



## Joint Work Site Health and Safety Committee

Tuesday June 13, 2023 @ the Marina

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| <b>Call to Order:</b>    | The meeting was called to order by Norm Hollis at 8:35 a.m.   |
| <b>Members Present:</b>  | Norm Hollis (Management Co-Chair)<br>Rebecca McDonald (Worker Co-Chair)<br>Phil Beaudoin<br>Jeff Fallow<br>Leanne Draper<br>Laurel McCormack  |
| <b>Guest Present:</b>    | Dan Mokolki (City Safety Advisor)<br>Tracy Curtis   |
| <b>Members Absent:</b>   | Andrea Aguilar<br>Jennifer Anderson   |
| <b>Agenda Additions:</b> | None  |
| <b>Old Business:</b>     | <ul style="list-style-type: none"><li>• Walkthrough of the Water Treatment Plant – Notable concerns were sent to management</li><li>• Review of April's Worksite Inspection</li><li>• Review of April's Fire Wardens Inspections</li><li>• Review of April's Incident Report</li><li>• Committee project list-review, update, and additions</li><li>• Fire Warden meeting on April 26<sup>th</sup> – update</li><li>• Incident investigations and the use of pronouns</li></ul> |
| <b>New Business:</b>     | <ul style="list-style-type: none"><li>• Walkthrough of the Marina- Notable concerns will be sent to management by N. Hollis</li><li>• Review of May's Worksite Inspections</li><li>• Review of May's Fire Warden Inspections</li><li>• Review of May's Incident Report</li><li>• Committee projects – review, update and additions</li><li>• New Emergency Drill form</li><li>• New Abilities Management Progress Report Form</li><li>• New Job Hazard Analysis form</li></ul>  |

**Training and Events:**

- Fire Extinguisher Course – We are trying to tie this training with Health and Safety week July 16-22
- Air Brakes training – N. Hollis will let the managers know when this date will be and find out which workers need the training
- Safe Backing Course – will be booked in the next couple of months

**Round Table Discussion:**

- A discussion was had about creating a training program for Summer Workers to learn how to drive and back a truck and trailer. D. Mokolki will look at putting a course together for summer 2024.
- There was a discussion about the department codes on the incident reports and new departments need to be added such as ACCC. T. Curtis has already put in a request with Legislation to get this fixed.
- A question was asked about how often Roll-up doors need to be serviced. They should be serviced annually and if there is not sticker confirming a date the area manager should contact Facility Maintenance.
- There was a question about whether the public were allowed to have BBQ's on the beach. YES as long as there is not a fire ban.
- R. McDonald will be asking each department about their ladder inventory prior to the next meeting. The committee will decide how to tag each ladder for identification purpose on the Ladder Inspection forms.
- A question was asked about what topics do other committee members discuss when presenting at their Safety meetings. It was suggested to follow the meeting minutes or the agenda for the meeting.
- We are looking to host the first Health and Safety week on July 16-22. We have some games and a BBQ planned but there was the ask to keep is simple and not do too much.

**Next Meeting:** TBD – pending the date of a Utilities dig

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



Reviewed and approved by Dan Mokolki, Safety Advisor

21-June-2023

Date



Reviewed by Kevin Nagoya, CAO

June 27, 2023

Date