-Jun-20
3	New Business: a) Incident Reports from previous qtr.	N/A	-
	b) Upcoming training - Dealing w/ Difficult People	Two sessions scheduled; communication is distributed; all staff assigned to a session	18-Mar-20
	c) OHC Terms of Reference under development, for proposal to OHC for review and consideration	Trent	03-Jun-20
4	Other Business: a) OHC Employer Co-chair changed from Matt to Trent	N/A	-
	b) OHC membership - further discussion regarding structure to ensure representation from all depts.	N/A	-
5	Adjourn meeting: 1:44pm		-

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