

Minutes

Occupational Health Committee

OHC # 359

Name:	City of Martinsville	Meeting Date:	24-Sep-20
Mailing:	37 Centennial Dr S	Next Meeting:	03-Dec-20
Address:	P.O. BOX 970		
	Martinsville, SK S0K 2T0		
Phone:	306-931-2166	Total # of	
Fax:	306-933-2468	Workers:	60
Employer Co-Chairperson: Trent Kolbe		Employee Co-Chairperson: Wayne Scott	

Management Members	Title	Present	Absent	Employee Members	Title	Present	Absent
Don Crowe (on leave)	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	
Angie Reddekopp (temp)	Parks/Facilities Mgr	x		Larry Bressers	Fac. Maint. Supervisor		x (LOA)

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: 1:05pm		
2	Previous Business:		
a)	Confined Space training - update	To include W&S, Roadways, Superintendent & Parks/Rec (pool)	Nov. 10&12
3	New Business:		
a)	COVID-19 updates	Supervisors asked to remind staff of COVID protocol at their next stand-up meetings: Ensure 6' physical distancing at all times; frequent use of hand sanitizer; masks are mandatory anytime physical distancing cannot be maintained e.g. >1 in cab of truck, doing a buddy lift, or close contact training. Staff are permitted to wear a mask anytime they wish.	
4	Other Business:		
a)	Building/Facility Inspection Process	Discussion of previous process and recent absence of inspections Going forward, each area is to develop their own site inspection process Trent will forward copy of previous form to all areas, to be used as the starting point, for tailoring to each specific area. Trent will organize with City Hall	Oct. 5 Dec. 3
b)	OHSC Level I & II on-line training	Trent to look into availability of on-line training	Dec. 3
c)	SOPs	Discussion of SOPs pertaining to Parks & Rec. as well as custodial areas Angie R. to follow-up within her area; pw has offered assistance	Dec. 3
5	Adjourn meeting: 1:47pm		

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
---	--