

COUNTY OF ST. PAUL NO. 19
JOINT HEALTH AND SAFETY COMMITTEE MEETING
May 5, 2011

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

1. CALL MEETING TO ORDER

The 12th 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 3:10 p.m., Thursday, May 5, 2011 at the Administration Office.

2. ADDITIONS AND ACCEPTANCE OF THE AGENDA

Ken Warholik requested that one addition be made to the agenda. The addition was made under new business as 5 (a) Michelin Safety Session. Dennis Bergheim moved to adopt the agenda with the addition. All in favour.

3. MINUTES

Moved by Steve Upham that the minutes of the April 14, 2011 meeting be approved. All in favour.

BUSINESS ARISING

EXTERNAL SAFETY AUDIT-ELEMENT 6: EMERGENCY RESPONSE PLANNING

- Bryan Bespalko reviewed the results within Element 6: Emergency Response Planning - we scored 73% in this element. The following items were discussed:
 - In Section 6.1 which dealt with emergency response procedures, only the admin office and public works shop had completed emergency response plans that addressed all possible emergencies. All other areas like the crusher, parks, construction crews etc. must have a emergency response procedure developed that will address all key issues such as 1) position responsibilities; 2) evacuation and rescue procedures; 3) emergency contacts; 4) communication; and 5) transportation of an injured worker.

- In section 6.3 which deals with employees receiving emergency response procedures for health and safety emergencies at their worksite, 81.48% of those interviewed responded positive to health and safety emergencies including fire drills.
- In section 6.5 which deals with documentation that the emergency response procedures for the employees have been tested within the last twelve month was done at the admin office and public works shop, however, all other sites visited were not done.
- In section 6.6 which dealt with reviewing, evaluating and modifying our procedures it was deemed that changes are implemented as required such as upgrading the alarm systems.
- In conclusion staff must be trained on the proper use of fire extinguishers and have floor wardens so all employees are accounted for. Muster Point signs should be in place at all construction sites and procedures developed for site specific work areas. All parks and landfills now have rural addressing signs assigned. Also all emergency plans should be practised and documented.

We will be reviewing in detail Element 7: Incident Investigation at the next meeting.

SAFETY BARS FOR GRAVEL BOXES

Bryan reported that he has ordered 2 sets of engineered safety bars from a company out of Saskatoon for demo. They will deliver them shortly and we will receive a full refund if they do not meet our needs. The costs per bar is \$989.00 per set and they are engineered to hold up to 50 tons. They are designed to rest against the frame of the box when it is upright. Bryan had distributed pictures at the meeting. Bryan will let us know at the next meeting how they worked.

AMHSA COURSES

The final modules of the Leadership for Safety Excellence course was completed on April 27th with 13 Managers/Supervisors attending. These sessions dealt with the liability issues for supervisors and their roles. It was decided that the safety committee members that have not previously attended this session would attend an incident investigation course some time in the future. Bryan will bring back more information at future meetings. Steven Jeffery will attend a more in depth course at a later date.

TEAM BUILDING-QUAD RIDE

- The quad ride event that took place on April 30th was enjoyed by everyone who attended. A copy of the pictures can be accessed on the "Intranet". It was decided that another quad ride would be scheduled for the fall. However, instead of referring to it as a team building event it would be called a family quad event.

4. **ROUND TABLE DISCUSSIONS**

BRYAN BESPALKO

INCIDENT REPORTS

There were no incidents to report.

Bryan reported that he held training orientation last week with the summer staff. He went through the safety policies and procedures with all the staff. He also trained approximately 25 employees on WHMIS, 6 new staff on TDG and held a flag person session. There was also UTV and maintenance training held for the Parks staff. It was determined that a need for safety belts may be required, however, where there is rollover protection, helmets will not be mandatory.

Bryan is also going through the Lac St. Anne fire department's hazard assessment ~~policy~~ to see if they could be revamped and implemented to meet our needs for our fire departments.

KEN WARHOLIK

Ken advised that they would be removing the ladder that goes to the roof on the south side of the admin building so nobody can climb up there anymore.

DENNIS BERGHEIM

Dennis advised the group that Evergreen Regional Waste Management would have to develop their own safety policies and procedures. He also advised that someone broke into the Ashmont Landfill last week and there was some minor damages to the building.

STEVE UPHAM

Steve felt that the quad ride was well received and it gave him a chance to get to know some of the staff.

STEVEN JEFFERY

Steven advised the group there has been no issues to report as the construction season has just begun.

LINDA MEGER

No issues to report

SHEILA KITZ

Sheila reported that a new cell phone policy will be coming into effect shortly. The entitlement will be as follows:

\$40.00/month – non supervisory staff
\$75.00/month – supervisory staff

All cell phones with bluetooth capability will have devices purchased by the County.

All cell phones that will no longer be used by staff will be cancelled once their contracts are up. The cell phones that are used by parks staff during the summer will be given to the truck drivers during the winter months.

CLAUDE DUBRULE

No issues to report

LAWRENCE THEROUX

No issues to report

DANNY WEINMEIER

Danny reported that the persons that were breaking into the water plant in Mallaig were apprehended in Glendon. They have also installed a camera on site.

Also vandalism is occurring in the sewer systems in Ashmont. Individuals are inserting items like lumber and other debris which forced an unauthorized release of sewage. We had to notify Alberta Environment of the issue. We may have to set up cameras to see who is doing this.

RON DECHaine

No issues to report

D.D. SKAROWNSKI-MUNRO

No issues to report

LEO DEMOISSAC

Leo asked that 2 portable toilets be ordered for the crusher and construction sites. Linda is to check into this for him.

STEWART BINTZ

No issues to report

GENERAL INFORMATION

The shop is currently working on having the lights, gate and sprinkler system done. We must get our applications ready for federal grant money so we can qualify for retrofitting of energy efficient systems for our heating and air conditioning. We must do a cost saving analysis. The chemical building will be set up north of the ASB building. The salt shed may have to be constructed wider and shorter due to the cost.

NEW BUSINESS

- a) **Michelin Safety Session** – Ken Warholik advised that a presentation by the Michelin group will be held at the County shop for staff on the importance of tire wear. There are a lot of issues to cover so Ken will be advising us of when and how long the presentation will be.

6. DATE OF NEXT MEETING

The meeting is scheduled for Thursday June 2, 2011 at 3:00 p.m.

7. ADJOURNMENT

Sheila adjourned the meeting at 4:03 p.m.