

Minutes

Occupational Health Committee

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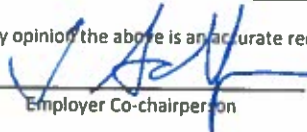
Name of firm	City of Martensville		Total # of workers in workplace	60
Mailing address & Postal Code	PO Box 970 37 Centennial Drive S Martensville, SK S0K 2T0		Phone: 306-931-2166 Fax: 306-933-2468	
			Meeting Date	September 23, 2021
			Date of next meeting	October 28, 2021

Employer		Worker	
Co-chairperson	Ted Schaeffer	Co-chairperson	Ian Woodrow

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	
Trent Kolbe	Mgr HR & Safety	X			Ian Woodrow	Mechanic III	X	
Angie Reddekopp	A/Parks/Fac Mgr		X		Lance Roberts	Custodian	X	
					Jamie McCulloch	Rec Program Coord	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 1:30 p.m. Greg Pylypec from Harness Safety was present at the meeting to provide information on the safety management program. Jamie McCulloch has joined the committee.	
2	Previous Business: a) Office Ergonomics Update b) Completed Training c) Planned Training	 Harness completed 10 assessments for City Hall staff and have provided reports. Some items have been addressed and the remainder will be addressed shortly. To facilitate this process specific equipment has been ordered and will be tested by everyone to find the right fit for their situation. The Sewer and Water Foreman has been training metre readers using the training logs available through Sitedocs. Continuous improvement is being seen. Fall Protection/Aerial Lift training confirmed for Sept. 28-29, 2021. Training to be provided by Leavitt. Training will take place at the Northridge Centre. Wade Keen will be taking the Level II Sewer and Water Operator Course October 4-8, 2021.	Ongoing Sept 28-29 Oct 4-8

3	New Business	d) Health and Safety Management System	Lift station training for Water and Sewer operators will take place October 21, 2021. There will be 4 participants. Greg from Harness is working with the Parks and Facilities Manager and Facilities Supervisor on an in-house Zamboni certification process. Harness provided the following update: - Preventative maintenance records should be made available to equipment operators. This has been put in place for the Public Works department. It is currently being set up for the Parks/Facilities department. - Safety training has been integrated into the onboarding process for new staff. - Harness has been onsite for a significant amount of time implementing the system and correcting behavior. The program is to the point where it should be being utilized properly. To ensure the system does not fail, the City will implement corrective actions moving forward with staff who are not following the safety requirements. - Harness (Greg) will remaining onsite 3 days per week until the end of the calendar year, at which point the City will look at options to move to an employed position in 2022.	Oct 21 Ongoing
		a) Facility Inspection Reports	Updates on previous inspections items: - AED pads at the Northridge Centre have been replaced. - Additional carts to store tables at the Northridge Centre have been purchased. - Lagoon building eyewash station installed. - Pool mechanical room needs proper fire extinguisher - WPS #4 requires anchor point quotes being acquired. - MAP light repaired. - Volleyball sleeves need repair. Currently covered with field turf. Will be revisited in 2022 when turf is removed. - PW Yards – chemicals have been stored properly. Garbage in Parks section needs to be disposed. - Overhead crane load ratings have been received. A workplace inspection of the Sports Centre (Arena) was conducted on September 16, 2021. Items identified for action: - Paint low girders in bleachers with high visibility paint. - Replace grip tape in wheelchair accessible area. - Dispose unlabeled pail. - Clear access route to exits at south end of rink. - Lock music room area and limit access. - General clean-up in areas.	Closed Closed Closed Ongoing Ongoing Closed April 2022 TBD Closed
		b) Incident Reports	Incident reports were discussed. Main issue identified was attention to task. Supervisors to remind workers to keep mind on task and not become complacent.	Ongoing
		c) Psychosocial Risk Factors	The employee co-chair advised that workers have been reporting to him that they are feeling workplace stress. He advised of a program available through Worksafe Sask regarding psychological stress. He will provide the employer chair with the link to investigate further.	Ongoing

d) OHS Regulations Next meeting	Trent attended a seminar with Workplace Sask. They are currently developing their 5 year plan which will identify their priorities. A survey of Occupational Health Officers was discussed. One of the top areas of concern identified was lack of supervision. Rate codes were also discussed. Municipalities (G31) have the 4th highest rate of accidents. October 28, 2021.	
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	