

Minutes

Occupational Health Committee

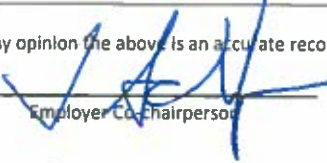
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Name of firm	City of Martensville		Total # of workers in workplace	60
Mailing address & Postal Code	PO Box 970 37 Centennial Drive S Martensville, SK S0K 2T0		Phone: 306-931-2166 Fax: 306-933-2468	Meeting Date November 4, 2021
			Date of next meeting	December 9, 2021

Employer	Worker
Co-chairperson	Co-chairperson
Ted Schaeffer	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.	
2	Previous Business:	Greg Pylypec from Harness Safety was present at the meeting to provide information on the safety management program.	
	a) Office Ergonomics Update	Assessments have been completed and all items implemented from previous report except for those that are awaiting equipment to arrive (ie. Headsets)	Ongoing
	b) Completed Training	Fall Protection/Aerial Lift training completed Sept. 28-29, 2021. Training provided by Leavitt. PME training is ongoing. Form 41 (PME Operator Competency Checklist) and Form 5 (Operator Training Log) are to be used to track in-house training.	Completed Ongoing
	c) Planned Training	First Aid/CPR training will take place in November and December.	Nov./Dec.
	d) Health and Safety Management System	Harness provided the following update: - Preventative maintenance information and forms is currently being digitized. Moving forward all forms will be completed digitally to eliminate paper usage. - Aerial Work Platform Safe Work Procedure has been updated.	

3	New Business a) Facility Inspection Reports b) Incident Reports c) Psychosocial Risk Factors d) OHS Regulations Next meeting	- Documents regarding musculoskeletal injuries and whole-body vibration syndrome were circulated for inclusion in departmental safety meetings. - Completing Safe Work Procedure for Zamboni operation. - A new form – Incident Investigation: Patron or General Public has been added to Sitedocs. No OHC facility inspection reports completed. Future inspections to be coordinated as follows: Matt to coordinate for public works buildings. Don to coordinate for Parks and Recreation buildings The following incident reports were discussed: - Foul smell in public works shop. Building evacuated and SaskEnergy and Fire Dept advised. It was determined that it was sewer gas from shower. Corrective action: Water run to fill trap. Water will be run periodically to prevent further incidents. - Rotten egg smell Northridge Centre. Gas shut off. Fan turned on. Determined to be pilot lights on gas stove. Corrective action: Workers taught how to light pilot lights. - Vehicle hit newly poured concrete. Corrective action: Barricades and cones put in place. - Back hurt exiting loader. No unusual factors identified. Was not determined to be workplace injury by physician. Corrective actions: rest, self-monitoring, self-awareness. - Patron hit head on beam at Sports Centre. Beam had high visibility paint. Corrective action: NA - Back strain while performing mechanical task over two-hour period. No substandard conditions or practices identified. Worker changed positions and took breaks. Pain reported next day. Corrective action: Supervisors to conduct safety meetings identifying risks and control measures for musculoskeletal injuries. No update. No update. December 9, 2021.	Dec. 9 Dec. 9
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		