

Minutes

Occupational Health Committee

OHC # 359

Name: City of Martinsville	Meeting Date: 23-Feb-21
Mailing: 37 Centennial Dr S	Next Meeting: TBD
Address: P.O. BOX 970 Martinsville, SK S0K 2T0	
Phone: 306-931-2166	
Fax: 306-933-2468	
	Total # of Workers: 60
Employer Co-Chairperson: Trent Kolbe	Employee Co-Chairperson: Jamie Mitchell

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 Loyns - alternate	Infrastructure Mgr.		x	Chase Chomey	Rec. Fac. Operator	x	
Trent Kolbe	Mgr. HR & Safety	x		Joe Cassano	Roadways Foreman	x	
Angie Reddekopp (temp)	Parks/Facilities Mgr	x		Lance Roberts	Custodian	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	Call to Order: 1:59 pm		
2	Previous Business:		
a)	COVID-19 update	Good job everyone; keep following the guidelines	
b)	Completed Training	Tabled until next meeting - no discussion	
c)	Planned Training	Tabled until next meeting - no discussion	
d)	Workplace Inspections update	Inspections are taking place in all departments with plans for complete catch-up; While inspections are being caught up, there is agreement that the departments will be the primary driver for the inspections, in association with the OHC. Once OHC workplace inspections are caught up, they will become the responsibility of the OHC to schedule and carry out going forward.	
e)	Office ergonomics update	Tabled until next meeting - no discussion	
3	New Business:		
a)	Harassment Prevention Policy	OHS site visit Feb. 4/2021 resulted in contravention of OHS Regulation 36, with a Compliance Required date of March 1. An interim Harassment Prevention Policy was created and approved by City Council Feb. 16, to replace the Anti-discrimination policy; this was the last Council meeting prior to March 1. This policy was first presented to the OHC here, for the purpose of taking away for further consideration and opportunity to provide feedback for consideration, revision, and resubmission to Council. Agreement from OHC to have feedback to the Employer co-chair by Friday Feb. 26, for consideration and integration; follow-up OHC meeting to be scheduled the week of March 1.	
b)	Distribution of OHC Minutes	Tabled until next meeting - no discussion	
c)	Incident reports from previous quarter	Tabled until next meeting - no discussion	
d)	OHS site visit - February 4, 2021	OHS received a worker complaint regarding an OHC workplace inspection. The OHS Officer informed he had no concern with the inspection - the subject of the complaint. A meeting with the two OHC co-chairs took place where WCB information (injury charts & details) was presented with the discussion about using this type of information to prioritize safety initiatives - to focus limited organizational time and resources where they are likely to have the greatest impact on worker safety. The OHS Officer and Worker co-chair proceeded to the Public Works shop where a site inspection was completed. Two additional contraventions were issued.	

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4	Other Business: a) Health & Safety Management System	Employer co-chair informed the committee of management's intent to make a proposal to City Council regarding acquiring third party assistance with a complete H&S audit and creation and implementation of a Health & Safety Management System.	TBD
5	Adjourn meeting: 2:55 pm		
Other Business (including requests to Occupational Health and Safety) - See above			
Distrubute 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	