

OSHWB MINUTES

May 6, 2009

Approved by Committee June 6, 2009

PRESENT

Chairperson Charlene Brown, Kevin Bennett, Nathan Zwicker, Greg Kehoe, Director Mark Phillips, Ian Cox, Tim Margeson, Lindsay Young, Laura Morrison, Frank MacFarlane, Travis Hancock, Richard Boyd.

CALL TO ORDER AND ROLL CALL

Chairperson Charlene Brown called the meeting to order and reported that all members were present with the exception of Jill Trinacty who sent regrets & Angie McWaid.

APPROVAL OF THE AGENDA

(a) **April 1, 2009**

It was moved by Frank MacFarlane and seconded by Ian Cox

that the agenda be approved

MOTION CARRIED

APPROVAL OF THE MINUTES

(a) **April 1, 2009**

It was moved by Mark Phillips and seconded by Laura Morrison

that the Minutes of April 1st , 2009 be approved with a change made to the date listed in the header as it was incorrect

MOTION CARRIED

REPORTS

(a) **Accidents**

None to report

(b) **Toolbox Meetings**

Maintenance representative Ian Cox reported that a Toolbox meeting was held involving Town Hall Custodians and Director Mark Phillips. The meeting involved inventory of First Aid Kits and discussion surrounding Emergency lights and Fire Drill Procedures.

(c) Training

Chairperson Charlene Brown reported that Fall Protection training will be happening on May 12th 2009 at the Wandlyn Inn. Facility Manager Bennett will be sending 4 staff and Jim Haynes of the Maintenance department will also attend.

CPR/First Aid and WHIMIS will all be mandatory training for summer hires. Day Camp, Tennis, VIC and Pool Staff will all be required to obtain certification.

A three day course on traffic control and temporary workplace signage will be held for Public Works employees in the fall.

POLICY UPDATES

(a) New HR Policy

Director Phillips reported that the HR policy review committee has had their first meeting and is off to a good start. The goal is for the process to be complete within a year.

(b) CUPE Negotiations

Director Phillips reported that CUPE meetings have been taking place, with the next likely step being conciliation. PANS is also getting closer to contract negotiations.

WELLNESS AND PHYSICAL ACTIVITY

(a) Lunch N Learns

It was reported that Lunch N Learn's continue to be well attended with a focus being placed recently on healthy living and physical activity. Input from staff has suggested that upcoming Lunch N Learn's will include outdoor activities such as tai-chi, walking, a DU site tour etc.

(b) Wellness / Physical Activity

Director Phillips reported on behalf of Jill Trinacty that progress continues on the Wellness Rebate Program, and the opening of the Town Hall Gym will follow some consultation around security, and the training of staff in the use of the facility.

(c) Ergonomic Assessments

It was suggested that Ergonomic Assessments be conducted on offices or work stations in Town Hall. Charlene Brown will look for a contact person to provide this service to employees who may be interested.

ENVIRONMENTAL ISSUES N/A

EQUIPMENT / TECHNOLOGY **(a) Street Sweeper**
Richard Boyd reported that the Town recently acquired a new street cleaner machine. The machine is used for Town Roads, and the Public Works Department is also available for hire to do cleaning in other communities.

MEETING ADJOURNED Meeting adjourned at 9:48 am. Next meeting scheduled for Wednesday June 3rd at 8:45am.

DRAFT