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## Occupational Health and Safety Meeting Minutes

Tuesday, February 11, 2020 @ Cold Lake North Fire Hall

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**Call to Order:** The meeting was called to order by Rebecca McDonald at 9:00 A.M.

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

**Guest Present:** Dan Mokolki

**Members Absent:** Shailesh Modak

**Agenda Addition:** • None

**Old Business:**

- Safety Board updates- North Arena safety board completed, picture presented to the committee for discussion. Safety board requirement checklist presented to committee for approval. Discussion of board space and potential solutions to lack of space (baskets, binders etc....). Standardization of safety board headings to be completed by Rebecca, approved by Dan and added to a shared folder for committee access.
- New FLRA format- Final review and discussion. Suggestions brought forth by members on behalf of workers who have tested out new format. Addition of rotating equipment and slip/fall hazards suggested. Minor formatting to allow more space for 'Work to be done' section. Discussion of potential directive being rolled out alongside new format to clarify OH&S requirements of tasks that require FLRA's.
- Hazard Assessment update- Energy Centre, Energy Centre Arena's, Transfer Station MRF Building completed. Upcoming Hazards Assessments- Golf Course & Public Works.
- Fire Warden Program- Still pending approval.

**New Business:**

- Inspection conducted at Cold Lake North Fire Hall. Notable concerns to be documented and sent out to applicable supervisory teams by Rebecca.
- Records and Retention Bylaw- Handout reviewed by committee of provincial, federal and core requirements regarding what records need to be retained and for how long. To be reviewed by City Counsel at a later date.

**Training and Events:**

- None

**Round Table Discussion:**

- Further discussion on City safety policies addressing earbud/headphone usage while working. Chapter 9 of the PPE Directive to be reviewed by OH&S Committee and discussed at the next meeting. Directive to be circulated to committee member via e-mail by Dan.
- Upcoming- Corporate Directive of confined and restricted spaces to be undergoing development.
- Managerial concerns of individual committee member schedule conflicts brought to committee attention. Discussion had on potentially switching meetings to an alternative day of the week to accommodate individual member. Alternative day does not allow for continued attendance by other committee members. Meetings to continue to take place every second Tuesday of the month unless otherwise agreed upon.

**Next Meeting:**

Cold Lake Regional Airport – March 10, 2020.  
Meet at Public Works shop at 8:30 A.M.

**Adjournment:**

10:15 A.M.



Reviewed and approved by Dan Mokelki, Safety Advisor

26-Feb-2020

Date



Reviewed by Kevin Nagoya, CAO

Feb. 27, 2020

Date