



Joint Work Site Health and Safety Meeting Minutes

Tuesday May 10th, 2022 @ City Hall

Call to Order: The meeting was called to order by Norm Hollis at 9:20 a.m.

Members Present: Norm Hollis (Management Co-Chair)
Jaqualene Morin (Worker Co-Chair)
Phil Beaudoin
Shailesh Modak
Jeff Fallow
Ryan Deschamps
Laurel McCormack
Jesse Lohner

Guest Present: Dan Mokolki (City Safety Advisor)
Tracy Curtis

Members Absent: Amanda Ayers
Greg Friesen
Leanne Draper

Agenda: • None

Additions:

Old Business:

- Walkthrough of the Golf and Winter Club- Notable concerns sent to management
- Review of monthly Workplace Inspections
- Review of monthly Fire Wardens Inspections
- Information on the safety incentive program
- Fire warden training compete
- Farewell to Kelsey Lay and Cory Gibbs
- March Newsletter
- HSC section being added to the City's Intranet
- Train the Trainer Flag Person Course
- Poster creation for enlistment of new committee members
- TOR changes
- Committee Application Form
- Worksite Inspection Form
- Committee Inspection Form

New Business:

- Walkthrough of City Hall- Notable concerns sent to management
- Review of Aprils Workplace Inspections

- Review of Aprils Fire Warden Inspections
- Welcome – Greg Friesen (Parks) and Jesse Lohner (City Hall)
- Summer Orientation
- Safe Backing Course
- New Site Specific Orientation Form
- World Wide Paper Shortage
- First Quarter Incident Statistics

Training and Events:

Round Table Discussion:

- None
- Discussion was had about the Safe Backing Training schedule for the new employees this summer. It was suggested next year to take the summer employees in departmental group and not randomly spread out. As well as, a better look at who should be taking this course including full-time workers who are requesting it.
- Suggestion was made to change the sizing on the signature area on the new FLRA Form. It is currently too small.
- Discussion was had about setting up Fire Extinguisher Training.
- Discussion about the PPE required by departments for the summer staff and Supervisor/Foreman ordering enough for all of their staff. Safety Advisor will address this issue.
- There are multiple inspections happening in all locations. Between the Fire Wardens and the Worksite inspections, and the HSC, these are all necessary. We have removed the redundancies from the forms so items are not being checked multiple times by different people.

Next Meeting: 14 June 2022 @ Imperial Park

Adjournment: Meeting was adjourned at 10:14 a.m.


Reviewed and approved by Dan Mokelki, Safety Advisor

12th May - 2022
Date


Reviewed by Kevin Nagoya, CAO

May 3, 2022
Date