

COUNTY OF ST. PAUL NO. 19
JOINT HEALTH AND SAFETY COMMITTEE MEETING
January 6, 2011

Present: Bryan Bespalko, Steven Jeffery, Ken Warholik, DD Skawronski-Munro, Linda Meger, Lawrence Theroux, Leo Demoissac, Steve Upham, Sheila Kitz, Claude Dubrule

Absent: Stewart Bintz, Jason Anderson, Danny Weinmeier, Dennis Bergheim

1. CALL MEETING TO ORDER

The 8th Joint Health and Safety Committee meeting of the County of St. Paul No. 19 was called to order by Sheila Kitz, Co-Chairperson for the Employer Group at 8:45 a.m. Thursday, January 6, 2011 at the Administration Office.

2. ADDITIONS AND ACCEPTANCE OF THE AGENDA

There were no additions to the Agenda. Steven Jeffery moved to adopt the agenda as presented. All in favor.

3. MINUTES

Moved by Steve Upham that the minutes of the December 3, 2010 meeting be approved as presented. All in favor

BUSINESS ARISING

EXTERNAL SAFETY AUDIT-ELEMENT 2: HAZARD IDENTIFICATION AND ASSESSMENT

- Bryan Bespalko reviewed the results within Element 2: Hazard Identification and Assessment. The following items were discussed:
 - Must develop specific hazard identification directives & policies.
 - In the section of hazards being identified and documented for jobs performed by the organization it was stated that not all new tasks and jobs are identified and included in the Hazard Identification, Assessment and

Control Program. Since a score of only 70% was scored, room for improvement in this area must be looked at.

- The hazard assessment policy in lieu of a directive does not identify when the hazard assessments are to be reviewed. 0 marks scored. Even though the directives may not change it must be reviewed and documented. All reviews must be signed and dated. Currently the directives are reviewed annually however, specific timelines must be made.
- Identification of hazards and worker involvement /notification of hazards we scored a 95%.
- The section regarding Supervisors/ foreman and Managers responsibility for ensuring that hazard identification process is completed within their area we scored a 62.50%. Supervisors and Managers must understand the significance and their roles in identifying hazard assessments. This can be done with more courses and training.
- In the section of unsafe/unhealthy condition or practices we scored 100%. The employees knew that they could stop if a job was unsafe till it was addressed.
- In summary, the policy we currently have in place is good however, more directives must be developed and review of directives must be outlined.

We will be reviewing in detail Element 3: Hazard Control at the next meeting.

SAFETY BARS FOR GRAVEL BOXES

- Bryan reported that the spec for the safety bars must be certified by an engineer. They are currently looking into this matter.

CELL PHONES/BLEU TOOTH/PERSONAL PHONES

- Since legislation will be in place June 1, 2011, Sheila and Leo will be working on making sure that money is in the budget to address what will be required to cover the purchase of any blue tooth's that will be needed. Sheila will also be checking into the contract's are currently in place for the Mike phones. The possibility of upgrading the blackberries will also be looked into. A policy providing compensation to employees who use their personal phones will have to be brought to Council for approval.

AMHSA COURSES

- Bryan advised that the County could host the 2 day Leadership in Safety Excellence Training course for the Supervisors and Managers.

- The Hazard Identification and Formal Inspection ½ day courses could also be hosted by the County.
- The 2 day Audit course should be taken by 2 or 3 people. The persons chosen will need to be paperwork orientated.

4. **ROUND TABLE DISCUSSIONS**

BRYAN BESPALKO

INCIDENT REPORTS

Bryan reported that there was only 1 incident last month. The collision with a deer occurred on December 17th near Horseshoe Bay. After further investigation it was deemed that the incident was not preventable. The driver did not see the Deer in the dark however, one must always be aware of their surroundings. The only damage was to the vehicle. A police report had to be filed.

He also advised the group the he would be holding safety meetings to update staff on the incidents to date. He will be meeting with employees from the shop and office on Friday, January 7, 2011.

Bryan also reported that the Bonnyville Fire Dept had many of their volunteer fire fighters quit due to unsafe conditions.

A code of practice for fire fighters should be handed out to both the Ashmont and Mallaig Fire Departments. They should also have a copy of the Occupational Health and Safety Act. All the fire departments including St. Paul and Elk Point should be aware of their roles and responsibilities along with notifying their volunteer fire fighters of what they can and cannot do.

The Town of St. Paul Fire Department along with its Chief could be a good resource for the other fire departments.

It was also decided that the County should purchase 2 portable hand held radio's that would remain at the shop. These radios would be programmed with all fire department channels so County employees could have direct contact with the appropriate people when they are bringing equipment to the scene of a fire.

Bryan then spoke of the smoke issue at the shop and asked Ken Warholik to give us an update. Ken advised the committee that he is currently getting estimates for some building renovations to try to eliminate some of the smoke issues that they are having at the shop. He is expected to have some of the estimates in the next couple of weeks.

The plan would be to convert the existing wash bay to a welding bay. This would give them 2 drive thru bays where 99% of the welding could be done. They would be sealed off and have proper air exchanges installed. An air assessment

would have to be conducted so proper ventilation could be installed. This should eliminate most of the smoke issues.

Since the County now has over 200 pieces of equipment it is necessary to change the practice in the way welding and mechanical work is conducted. Some of the work on the equipment may have to be done outside in the spring.

STEVE UPHAM

Steve reported that council are very happy with the work that the committee is doing.

LINDA MEGER

No issues to report

STEVEN JEFFERY

No issues to report

SHEILA KITZ

Sheila advised the group that an office employee was quite intimidated by an upset rate payer last month. The employee was working alone during the lunch hour. No one else was in the building at the time of the incident. When a staff member is working alone even a panic button may not suffice. Therefore, to prevent this situation from happening again and to comply with the working alone legislation, a request will go before council to close the office during the lunch hour. Until council makes the decision to close the office during the lunch hour, there will always be 2 people working which will alleviate the situation. In the interim, staff will stagger their lunch hours.

The only exception will be during the tax season from mid May to mid July when the office will remain open during the lunch hour. During that time, there will always be 2 staff scheduled to work.

Sheila asked why the WCB expenses were so much higher. Bryan advised the group that it was due to an industry rate correction with an increase of about 51%.

CLAUDE DUBRULE

No issues to report

DD SKAWRONSKI-MUNRO

No issues to report

LAWRENCE THEROUX

No issues to report

LEO DEMOISSAC

Leo advised the group that he is working with Bryan to get another person to help him conduct his assessment reports. He feels that with some training someone could help Bryan with the safety program. When obtaining signatures for easements staff should not be going by themselves since they could be entering people's homes. Safety expectations are huge and we are trying to do our best to fulfill that commitment.

KEN WARHOLIK

Ken advised the committee that new sprinkler systems would be installed during the months of March and April. He also inquired about getting a motorized gate for the shop. The staff could punch in a code which could be the same as their fuel pin # or have a card to gain entry. The gate could have a sensor so it would shut automatically. He also advised the group that there is no external video system at the shop.

GENERAL INFORMATION

BRYAN BESPALKO

Bryan is currently checking into PPE such as light reflective winter jackets that would be required to be worn by the grader and snowplow operators. The costs of these jackets would be \$90.00 each and it would be the responsibility of staff to take care of them. A policy should be in place outlining the replacement and employee responsibilities.

6. DATE OF NEXT MEETING

The next meeting is scheduled for February 3, 2011 @ 3:00 p.m.

7. ADJOURNMENT

Sheila adjourned the meeting at 10:17 a.m.