

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

Present: Ken Warholik, Steve Upham, Danny Weinmeier, Dennis Bergheim, D.D. Skawronski-Munro, Stewart Bintz, Steven Jeffery, Ron Dechaine, Tim Mahdiuk proxy for Sheila Kitz, Claude Dubrulle, Lawrence Theroux, Carolyn Kwiatkowski proxy Linda Meger.

Absent: Bryan Bespalko, Linda Meger, Leo Demoissac

1. CALL MEETING TO ORDER

The 14th 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 3:10 p.m., Thursday, July 14, 2011 at the Administration Office.

2. ADDITIONS AND ACCEPTANCE OF THE AGENDA

Moved by Ken Warholik, and seconded by Tim to adopt the agenda with no additions.

3. MINUTES

Moved by Dennis Bergheim and seconded by Steve Upham, that the minutes of the June 9, 2011 meeting be approved. All in favour.

BUSINESS ARISING

EXTERNAL SAFETY AUDIT-ELEMENT 8: PROGRAM ADMINISTRATION

- Stephen Jeffery reviewed the results within Element 8: Program Administration which addresses three critical components: record keeping, communication and work participation. The following items were discussed:
 - In Section 8.1 – score 5 of 5. Records of lost time, medical aid and first aid injury data kept.
 - In Section 8.2 - score 5 of 5. The data referred to in Question 8.1 analyzed to determine trends.
 - In Section 8.3 – score 10 of 10 – Other Records such as meetings, inspections, orientation and training records are kept.

- In Section 8.4 – score 5 of 5 – Health and Safety management system assessed last year, as required by the PIR program.
- In Section 8.5 – score 7 of 10 - Action plan developed and implemented as a result of the last audit. An action plan was prepared to address correction to the 2009 internal safety audit. Recommendation was to include and address each question.
- In Section 8.6 – score 6 of 10 – Are meetings that include health and safety topics being held on a regular basis? In 2010 safety meetings were not scheduled regularly. Each department did not have pre-scheduled safety meetings.
- In Section 8.7 – score 15-15 – Can workers describe meeting topics? 100% of the workers were able to describe meeting topics.
- In Section 8.8 – score 15 of 15 – Are workers encouraged to raise health and safety concerns? 100% of the workers stated that they are encouraged to raise health and safety concerns.
- In Section 8.9 – score 5 of 5 – Do workers know/how to access the Safety Manual? 100% of workers are aware of the location of the Safety Manual.

DATE FOR FIRE EXTINGUISHER TRAINING

Stephen reported that a date must be set for Fire Extinguisher training. Tim suggested possibly during September. Stephen will discuss with Bryan.

HAZARD ASSESSMENT FORM

The difficulty of the form was discussed. It was suggested that a site specific form should be used, as there is too many categories. Stephen will talk to Bryan. This was moved to the next meeting.

TRANSPORTATION SAFETY AUDIT

Ongoing.

RADAR SPEED BOARDS

Discussion as to the use of the radar speed boards. They are not being used as much as should be. Stephen will talk to Brian as to possibly setting up rules and regulations regarding use.

4. **ROUND TABLE DISCUSSIONS**

DENNIS BERGHEIM

No issues to Report

STEWART BINZ

Asked about the depth of ground disturbance before Alberta One Call was contacted. Ken Warholik mentioned that it was 6 inches. Bryan to look into Construction Safety Course for employees.

KEN WARHOLIK

No issues to report.

DANNY WEINMEIER

Problem with trucks dumping waste into the manholes at Mallaig and Ashmont. Would like to see this discontinued as it is getting plugged. It was discussed about setting up a central place for all trucks to dump rather than into the manholes.

STEVE UPHAM

No issues to report.

STEVEN JEFFERY

Steven had an issue as to how the gas lines were being marked for construction. Regarding first calls. Steven mentioned that all utilities, whether they run parallel or perpendicular to the road allowance, should be flagged within 100 meters. DD mentioned that at Dennis Krankowsky's requests to Alberta One Call state that all utilities are to be marked that run parallel and 100 meters on either side of road.

TIM MAHDIUK

Tim mentioned that the Muster Point sign on the adjacent property of the office is now on the other of the chain link fence. He will mention to Bryan to check into this and ask owner if we could have permission to hang it on fence facing the office building.

CAROLYN KWIATKOWSKI

On behalf of Linda Meger, no issues to report.

CLAUDE DUBRULE

No issues to report.

RON DECHAINED

No issues to report.

D.D. SKAROWNSKI-MUNROE

No issues to report.

GROUP DISCUSSION

A discussion was held about the need for the Chain Saw Course. Ken and Bryan will plan to schedule course possibly in April.

A discussion took place about the defibrillators that are to be used in the parks. These have not been set up at the parks. Steven will ask Bryan to check into this.

NEW BUSINESS

No new business to report.

6. DATE OF NEXT MEETING

The meeting is scheduled for Thursday August 4, 2011 at 3:00 p.m.

7. ADJOURNMENT

Steven adjourned the meeting at 3:45 p.m.