

Minutes

Occupational Health Committee

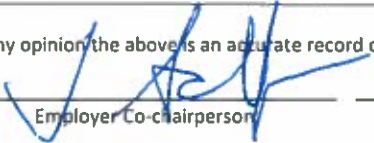
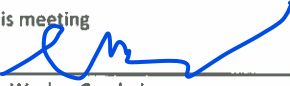
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Name of firm	City of Martensville		Total # of workers in workplace	60
Mailing address & Postal Code	PO Box 970 37 Centennial Drive S Martensville, SK S0K 2T0	Phone: 306-931-2166 Fax: 306-933-2468	Meeting Date	July 15, 2021
			Date of next meeting	August 12, 2021

Employer Co-chairperson <u>Ted Schaeffer</u>				Worker Co-chairperson <u>Ian Woodrow</u>			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Ted Schaeffer	Dir Rec/Comm Svcs	X		Wayne Scott	PW Superintendent		X
Matt Gruza	Dir Infrastruc/Plan	X		Jamie Mitchell	PW Foreman		X
Scott Loyns	Infrastructure Mge		X	Ian Woodrow	Mechanic III	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 Pylpec from Harness Safety was present at the meeting to provide information regarding the implementation of the safety management program.	Closed
	b) Office Ergonomics Update	Mike and Greg from Harness Safety will conduct individual ergonomic assessments with staff members upon request. The employer chair will relay this information to supervisors for furtherance to employees.	Ongoing
	c) Completed Training	No completed training reported.	
	d) Planned Training	SPRA Parks Workers Course confirmed for July 26-29, 2021. Fall Protection/Aerial Lift training confirmed for Sept. 28-29, 2021.	
	e) Health and Safety Management System	A written update regarding the health and safety management system was provided with the agenda.	

3	New Business a) Facility Inspection Reports b) Incident Reports c) Training Survey d) Psychosocial Risk Factors e.) RCMP/Fire Dept Safety	An inspection of the Martensville Aquatic Centre was completed on June 16, 2021. Issues such as burnt out light bulbs, clutter in front of electrical panels, SDS binders, noise decals and refilling eye wash stations were identified and corrected. The need for an additional shed to store chemicals properly was identified and will be actioned. The employer co-chair will present a schedule for future facility inspections at the next meeting. Outstanding items requiring action: City Hall Clock Tower – Old tiles have been removed; new tiles will be installed on arrival. Sports Centre – Music room site visit was completed. Room requires floor replacement, reinforcement of handrails and installation of a toe board. Room will remain closed until repairs are completed. 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) The following incidents were reported: Broken glass falling from broken window in work area. (Near miss) Actions: - Employees and supervisors to do more thorough hazard assessment. Proper PPE to be worn. Cracked fan blade on fire department vehicle (Near miss) Actions: - Fan blade to be checked on future inspections. More frequent inspections of fire department vehicles. Pinched finger setting up pickle ball nets. Actions: - Nets to be inspected monthly to identify potential hazards. Survey has been distributed. Trent to provide update at future meeting. Greg advised that a number of online information courses are available through the WorkSafe Saskatchewan website. The employer is supportive of employees completing these courses during work hours. The employer chair will send out an email to this effect. The employer chair also advised that the City has an Employee Assistance Program that is completely confidential and available to all workers. Greg advised that these are not part of the Harness program as there are regulations and legislation in place specific to these organizations.	July 2021 August 2021 Completed Completed Completed Completed July 8, 2021 TBD TBD TBD Completed
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f) Skid Steer incident follow-up	A Safe Work procedure for pathway snow removal, including the 10 th Avenue pathway has been completed and distributed to the OHC. A site visit to 10 th Ave was completed to determine requirements to allow PME to operate on that section of pathway. The installation of a barrier along the pathway will require consultation with an engineering firm.
g) Committee composition	The number of employer members will be reduced to four. Joe Cassano has resigned from the OHC. Replacement of this position is at the discretion of the workers, with Greg advising that representation from all different areas of the organization is encouraged.
Next meeting	Thursday, August 12, 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