



Government
of
Saskatchewan

Minutes

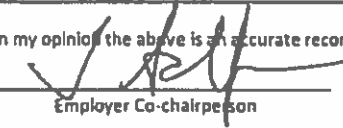
Occupational Health Committee

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	May 13, 2021
			Date of next meeting	June 10, 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 Loynes	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	The meeting was called to order at 1:35 p.m.	
2	Previous Business: a) Harassment Policy	The Chair advised the committee that information sessions had been held with the majority of staff to review the policy and answer any questions. An information session will be held for the aquatic staff on June 2, 2021 as part of their orientation. Staff who have missed previous sessions will also attend.	May 13, 2021
	b) Office Ergonomics Update	Nothing new to report.	
	c) Completed Training	Summer/seasonal staff completed WHMIS, mower, trimmer and classroom power mobile equipment training.	
	d) Planned Training	Waiting to confirm date with SPRA for a Parks Workers Course. Fall Protection/Aerial Lift training session will be set up for employees whose certification expires and new employees who have not completed the training. Lifeguards will be completing re-certification training June 3, 2021.	June/July 2021 June/July 2021
	e) Health and Safety Management System	Harness Safety will be onsite beginning the week of May 25, 2021 to initiate the new safety management system. The process is expected to take approximately 8 to 12 weeks. City Council has approved using a digital format for the new system.	June 3, 2021 May 25, 2021

3	a) Facility Inspection Reports b) Incident Reports Next meeting	No facility inspections were completed during this period. An inspection of the Aquatic Centre will take place the week of May 31, 2021. Inspection reports are available to all employees on the City Intranet. Outstanding items requiring action: City Hall Clock Tower – Old tiles have been removed; new tiles will be installed on arrival. Sports Centre – repair railings in music room. Room currently not in use. Repair will be completed prior to re-opening of rink in August. Parks Shop – update MSDS Binder – Scott L will provide information. 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) Two incidents were reported on: Injured/cut finger while removing grooming device from gator. Actions: • Proper technique to remove grooming device reviewed with all staff. • Reviewed with staff importance of not performing tasks without proper training. • Faded warning sticker on groomer replaced. • Chain on groomer partially covering sticker removed. Sawdust in eye while using skill saw. (Safety glasses were worn). Action: • Foam sealed safety glasses purchased. Thursday, May 13, 2021 – 1:30 p.m.	June 25, 2021 August 2021 May 30, 2021 TBD TBD TBD Completed
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	