

Minutes

Occupational Health Committee

OHC # 359

Name:	City of Martensville	Meeting Date:	09-Mar-21
Mailing	37 Centennial Dr S	Next Meeting:	06-May-21
Address:	P.O. BOX 970		
	Martensville, SK S0K 2T0	Total # of Workers:	60
Phone:	306-931-2166		
Fax:	306-933-2468		

Employer Co-Chairperson: Trent Kolbe

Employee Co-Chairperson: Ian Woodrow

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 Loynes - 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 Give full explanation and details divide old/new concerns	ACTION TAKEN OR PROPOSED Name person responsible	TARGET DATE
1	Call to Order: 1:35 pm		
2	Previous Business:		
	a) Harassment Prevention Policy	Discussion and request by worker rep's to consider wording re: 'timely fashion'. Questions re: what happens if there is a finding of 'no finding of harassment'. Policy will be reviewed and go to Council for approval March 16, 2021.	
	b) Office Ergonomics Update	The City contracted with Bridges Health; assessments have been sent out and are being completed by all full-time administrative staff. Part time staff or those for whom desk work is a smaller portion of their role are not included in the current contract. Similar assessments are available through WorkSafe Saskatchewan and may be done by any worker at any time. Reviews of the Bridges Health product will take place before additional staff are signed up.	
	b) Completed Training	PME, Practical Assessment - Nov. 23 & Nov. 30, 2020 by Regina Consulting & Training; for all Recreation Facility Operators OHC Level I: Dec. 15, 2020 by WorkSafe Sask; for all OHC members; Supervision & Safety: Dec. 16, 2020 by WorkSafe Sask, for all in-scope supervisors plus the OOS Parks & Facilities Manager OHC Level II: Dec. 2020 - Feb. 2021 by the Canadian Centre for Occupational Health & Safety (CCOHS), for all OHC members Confined Space: Jan. 18/19, 2021 by Trans-Care Rescue Ltd, for remaining Public Works (Roadways) and Parks & Rec. staff PME, Classroom: Feb 4, 2021, by Scott Loynes, for Parks & Rec. Seasonal staff and Parks & Rec. Facilities Manager	
	c) Planned Training	Harassment Prevention Policy, after Council approval. Chemical refresh training: March 18, 2021 by Pinnacle (supplier), for Custodial staff	March, 2021 18-Mar-21
3	New Business:		
	a) Distribution of OHC Minutes	Discussion of preferred process for receiving of OHC minutes for posting. Agreement for Employer Co-chair to continue sending by e-mail in pdf format. Reminder to be sure to include Bylaw (they're in a new location), and Pool Manager.	
	c) Incident reports from previous quarter	Review of incident forms from previous quarter	
4	Other Business:		
	a) Frequency of meetings	Concern raised about falling behind; suggestion to increase frequency of meetings. Agreement to hold the next meeting in 2 months instead of 3. Worker preference for holding meetings for as long as needed was raised.	09-May-21
	b) Health & Safety Management System	Update - a proposal was sent to Council for the March 9, 2021 COW meeting	

ITEM NO.	PROBLEM OR CONCERN Give full explanation and details divide old/new concerns	ACTION TAKEN OR PROPOSED Name person responsible	TARGET DATE
5	Adjourn meeting: 2:03 pm		
Other Business (including requests to Occupational Health and Safety)			
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	