



## Occupational Health and Safety Meeting Minutes

Tuesday, July 21<sup>st</sup>, 2020 @ Cold Lake Marina

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**Call to Order:** The meeting was called to order by Rebecca McDonald at 9:34 a.m.

**Members Present:** Norm Hollis (Management Co-Chair)  
Rebecca McDonald (Worker Co-Chair)  
Christina Brown  
Shailesh Modak  
Ryan Deschamps  
Jaqualene Morin

**Guest Present:** Dan Mokolki

**Members Absent:** Jeff Fallow  
Phil Beaudoin  
Kelsey Laye

**Agenda Addition:**

- First Aid/Fire Extinguisher/AED 3<sup>rd</sup> Part Vendor Inspection Contract

**Old Business:**

- Safety Board updates- Standardization of safety board headings presented by Rebecca. File sent to Dan to distribute to departments as needed.
- Covid19 Disposable Mask- Official directive unrealistic due to constantly changing AH&S guidelines. Discussion and agreement that e-mail will be sent by Safety Officer Dan Mokolki to department supervisors with clarification on proper disposable mask etiquette.
- 2020 Audit- No date set at this time.

**New Business:**

- Inspection conducted at Cold Lake Marina. Notable concerns discussed. Documentation to be sent out to applicable supervisory teams by Rebecca.
- First Aid/Fire Extinguisher/AED Monthly Inspections- 3<sup>rd</sup> Party Vendor Contact being worked on. Preliminary inventory of first aid stations complete. Changes to be made to all City first aid kits to comply with minimum levels 2 or 3.

**Training and Events:**

- Fire Warden Training- Details on training location format in regards to social distancing requirements currently in discussion. No training dates set at this time.
- OH&S Committee Training- Waiting on last of committee members to register and provide Dan with login and password. Link to be re-sent to committee members by Rebecca following meeting.
- AMSHA free training available. Norm to provide committee members with links via e-mail.

**Round Table Discussion:**

- Gov. of Alberta feedback opportunity for AMSHA members regarding OH&S Legislation Reform and Alberta COVID19 Relaunch Strategy. Norm to provide committee members with links via e-mail.
- City does have an ergonomic checklist and assessment procedure in place for individuals concerned with ergonomic hazards.
- Mention made to previous Worksite Safety Inspections being provided back to department for safety board reference.
- 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 Waste Water Lagoons  
August 11<sup>th</sup>, 2020, **Meet at South Fire Hall for Transport at 8:30 a.m.**

**Adjournment:** 10:10 A.M.

  
Reviewed and approved by Dan Mokelki, Safety Advisor

4- Aug-2020  
Date

  
Reviewed by Kevin Nagoya, CAO

Aug 13, 2020  
Date