

Minutes

Occupational Health Committee

Complete all information on top: Type or handwrite

Name of firm City of Martensville

Mailing address & Postal Code
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Martensville, SK S0K 2T0

Phone: 306-931-2166
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Total # of workers in workplace 60

Meeting Date June 10, 2021

Date of next meeting July 8, 2021

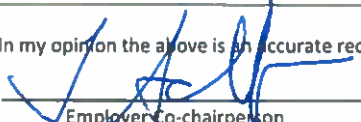
Employer Co-chairperson Ted Schaeffer

Worker Co-chairperson 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	The meeting was called to order at 1:45 p.m.	
2	Previous Business: a) Harassment Policy	Greg Pylypec from Harness Safety was present at the meeting to provide information regarding the implementation of the safety management program.	As required.
	b) Office Ergonomics Update	The Chair advised the committee that information sessions continue to be held for new staff and staff unable to attend previous sessions. 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 were also present.	
	c) Completed Training	Harness Safety will be conducting onsite ergonomic assessments for office staff as part of the safety management program. This will include part-time employees and an assessment of the MAP front desk area that is used by multiple employees. Harness will also conduct ergonomic assessments in non-office settings as part of the work planning process. This will include strategies to manage awkward and repetitive positions and use of assisting devices if required.	Ongoing
		Aquatic staff completed recertification and in-service training regarding spinal injuries. Supervisors completed safety management training that included WHMIS certification and use of the SiteDocs safety management ap. June 7-8, 2021. Employee training sessions were completed on June 9-10, 2021.	

3	d) Planned Training	Additional WHMIS and SiteDocs training sessions are scheduled for the week of June 14, 2021. SPRA Parks Workers Course scheduled for July 26-29, 2021. Fall Protection/Aerial Lift training session will be set up for employees whose certification expires and new employees who have not completed the training. Dates to be confirmed with Scott Loyns.	
	e) Health and Safety Management System	Harness Safety are onsite and have commenced training on the safety management system. Greg provided an explanation of the process: Harness has already developed several safe practices and procedures and loaded them to the SiteDocs ap. Additional practices and procedures that are specific to the City will be developed and added. Procedures will be based on regulatory requirements and best practices. Harness will be at worksites to provide coaching on following the practices and procedures as well as aid with filling out assessments/forms and documenting incidents. Harness will also be creating an in house training program for a number of the tasks that we perform.	
	a) Facility Inspection Reports	No facility inspections were completed during this period. Greg suggested that at least one facility inspection should be conducted between each OHC meeting date so that it could be reviewed at the meeting. The employer co-chair will put together a schedule for future facility inspections to present to the committee at the next meeting. An inspection of the Martinsville Aquatic Centre will be completed prior to the July 8, 2021 meeting. 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. Facilities Supervisor will meet with Greg onsite to confirm what repairs/alterations are required to make the railing safety compliant. Parks Shop – update SDS Binder – SDS sheets are now available to all employees on the SiteDocs ap. Parks shop related sheets will be downloaded and printed so that a hard copy is available onsite. 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)	July 2021 August 2021 July 8, 2021 TBD TBD TBD Completed
	b) Incident Reports	One incident was reported: A blow out line for the concession buildings in Kinsmen Park was found to be near a potable water line causing cross contamination. Actions: A plan has been made to relocate the blow out line prior to the fall when blow outs will be conducted.	

	Next meeting	Thursday, May 13, 2021 – 1:30 p.m. For future meetings the call for agenda items will be send out two weeks prior to the meeting and the agenda and any incident reports and/or inspection reports will be sent out one week prior to the meeting.	
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 <u>2</u> of <u>2</u>	