



# APPROVED Health & Safety Committee Minutes

<b>DATE/TIME:</b> December 10, 2015 @ 8:30 a.m.		<b>COPIED TO:</b>	
<b>LOCATION:</b> 450 Scott Street		<input type="checkbox"/> Health & Safety Committee Members <input type="checkbox"/> Chief Administrative Officer & Managers <input type="checkbox"/> Human Resources Officer <input type="checkbox"/> 450 Scott Street Bulletin Board <input type="checkbox"/> OW Office Bulletin Board (A) <input type="checkbox"/> Maintenance Garage (FF) <input type="checkbox"/> Ambulance Base Bulletin Boards: <input type="checkbox"/> Atik <input type="checkbox"/> Emo <input type="checkbox"/> FF <input type="checkbox"/> RR	
<b>CO-CHAIRS:</b> Ed Carlson and Robin Pollard			
<b>PRESENT:</b> Robin Pollard, Trevis Penney, Greg DeGagne, Dan McCormick, Ed Carlson			
<b>REGRETS:</b> Chris Jodoin		<b>GUESTS:</b> Joanne Spence (ex-officio)	
AGENDA ITEM	DECISION/ACTION	RESPONSIBILITY	DUE BY:
1) Call to Order	The meeting was called to order by Robin Pollard @ 8:45 a.m.	Co-Chair	N/A
2) Approval of Minutes	The Minutes of the November 5, 2015 meeting were reviewed and approved. Motioned by Ed and seconded by Trevis. Carried	N/A	N/A
3) Business Arising from the Minutes	<ul style="list-style-type: none"> <li>➤ Deceased Person Procedure: Dan is working on the development of a Deceased Person Procedure. It has been forwarded to Maintenance Supervisor and will bring a draft to the committee for review, once completed.</li> <li>➤ Information Items from Forum North: Members were provided with copies of the Forum North power point presentations held in Thunder Bay last month.</li> </ul>	Dan	ASAP
4) New Business	<ul style="list-style-type: none"> <li>➤ Certification Training: The committee was advised that management personnel recently received their Level 1 Certification (Aynsley McKinnon, Chris Wielinga and Leanne Eluik).</li> <li>➤ Level 2 Municipal Sector Training: Members were advised that a Level 2 Municipal sector training session has been scheduled for January 12 &amp; 13, 2016. We should be</li> </ul>	N/A  Dan	N/A

5)	Regular Reports	5.1 Employee Incident Reports <ul style="list-style-type: none"> <li>○ 2015-23 – Employee tripped and fell and was injured. Medical attention sought, lost time. The JOHSC concur with mgt response and have no further recommendations.</li> </ul>		
		5.2 JOHSC Inspections <ul style="list-style-type: none"> <li>○ No inspections to report. Robin will complete the outstanding inspections for 2015. Ed will provide a new Inspection Schedule for 2016.</li> </ul>		
6)	Special Reports	6.1 Special Reports <ul style="list-style-type: none"> <li>○ None at this time</li> </ul>		
7)	Other Business	<ul style="list-style-type: none"> <li>• Members were provided with information on the following items: <ul style="list-style-type: none"> <li>○ <i>Coping with Horrific Workplace Injury or Death</i>, Safety Talks for Safe Supervisors, February, 2015.</li> <li>○ <i>Marijuana and Workplace Safety</i>, Safety Talks for Safe Supervisors, February, 2015.</li> </ul> </li> <li>• It was suggested that a stationary bike might be useful to make individuals more active in the workplace and help decrease injuries.</li> </ul>		
8)	Next Meeting	The next meeting to be held at 450 Scott Street on Tuesday, February 16, 2016 at 8:30 a.m.	N/A	
9)	Adjournment	The meeting was adjourned at 9:15 a.m.	N/A	