



## Occupational Health and Safety Meeting Minutes

Tuesday Jan 14, 2020 @ Cold Lake Golf and Winter Club

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**Call to Order:** The meeting was called to order by Rebecca at 9:11 AM.

**Members Present:** Rebecca McDonald (Worker Co-Chair)  
Norm Hollis (Management Co-Chair)  
Shailesh Modak  
Phil Beaudoin  
Kelsey Laye  
Jeff Fallow  
Ryan Deschamps  
Jaqualene Morin

**Guest Present:** Dan Mokelki

**Members Absent:** Christina Brown

**Agenda Addition:**

- None

**Old Business:**

- None

**New Business:**

- Inspection conducted as Committee of Cold Lake Golf and Winter Club.
- Dan Mokelki discussed OH&S safety board posting requirements. Copy of requirements handed out to all member in attendance. Rebecca to complete safety board at Energy Centre and provide example to all other committee members prior to next meeting

**Training and Events:**

- None

**Round Table Discussion:**

- Discussion on City cold weather safety protocol/plan: Limits of exposure, wind chill, cold vs. hazardous, heated shelter provided.
- Dan provided more information after the meeting via e-mail
- Update on concerns/discussion surrounding use of headphones on the job.

- OH&S training courses change of format – previously 2 courses now combined into 1 course to be taken by all committee members. Training pending budget approvals.
- New FLRA format to be sent out again to all committee members for final consideration, suggestions, concerns, etc... To be brought back to the table at next meeting.
- Hazard assessments of all city locations to be completed prior to 2020 Audit. Assessments will include safety officer, foreman or supervisor, and two employees familiar with the location and job requirements. Dan and Rebecca to complete Hazard Assessment of Energy Centre and provide example to all other committee members prior to next meeting.
- Fire Warden Program still pending final approval.

**Next Meeting:** North Fire Hall – February 11, 2020

**Adjournment:** 10:01 AM

*Dan Mokelki*

Reviewed and approved by Dan Mokelki, Safety Advisor

*20-Jan-2020*

Date

*K. Nagoya*

Reviewed by Kevin Nagoya, CAO

*Jan 20, 2020*

Date