

Minutes

Occupational Health Committee

Complete all information on top: Type or handwrite

Name of firm	City of Martensville		Total # of workers in workplace	60
Mailing address & Postal Code	PO Box 970 37 Centennial Drive S Martensville, SK S0K 2T0		Phone: 306-931-2166 Fax: 306-933-2468	
			Meeting Date	April 8, 2021
			Date of next meeting	May 13, 2021

Employer				Worker			
Co-chairperson				Co-chairperson			
Ted Schaeffer				Ian Woodrow			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Don Crowe (LOA)	Parks/Fac Mgr		X	Wayne Scott	PW Superintendent	X	
Ted Schaeffer	Dir Rec/Comm Svcs	X		Jamie Mitchell	PW Foreman	X	
Matt Gruza	Dir Infrastruc/Plan	X		Ian Woodrow	Mechanic III	X	
Scott Loyns	Infrastructure Mge	X		Joe Cassano	Roadways Foreman	X	
Trent Kolbe	Mgr HR & Safety	X		Chase Chorney	Rec Fac Operator	X	
Angie Reddekopp	A/Parks/Fac Mgr	X		Lance Roberts	Custodian		X

Item Date & 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		
2	Previous Business: a) Harassment Policy b) Office Ergonomics Update c) Completed Training d) Planned Training	The Chair advised the committee that the policy was revised based on feedback received from OHC worker members. The policy was sent back out to the OHC for review. No further changes were requested. The revised policy was presented and approved by Martensville City Council on April 6, 2021. Small group sessions will be set up with to review the policy, answer questions and have staff sign the acknowledgement statement. Full-time office staff have completed the ergonomic assessment tool from Bridges Health. Staff can repeat the assessment until they get to the "green zone" indicating proper ergonomics. Several staff have indicated they have reached the green zone. Follow up will be required with remaining staff. There are outstanding issues at the MAP front desk workstation that are still being addressed. Custodial staff attended a chemical training refresher course delivered by Pinnacle (chemical supplier) on March 18, 2021. A similar course will be held for the Recreation Facility Operators prior to the opening of the arena in the fall. Lance Roberts completed his Level 1 & 2 OHS training. Seasonal and summer students will have PME, WHMIS and mower/trimmer training scheduled for the first week of May.	May 13, 2021

3	e) Health and Safety Management System	Wade Keen is registered for Water & Sewer Level II training in the Fall. Arrangements are being made with the Saskatchewan Parks and Recreation Association to conduct a Parks Workers course for the Rec. Facility Operators in June/July of 2021.	
		Harness Safety has completed their safety audit. The City is awaiting the final report to determine the next steps.	
	a) Facility Inspection Reports	Facility Inspection reports for the following facilities were reviewed: City Hall, Civic Centre, Martensville Athletic Pavilion, Sports Centre Heritage Centre, Northridge Community Centre, Parks Shop Public Works Shop, WPH #1, SLS #1, WPH #2, SLS #2, SLS #3, WPH #4, SLS #4, Lagoon. Inspection reports are available to all employees on the City Intranet. All items requiring action have been addressed except for the following: City Hall Clock Tower tiles – Tender to replace has been awarded. Sports Centre – repair railings in music room Parks Shop – update MSDS Binder WPH #1 manlift rail – to be coordinated with Harness Safety. Ladder Inspections – to be coordinated with Harness Safety. Pumphouse and Lift Station confined space identification – to be coordinated with Harness Safety. SLS #4 air vent and foundation repairs (weather dependent)	June 25, 2021 April 30, 2021 April 30, 2021 TBD TBD TBD April/May 2021
	b) Incident Reports	A comprehensive review of past incident reports will take place in conjunction with Harness Safety to determine corrective action. An updated incident reporting process will be developed.	TBD
	Frequency of meetings	The committee will meet monthly on the second Thursday of each month at 1:30 p.m. Additional meetings with Harness Safety may be required as part of the safety review.	
5	Next meeting	Thursday, May 13, 2021 – 1:30 p.m.	
Other Business (including requests to Occupational Health and Safety)			
Distribute copies as follows: Copy 1 - Permanent Committee Files Copy 2 – Employer Copy Copy 3 – Post on Committee Board for workers' information		In my opinion the above is an accurate record of this meeting  _____ Employer Co-chairperson  _____ Worker Co-chairperson Page 2 of 2	