

TOWN OF STETTLER
JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES
July 11, 2017
10:00 a.m. – Town Office Downstairs Meeting Room

Present: Kyle Foot – Water Department Representative
Gates Bilodeau – Water Treatment Plant Representative
Chase Peterson - Parks & Leisure Representative
Sonia Dodd – Environmental Health & Safety Advisor (EHSA)
Curtis Benoit – Transportation Representative
Etienne Brugman – Regional Fire Department Representative
Melissa Robbins – Public Works Representative
Penni Doucette – Administration Representative
Marty Rowles – Parks & Leisure Representative
Steven Gerlitz - Assistant CAO
Desirae Perry - Parks & Leisure Representative

Missing: Greg Swintenky – CAO
Allan King – Parks & Leisure Representative
Neil McCallum – Water Department Representative
Kelly Howe – Water Treatment Plant Representative

Call to Order - Desirae Perry called the meeting to order at 10:05 a.m.

1. Additions

See section 5 - New Business (b, c & d)

2. Agenda Approval

The agenda of the July 11, 2017 JHSC Meeting was accepted as presented.

3. Confirmation of the Minutes of the Joint Health & Safety Committee (JHSC) Meeting of June 1, 2017

Moved by Curtis Benoit that the June 1, 2017 JHSC Meeting Minutes be accepted as presented. Carried.

4. Business Arising from the Minutes of the JHSC Meeting of June 1, 2017

- a) Action plan update; On-going for review by Managers and Supervisors. Supervisors are to implement and review inspections, directive has been updated in e-Compliance.
- b) Safety day; Speaker, food and venue have been booked, date to be confirmed at next meeting.

- c) Safety audit; Scheduled for September. Tyler Nelson currently refreshing auditor training.
- d) Noise mapping; 25 Audiometric tests have been completed in shop, pool and water treatment plant.

5. **New Business**

- a) Job descriptions to be added to e-Compliance (updated with job hazards); Managers/Supervisors to identify hazards by job description.
- b) Incidents & Near Misses; Large crack noted in boom upon inspection, P&L employee ran into post, pole knocked off of post, contractor – sewer back up, ball/hitch connection was not confirmed when loading deck on truck.

Contractors must adhere to TOS safety program when they do not have their own program, infractions should be noted for future reference.

- c) Hazard Assessments; Audit element 2.7, planning on blending, special committee will be assembled to review.
- d) Emergency response drills; ERD documentation is loaded onto e-Compliance or can use paper documentation when completing drills.

6. **Environmental Health & Safety Advisor**

- a) Audiometric tests when weather is bad. 25 completed, more will be scheduled as time and weather allow.
- b) Updating and working on Safety manual; on-going.

7. **Next Meeting**

Aug 3, 2017 in the Upstairs Meeting Room at the Town Office.

8. **Adjournment**

The meeting was adjourned at 10:24 am.