



## Occupational Health and Safety Meeting Minutes

Tuesday, June 16<sup>th</sup>, 2020 @ Cold Lake Golf & Country Club Maintenance Grounds

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**Call to Order:** The meeting was called to order by Rebecca McDonald at 9:01 a.m.

**Members Present:** Norm Hollis (Management Co-Chair)  
Rebecca McDonald (Worker Co-Chair)  
Phil Beaudoin  
Christina Brown  
Shailesh Modak  
Ryan Deschamps  
Jeff Fallow

**Guest Present:** None

**Members Absent:** Kelsey Laye  
Jaqualene Morin  
Dan Mokelki

**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 Business:**

- Inspection conducted at Cold Lake Golf and Winter Club maintenance area. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- Covid19 update: City of Cold Lake is continuing to follow the guidance and recommendations provided by Alberta's Chief Medical Officer. City of Cold Lake Emergency Response team is remaining vigilant on keeping updated on AHS guidance documentation.
- Fire Warden Training- Tentatively planned for fall of 2020 but will be dependent on pandemic status.

**Training and Events:**

- To be discussed next meeting.

**Round Table Discussion:**

- Discussion on need for standardization and documentation of policy/procedure for proper disposable mask usage. Concerns expressed over conflicting information between departments. Agreement reached that there is a need for an official document that can be referenced by all departments.
- Reiteration encouraged for all departments on the importance of continues social distancing, proper sterilization practices, etc. Discussions encouraged on the hazards of complacency during this time.

**Next Meeting:**

Cold Lake Marina  
July 21<sup>st</sup>, 2020, 8:30 a.m.

**Adjournment:**

9:34 A.M.



Reviewed and approved by Dan Mokolki, Safety Advisor

25-Jun-2020

Date



Reviewed by Kevin Nagoya, CAO

July 8, 2020

Date