

Minutes

Occupational Health Committee

OHC # 359

Name: City of Martinsville
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 Address: P.O. BOX 970
 Martinsville, SK S0K 2T0

Phone: 306-931-2166
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Meeting Date: 03-Jun-20
 Next Meeting: 16-Sep-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 Chomey	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: 1:10pm		-
2	Previous Business: a) OHC Member Training, update	Trent to distribute information to OHC members re: OHC training Levels I & II (on-line availability or not; sign-up details)	29-Jun-20
3	New Business: a) COVID-19 updates	Request for more written communication June 5th, complete memos were sent to all employees regarding the details of reopening City Hall	- -
	b) Incident Reports from previous qtr.	Review of incident reports for the previous quarter Discussion of breaking out the use of the current form into 2 or 3 forms to better capture incident/potential incident information (e.g. Incident, Near Miss, Informational forms) - Trent to develop	- 16-Sep-20
	c) Confined space discussion	Discussion of Confined Space - entry and rescue, training and for whom. Scott L. & Don to look into available Level 1 training; primary current concerns are renewals, and relating to operation of the outdoor pool.	16-Sep-20
4	Other Business: a) Nil	N/A	-
5	Adjourn meeting: 1:56pm		-

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