

Calgary Progressive Lifestyles Foundation
Occupational Health and Safety Committee Meeting
Meeting Minutes: November 13, 2020, 10:00am

Management Members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Penny Tataryn	Case Manager	X		Sharon Kwan	Supportive Roommate/Community Access Worker	X	
Sharon Ng	Case Manager	X		Nancy Frost	Office Assistant	X	
Shaukat Shafqat	Case Manager	X		May Yang	Accounting Clerk	X	
Ubaid Saeed	Accounting Manager	X		Gabriel Mbonigaba	Community Access Worker	X	
Co-chairperson	Penny Tataryn			Co-chairperson	TBD		

Adoption of minutes of last meeting:

- Virtual safety board has been put into place and now needs to be populated with necessary policies after they are finalized. OHS legislation and our minutes of last meeting are already in place. Chris Turner will populate the site at our request. We will ask that the new member's name and a link to our safety board on the website be put in the newsletter.

Reports

First aid	-no first aid reports
Incidents (non-reportable)	<p>Incident in Penny's caseload where staff said they felt attacked and was in "severe pain" as a result. Staff did not follow through with formally reporting injury. The situation was discussed and it was agreed that the process for reporting work felt to be dangerous needs to be more visible to staff. Agreed to propose to management:</p> <ul style="list-style-type: none"> -In all the clients' profiles, note for staff if he/she does not feel safe or at risk or harm, he/she needs to notify their Case Manager or Human Resources. This should also be reported formally as an injury or near miss. - have a flow chart on the process for refusing dangerous work - take pictures to document should be part of the flow chart
Potentially Serious Incidents	<p>Complaint/concern received November 5, 2020 from 2 staff members of a toilet overflow, proper cleaning of the resulting toilet back up/bodily fluid, air quality concerns and dignity of the persons who were asked to clean the carpet of the fluid. Agreed to propose to management:</p> <ul style="list-style-type: none"> - hire professional cleaner to clean the carpet where ever the toilet overflows - clean the carpet once a year - air quality: potential hazard, do an air quality check
Serious Incidents	-no serious incidents
Internal Inspections	<ul style="list-style-type: none"> -formally notify admin/management when coming in to the office to do an inspection -submit recommendations to management along with last inspection notes and pictures -inspection checklist: - checking/restocking lists not yet put on walls near first aid kits -Tammy's chair (she was not in the office at the time of the inspection so no follow-

	<p>up)</p> <ul style="list-style-type: none"> -Rehan's office ceiling vent; Sharon N to ask Rehan why there are rags stuffed in the vent. Fire hazard? -To order/replace disposable cups: Ubaid to ask Dora to restock. -Ergonomic concerns: painting will be done in December; will need a re-inspection of cord placement. -inside handle on ladies' bathroom in the main office is coming off and the screws are showing; this needs to be properly reattached.
Other OHS inspections or reports	<p>When should we go forward with the inspection of the client meeting room (West Wing) and training room?</p> <ul style="list-style-type: none"> -Ubaid and Nancy will do an inspection of the client meeting room, training room, and re-inspection in areas of concern on January 8, 2021
Training and education	<p>Confirm all previous members have completed OHS training. New member will be enrolled for training as well.</p> <ul style="list-style-type: none"> -all current members have completed training -Gabriel needs to do training; Penny to arrange

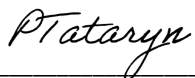
Old business:

- Cleaning checklist: propose to management that whomever built the document to update it with Shaukat's recommendations.
- Slippery steps/parking lot hazards. This concern has been address as Neal Sabourin has advised that any concerns should be brought to him and he will contact the building management
- Several of our past proposals still need a response and/or final approval from the management:
 - Ergonomic concerns policy, Workplace stress, Pandemic response possibly dated so no confusion with revisions but we need something on our virtual safety board. Other documents are close to finalized. Violence and harassment policy, plan & procedures discussed; agreed this is staff/contractor document not client focused. Protecting clients is approached in different ways.
 - Need records for acute illness, injury or near miss incidents and need to know where these records are kept. Viewing these records to be put on inspection list
 - Need updated fire plan: a binder has been provided to Penny for review. Neal has indicated that the document which is currently in pdf format may be converted to Word. Penny in process of reviewing.

New business:

- Violence and harassment training: Neal has indicated this will be a document taken to staff by CMs. The committee will recommend CM involvement with support of HR to ensure that acknowledgement of all staff may be proved.
- formal hazard assessment for support staff pending
 - Penny will find the template for this and distribute to members for their review
- employee Co-chair need to be chosen – to do this at next meeting after Gabriel takes the training
- next OHS meeting on Jan 15 @ 10am

In my opinion, the above is an accurate record of this meeting:



Penny Tataryn
Management Co-chairperson