

COUNTY OF ST. PAUL NO. 19
JOINT HEALTH AND SAFETY COMMITTEE MEETING
April 14, 2011

Present: Bryan Bespalko, Linda Meger, Lawrence Theroux, Steve Upham, Sheila Kitz, Claude Dubrule, Danny Weinmeier, Dennis Bergheim, Leo Demoissac, D.D. Skawronski-Munro, Stewart Bintz, Steven Jeffery, Ron Dechaine

1. CALL MEETING TO ORDER

The 11th Joint Health and Safety Committee meeting of the County of St. Paul No. 19 was called to order by Steven Jeffery Co-Chairperson for the Employee Group at 3:05 p.m., Thursday, April 14, 2011 at the Administration Office.

2. ADDITIONS AND ACCEPTANCE OF THE AGENDA

There were no additions to the Agenda. Sheila Kitz moved to adopt the agenda as presented. All in favour.

3. MINUTES

Moved by Leo Demoissac and Seconded by Ron Dechaine that the minutes of the March 3, 2011 meeting be approved. All in favour.

BUSINESS ARISING

EXTERNAL SAFETY AUDIT-ELEMENT 5: ORIENTATION AND TRAINING

- Bryan Bespalko reviewed the results within Element 5: Orientation and Training we scored 84% in this element. The following items were discussed:
 - In section 5.3 we scored a 75%. This category referred to supervisors determining if workers can do their jobs safely, even though we scored a little lower it was still an acceptable requirement. Supervisors must take the time to do proper training, and mentor their employees which can also include the employees observing the tasks at hand.
 - In section 5.6 it was identified that internally transferred workers are not being re-orientated into their transferred positions. Ex. Parks employees going into construction.

- In Section 5.7 which covered orientation within the first week of employment, it was determined that employees are not receiving the proper training within the first week especially those employees that have returned from year to year. Bryan advised the group that they are trying to iron out the kinks so all employees receive the proper training within the first week of employment.

- Tail gate meetings are being held with small contractors prior to job commencement. It was also discussed that even when electrician comes to the shop or admin office they should also be receiving training prior to job commencement.

- It was noted that no signage referring to “Authorized Personnel Only” was posted at the water treatment facilities. Bryan will be checking into this.

Bryan also advised the group that Steven Jeffery has taken the Auditors Course

Sheila also advised the group that we had a new FCSS director and Bryan has done a safety orientation with that employee.

We will be reviewing in detail Element 6: Emergency Response Planning at the next meeting.

SAFETY BARS FOR GRAVEL BOXES

Bryan reported he had spoken to some people at a meeting he had attended and they advised him that they purchased engineered box bar for \$1,000.00. These bars are generic and will work on all gravel boxes. He is to get the website address and will bring the information back to the next meeting.

CELL PHONES/BLUE TOOTH/PERSONAL PHONES

- Sheila advised that the policy committee is in the process of developing a policy that will provide an allowance for those employees who utilize their personal phones for County business. If an employee uses their personal phones and it is deemed required for their job, the County will provide them with a blue tooth device and will give them a monthly allowance. The allowance that could be provided may be a \$40.00 per month allowance for non supervisor. The landfill operators would have their allowance prorated depending on how many days a week they work. Once the policy is set, a copy will be distributed to the employees.

AMHSA COURSES

Linda advised the group that 11 staff participated in the Hazard Identification and Formal Inspection Courses on April 7th, these 2 modules were part of the Leadership for Excellence Training sessions. The other 2 modules are scheduled for April 27th.

SHOP RENOVATION UPDATE

- Ken Reported that the sprinkler system upgrade will be completed in 2011 and salt and sand sheds will also be erected in 2011.

MOTORIZED GATE

- Ken also reported that they are currently working on bringing power to the gate and they should also have this completed in 2011.

The group discussed the option of applying for grants to cover some of the previously discussed items to help cover costs. Since some of the improvements can fall under the "green" program, money may be available for 2012.

Some lights at the shop must be replaced since some of the ballasts have been dripping oil. These costs will come out of the bldg repairs budget.

TOWING POLICY

- Bryan distributed a vehicle recovery and towing pamphlet along with a pre-job checklist that he had received. If anyone has recommendations after reading the information provided, let Bryan know. The information will be brought forward to the policy committee which Bryan and Steve Upham are sitting on. Bryan will bring forward to the committee once the draft has been prepared at the policy level.

TEAM BUILDING-QUAD RIDE

- The quad ride event will be taking place April 30th. Information regarding the event was included with all the employees' paystubs. The checkpoints will all be accessible to vehicles. All participants will throw beanbags at the check in points and the highest score will win prizes. The prizes will be safety related, such as smoke detectors, fire extinguishes ect... Spouses of employees will also be able to participate however, they will only be eligible for the game prizes. The safety related prizes will be awarded to staff only. All participants will meet at the County shop at 9:00 a.m. and will finish at the staging area in Lindbergh for lunch. Glenn Ockerman will be supplying steaks for all participants. The cost of the hotdogs, salads and game prizes will be taken out of the safety budget. The check points may be Armistice and Elk Point with the final stop in Lindbergh. The final check points will be given on April 30th.

SAFETY BUDGET UPDATE

- The safety budget has been approved with the increase. The budget will be split up into more categories so it is easier to track where the money is being spent. Some of the categories will be Training, Equipment, Testing/Other, Personal Protective Equipment and Other/Team Building events.

4. **ROUND TABLE DISCUSSIONS**

BRYAN BESPALKO

INCIDENT REPORTS

There were no incidents to report.

Bryan reported that he and Steven Jeffery had attended a Northern Alberta Safety Council meeting in Smoky Lake. This meeting was for safety coordinators and it was an information sharing session.

Some of the discussion was regarding municipal volunteer fire departments. The concerns brought forward was that minimal standards are in place for volunteer fire fighters to adhere to. Bryan is going to be looking into the Hazard Assessment that Lac St. Anne County has, along with standard guidelines from the County of Two Hills. Bryan will also speak to the fire chief's regarding the information that will be brought forward.

AMHSA are going to be holding a session at the AAMDC's for elected officials regarding fire departments. This course will help for budgeting purposes since many changes will be coming in the next couple of years relating to fire departments.

KEN WARHOLIK

No issues to report.

DENNIS BERGHEIM

No issues to report.

STEVE UPHAM

Steve advised that he and Bryan will be sitting on the safety policy committee.

STEVEN JEFFERY

Steven advised the group that he had participated in a 4 days auditor's course put on by AMHSA. He is now qualified to perform an audit. He will be interviewing staff as part of the annual audit.

LINDA MEGER

No issues to report

SHEILA KITZ

Sheila reported that the management staff had participated in the leadership for excellence course. She felt that hazard assessments must be identified so all potential's can be eliminated all together. She also commented on the effectiveness of the safety committee.

CLAUDE DUBRULE

No issues to report

LAWRENCE THEROUX

No issues to report

DANNY WEINMEIER

Danny advised the group that the Mallaig water system building has been broken into 3 times with the theft of the loonies each time. They have had to replace the door and jamb. Bryan will check into installing alarms and perhaps setting up a camera. The group also discussed having Ken Richter reinforce the door.

RON DECHAINED

No issues to report

D.D. SKAROWNSKI-MUNRO

No issues to report

LEO DEMOISSAC

Leo reported that he had sent a crew down the trail west of the shop to inspect an issue with a culvert. A ratepayer had complained that his house was under water due to the culvert being plugged up. The crew tried to break up the ice that was jammed in the culvert, then they tried to steam the built up ice. With the added pressure the culvert collapsed. He then sent a crew of 3 employees to replace the culvert. When the crew were excavating to remove the old culvert they realized that the gas line marker was just meters away.

Leo reported that he will be completing an incident report due to the near miss with the gas line, and apologized that the incident was not reported immediately. In reviewing the incident a first call was imperative prior to work commencement. Since completing the AMHSA training sessions, level of awareness has risen and it is important to complete a hazard assessment and complete a checklist when first call locates are to do be done.

STEWART BINTZ

Stewart reported that the training by Finning for the new graders went well. The group discussed that the mechanics should also be trained as the equipment is operated with joy sticks. Anyone who must move or work on these new graders should receive some training. Also a new form should be setup for the new equipment along with the training procedures.

GENERAL INFORMATION

Lawrence advised the group that when backing up the scissor neck in the middle of a road flares or strobe lights should be used. Bryan advised that there are some at the shop.

Lawrence and Steven will be doing a loading and unloading equipment demonstration.

6. DATE OF NEXT MEETING

The meeting is scheduled for Thursday May 5, 2011 at 3:00 p.m.

7. ADJOURNMENT

Steven adjourned the meeting at 4:10 p.m.