

Minutes

Occupational Health Committee

OHC # 359

Name:	City of Martensville		Meeting Date:	23-Nov-20	
Mailing:	37 Centennial Dr S	Phone:	306-931-2166	Next Meeting:	25-Feb-21
Address:	P.O. BOX 970	Fax:	306-933-2468		
	Martensville, SK S0K 2T0				
			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 (LOA)	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 Loynt - alternate	Infrastructure Mgr.		x	Chase Chomey	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: 11:05 am		
2	Previous Business:		
	a) Completed Training	Confined Space: Completed Nov. 10&12. Attendance was to include all RW & WS, Parks Foreman & 1 Fac. Operator; actual attendance included all WS & PR Operator; needs to be run again to include more PR & RW - Angie to arrange Urban Workzone Traffic Accommodation (Sask Safety Council), completed for pw Oct. 21; Angie to arrange for Parks & Rec. Follow-up required to create a Martensville specific plan - Trent to coordinate PME Practical Assessment: Completed for Parks & Rec Nov. 23 by Regina Safety Consulting	Feb. 25 Feb. 25
	b) Booked Training	PME Classroom & Practical Assessments. Nov. 30 & Dec. 7 for Parks & Rec OHC Level I: All current OHC members are scheduled for instructor-led online delivery Dec. 15 (WorkSafe Sask) Supervisors & Safety: 5 booked for Dec. 16 for instructor-led online delivery PW Super & 2 Foremen; P&R Manager & Foreman (WorkSafe Sask.) OHC Level II: Available through online delivery only, through CCOHS; will be booked for all current OHC members once Level I is completed as participants have 90 days to complete once enrolled.	Nov 30 & Dec. 7 Dec. 15 Dec. 16 TBD
	c) Building Inspections	Recognition by the committee that regular building inspections need to be done. Discussion of process & timing for this to be done at each site; distribution of previous template for sites to use as their example	Feb. 25
	d) SOPs	SOPs for P&R functions are in process of being written	
3	New Business:		
	a) COVID-19 updates	Mandatory masks for all indoor public spaces announced Nov. 13 to become effective Nov. 16; memo e-mailed to all staff Nov. 13; meeting held Nov. 16 with all OOS supervisory staff (PW Superintendent included for OOS who were away) re: details of implementation, for distribution to their groups.	

ITEM NO	PROBLEM OR CONCERN Give full explanation and details divide old/new concerns	ACTION TAKEN OR PROPOSED Name person responsible	TARGET DATE
b)	Incident Reports from previous quarter	Four incident reports were reviewed from PW	Nov. 30
c)	OHS Site visit Nov. 17, 2020	OHS received an anonymous complaint and did a site visit Nov. 17, met with OHC Co-Chairs. Skid steer incidents from Nov. 29/19 & Nov 13/20 were discussed and that the complaint included that employees had been told they were not to contact OHS - no detail re: who allegedly gave these instructions or when was given. The Officer stated that neither skid steer incident met the definition of 'Dangerous Occurrence'; there was no obligation for a joint employer-OHC investigation; and, that employees should bring complaints to their employer first before going to OHS. The Officer submitted a letter to the Co-Chairs in follow-up from the Nov 17/20 meeting, which included four requests. The City responded to these requests Nov 20/20. A subsequent report was sent to the Co-Chairs by OHS which stated "No further action is required" regarding the complaint that had been submitted to OHS. The Employer Co-Chair stated there was no knowledge of anyone in a leadership position communicating to any worker that they were not to contact OHS with complaints; it was reiterated that the City wants employees to bring all issues to their supervisors/the employer first and to give the opportunity to address.	
d)	Skid Steer Incident - Nov. 13, 2020	The incident was discussed; the City considers this incident very serious, outcomes include PME training refresh (classroom & practical assessments) for all P&R equipment operators; a written SOP will be developed re: the area of concern which will be signed-off by all P&R equipment operators, to be handled within the department. Worker Co-Chair requested copies of previous OHC Minutes pertaining to any and all OHC meetings regarding the Nov. 2019 skid steer incident. Trent to provide.	
4	Other Business:	Nil.	
5	Adjourn meeting: 12:23 pm		
Other Business (including requests to Occupational Health and Safety) - See above			
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	



Government
of
Saskatchewan

Occupational Health and Safety
8th Floor, 122 3rd Avenue North
Saskatoon, SK S7K 2H6
Toll Free: +1 (800) 567-7233
Fax:

Officer Report

File Number
Report Number 1-00013307

Name of Employer	City of Martensville City Hall
Address	37 Centennial Dr S MARTENSVILLE SK S0K 2T0
Place of Employment	City of Martensville City Hall
Address	37 Centennial Dr S MARTENSVILLE SK S0K 2T0 Box 970
Place of Inspection	37 Centennial Dr S MARTENSVILLE SK S0K 2T0 Box 970
Date of Inspection	Nov 17, 2020
Occupational Health Officer	Kelvin Kliewer
Details:	

On November 17, 2020 I attended the workplace pursuant S3-63 of *The Saskatchewan Employment Act* for the purpose of making an inquiry in response to a complaint concerning occupational health and safety.

I met the Co-chairperson's of the occupational health committee to discuss the concerns which relate to separate events involving Power Mobile Equipment (PME) near tenth street in Martensville, SK.

I request copies of the following records:

1. Most recent posted occupational health committee minutes.
2. Co-chairperson's training certificates in Level 1 and 2.
3. Investigation written reports involving PME incidents from January 2019 and November 13, 2020 along pathway near tenth street in Martensville, SK.
4. Written record of all training delivered to workers pursuant to S154 - *Trained operators of power mobile equipment* and Table 14.1 of the Appendix, OHS Regulations, 1996.

Please sign and return a copy of this report.

If you have any questions, you can contact me by phone at 1 800 567 7233, EXT 5728 or email kelvin.kliewer@gov.sk.ca. Thank you.

Note: Provide the Report as follows:

☐ Occupational Health Committee/Representative

☐ Post Information for Workers

☐ Occupational Health Officer

☐ Confidential do not post

Note: Any person directly affected by this decision, may appeal to the Director of the Occupational Health and Safety Division to amend or cancel this decision. Appeals must be in writing, and delivered to the Director by registered mail at the following address: 6th floor, 300 – 1870 Albert Street, REGINA, SK, S4P 4W1, or by fax to: (306) 787-2208 within 15 business days after the date of service of this decision. Commencing an appeal does not suspend the operation of the decision.

Report served on City of Martensville City Hall-MARTENSVILLE SK Box 970 37 Centennial Dr S0K 2T0

Report Served Email

Report received on behalf of the Employer

Trent Kolbe
Name (Print)

T.K.
Signature

HR Safety Manager
Position

11/19/2020
Date: Month/Day/Year

Copy Received on behalf of the
Occupational Health Committee,
Representative, of Workers:

[Signature]
Signature of Employee Representative

T.K.
Signature of Employer Representative



Government
of
Saskatchewan

Occupational Health and Safety
8th Floor, 122 3rd Avenue North
Saskatoon, SK S7K 2H6
Toll Free: +1 (800) 567-7233
Fax:

Officer Report

File Number
Report Number 1-00013385

Name of Employer	City of Martensville City Hall
Address	37 Centennial Dr S MARTENSVILLE SK S0K 2T0
Place of Employment	City of Martensville City Hall
Address	37 Centennial Dr S MARTENSVILLE SK S0K 2T0 Box 970
Place of Inspection	37 Centennial Dr S MARTENSVILLE SK S0K 2T0 Box 970
Date of Report	Nov 23, 2020
Occupational Health Officer	Kelvin Kliever

Details:

This report follows November 17, 2020 Officer Report (1-00013307) which requested Occupational Health Committee minutes, training of committee co-chairpersons, incident investigations involving Power Mobile Equipment (PME) and competent operators of PME.

On November 20, 2020 the employer responded to the items with a written report of the progress that has been made towards remedying the following: **training committee members, safe work procedure for snow removal /pathways and required PME practical training.** Corrective action timelines have been provided. Failure to complete may result in further regulatory compliance action.

No further action is required.

Please sign and return a copy of this report.

If you have any questions, you can contact me by phone at 1 800 567 7233, EXT 5728 or email kelvin.kliever@gov.sk.ca. Thank you.

Note: Provide the Report as follows:

☐ Occupational Health Committee/Representative

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Report served on City of Martensville City Hall-MARTENSVILLE SK Box 970 37 Centennial Dr S0K 2T0

Report Served Email

Report received on behalf of the Employer

T. Kolbe
Name (Print)

HR & Safety Manager
Position

[Signature]
Signature

11/23/2020
Date: Month/Day/Year

Copy Received on behalf of the
Occupational Health Committee,
Representative, or Workers:

[Signature]
Signature of Employee Representative

[Signature]
Signature of Employer Representative