



## Occupational Health and Safety Meeting Minutes

Tuesday, March 10, 2020 @ Cold Lake Regional Airport

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

**Members Present:** Norm Hollis (Management Co-Chair)  
Rebecca McDonald (Worker Co-Chair)  
Phil Beaudoin  
Christina Brown  
Kelsey Laye  
Shailesh Modak  
Jaqualene Morin

**Guest Present:** Dan Mokolki

**Members Absent:** Ryan Deschamps  
Jeff Fallow

**Agenda Addition:** • None

**Old Business:**

- Safety Board updates- Standardization of safety board headings to be completed by Rebecca, approved by Dan. Review and approval of headings to be conducted by committee at next meeting.
- New FLRA format- Awaiting management review and approval.
- Hazard Assessment update- Public Works completed. Upcoming Hazards Assessments- Golf Course, FCSS & City Hall.
- Fire Warden Program- Has been approved. Training program to be developed by Norm Hollis and reviewed by Dan Mokolki previous to approval and roll out.
- OH&S Committee training- Has been approved. Committee members to register and provide Dan with registration information prior to purchase. Once this is complete, committee members may begin online training course.
- Emergency Transportation Policy- pending approval
- Safety Manual Directives- completed and pending management review and approval.
- Confined Space Policy- Confined Spaces Best Practice subcommittee to be formed to develop corporate directive. Will be comprised of individuals from departments dealing with confined spaces.

**New Business:**

- Inspection conducted at Cold Lake Regional Airport. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- 2020 Audit- Tentatively scheduled for end of October, 2020. Core Audit preliminary questionnaire to be circulated for preparation. Survey Monkey staff training to be circulated to identify gaps in knowledge, training etc... previous to audit.

**Training and Events:**

- ACSA OH&S Committee Member Training- Approved

**Round Table Discussion:**

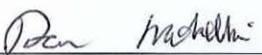
- RCMP Station inspection by Fire Department noted an outdated OH&S policy/manual posted. Request made by Norm to update.
- COVID-19 Discussion- update and confirmation by Shailesh about water treatment processes in reference to virus. No concerns in regards to city water supply.
- New Vehicle Inspection forms/process currently being rolled out. Phil to speak to Lorraine about ensuring Record of Training forms are being used.
- Energy Centre fire extinguisher casing concerns brought up by Rebecca from last Parks & Rec safety meeting. Confirmed with Norm that casings are required as part of fire code. Alternative materials suggested to prevent continuous damage from users/public.

**Next Meeting:**

Cold Lake Golf and Winter Club Maintenance Area  
April 14<sup>th</sup>, 2020, 8:30 a.m.

**Adjournment:**

9:51 A.M.

  
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Reviewed and approved by Dan Mokelki, Safety Advisor

19 - Mar - 2020  
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Date

  
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Reviewed by Kevin Nagoya, CAO

March 20, 2020  
\_\_\_\_\_  
Date