

# OSHWB MINUTES

October 7 , 2009

Approved by Committee Nov 4, 2009

**PRESENT**

Director Mark Phillips, Kevin Bennett, Director Greg Kehoe, Jim Haynes, Lindsay Young, Frank MacFarlane, Travis Hancock, Laura Morrison, Nichole Lutz.

**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 Tim Margeson, Angie McWaid and Richard Boyd.

**APPROVAL OF THE AGENDA**

It was moved by Frank MacFarlane and seconded by Laura Morrison

**That the agenda for October 7, 2009 be approved with the addition of "H1N1" under New Business**

**MOTION CARRIED**

**APPROVAL OF THE MINUTES**

**(a) June 3<sup>rd</sup>, 2009**

It was moved by Frank MacFarlane and seconded by Laura Morrison

**That the Minutes of June 3rd 2009 be approved with no errors or omissions**

**MOTION CARRIED**

**(b) September 2<sup>nd</sup>, 2009**

It was moved by Frank MacFarlane and seconded by Laura Morrison

**That the Minutes of September 2<sup>nd</sup> 2009 be approved with no errors or omissions**

**MOTION CARRIED**

## REPORTS

### (a) Accidents

There were no accidents to report.

### (b) Toolbox Meetings

Director Phillips reported that a toolbox meeting was held with custodian staff members to discuss measures of cleaning that should be employed to help curb the spread of germs during flu season.

Facility Manager Kevin Bennett reported that a toolbox meeting for arena employees is scheduled for later in the day.

### (c) Training

CPR/First Aid training for Town Hall Staff is happening in November. Chairperson Charlene Brown will circulate three possible dates, and employees will be required to register for one of those days.

TCP and TWS training courses were held in the Rec Centre September 8<sup>th</sup> for Public Works employees.

## POLICY UPDATES

### (a) New HR Policy

Director Phillips reported that the HR policy review committee continues to make progress, although the process is slow, it remains steady.

Director Phillips also reported that a labour management meeting is scheduled for October 8<sup>th</sup> 2009.

## WELLNESS AND PHYSICAL ACTIVITY

### (a) Lunch N Learns

Lindsay Young reported that she is waiting to confirm October's Lunch N Learn Guest. Chef Kevin Wagner is providing a cooking class for November's session, which will take place on Thursday November 19<sup>th</sup>.

### (b) Wellness / Physical Activity

Nichole Lutz reviewed for the committee her attached employee wellness strategy, and discussion followed surrounding the employee wellness rebate plan.

## ENVIRONMENTAL ISSUES

### (a) N/A

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**EQUIPMENT / TECHNOLOGY**

**(a) New Equipment**

Director Kehoe reported that the Public Works Department has ordered 2 salt boxes and a pick-up truck.

**NEW BUSINESS**

**(a) VON Flu Vaccine**

Chairperson Charlene Brown reported that she will be looking into the possibility of holding a flu vaccine clinic at Town Hall for the benefit of employees who wish to take advantage. More information will be collected, Chairperson Brown will report further at the next Safety Committee meeting.

**(b) H1N1**

Maintenance person Jim Haynes reported that efforts are being made to sanitize door knobs, railings and panic bars in high traffic areas in Town Hall to aid in curbing the spread of germs during flu season.

**MEETING ADJOURNED**

Meeting adjourned at 9:45 am. Next Meeting November 4<sup>th</sup>, 2009 @ 9:00am in Council Chambers.

APPROVED