

OSHWB MINUTES

March 3rd, 2010

PRESENT

Chairperson Mark Phillips, Kevin Bennett, Richard Boyd, Jim Haynes, Travis Hancock, Lindsay Young, Frank MacFarlane, Nichole Lutz, Tim Margeson.

CALL TO ORDER AND ROLL CALL

Chairperson Mark Phillips called the meeting to order and reported that all members were present with the exception of Greg Kehoe who was on vacation.

APPROVAL OF THE AGENDA

It was moved by Frank MacFarlane and seconded by Jim Haynes

That the agenda for March 3, 2010 be approved

MOTION CARRIED

APPROVAL OF THE MINUTES

(a) February 3, 2010

It was moved by Kevin Bennett and seconded by Frank MacFarlane

That the Minutes of February 3, 2010 be approved as circulated

MOTION CARRIED

BUSINESS ARISING

(a) Administrative Penalties Regulations

Chairperson Phillips reviewed a slideshow outlining administrative penalties that may be applied to employees who are provided opportunity to work safely but who choose not to.

(b) MSDS Database subscription

Recording Secretary Lindsay Young will be subscribing to an online MSDS database when it becomes time to update the MSDS binders for Town facilities.

(c) Committee Roles and Responsibilities

Chairperson Phillips reported that with the recent change

in committee structure it will become important for Departments to remain aware of their training requirements. Some record keeping and organization of courses will be done by the Recording Secretary, however, individual departments will be responsible for keeping training up to date.

(d) Training – New option for First Aid?

Tim Margeson reported that he is looking into a new company for First Aid certification in lieu of St. John Ambulance. He is awaiting approval on the new program.

Chairperson Phillips reported that WHIMS, Fire Safety and TDG courses are all available online and that it may be helpful to allow employees who require those certifications to do the courses online as opposed to in a whole day session.

(e) AED standards Update

Tim Margeson reported that currently, Town facilities are equipped with AED machine which use 150 Jules of electricity. There has been some speculation that in the future standards may change which could make the current machines unacceptable for use. As yet, no changes are required. The committee will remain up to date on requirements and follow any recommendations that may be made in the future.

REPORTS

(a) Accidents

No accidents to report.

(b) Toolbox Meetings

None to report

(c) Training

Nothing to report.

POLICY UPDATES

(a) New HR Policy

Director Phillips reported that the HR policy review committee continues to make progress and the next meeting is scheduled for March 10, 2010.

**WELLNESS AND PHYSICAL
ACTIVITY**

(a) Lunch N Learns

Lindsay Young reported that the last Lunch N Learn was

a well attended tutorial on the Town Gym equipment. The next session is scheduled for March 18 and will be a curling lesson at the Glooscap Curling Arena.

(b) Wellness / Physical Activity

Mark Phillips reported that the wellness rebate program has been rolled out and employees are now able to claim their 150.00 wellness rebates for the year April 1, 2009 to March 31, 2010. He also reported that the rebate program will be subject to budgetary approval, and that employees should keep that in mind when making purchases before June 30 of any given year.

ENVIRONMENTAL ISSUES

N/A

EQUIPMENT / TECHNOLOGY

(a) New Ice Resurfacing Machine

Chairperson Phillips reported that a new ice resurfacing machine has been ordered. He also reported that the Parks and Recreation Department has been researching new software to aid with scheduling facilities and registration for programs.

NEW BUSINESS

N/A

MEETING ADJOURNED

Meeting adjourned at 10:05 am. Next Meeting April 7th, 2010 @ 9:00am.

APPROVED