

Calgary Progressive Lifestyles Foundation  
Occupational Health and Safety Committee Meeting  
Meeting Minutes: January 15, 2021, 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	Gabriel Mbonigaba		

**Adoption of minutes of last meeting:**  
Our new member, Gabriel Mbonigaba's name and a link to our safety board on the website has been put in the newsletter.

Reports	
First aid	-no first aid reports
Incidents (non-reportable)	-no non-reportable incidents
Potentially Serious Incidents	<b>•Notice To Produce from OHS Officer for 1249 Martindale Blvd dated January 6, 2020 – as per part 2 section 15 of the OHS ACT Notices from the OHS Director or his designate must be posted at the worksite which means that this notice should have been posted at the support home which is the worksite. There may also be a folder/binder in the home that staff are required to regularly review which could be used to post notices. We will request that this be done.</b>
Serious Incidents	<b>Covid case Notices from OHS Officer. These need to be recorded as acute injuries/illnesses.</b> Need an OHS binder for serious illnesses and injuries. Formally requested. Waiting for response from Management.
Internal Inspections	<b>January 8, 2021 inspection of CPLF offices, client meeting room and training room was postponed due to office closure. Inspection date to be re-booked.</b> Inspection in office rescheduled to March 5, 2021
Other OHS inspections or reports	<b>January 8, 2021 concerns/complaints from CPLF staff working in a staffed residence regarding a co-worker doing a 6 week practicum in a long term care facility being dangerous.</b> This has been resolved with the guardian requesting the co-worker does not work at the residence during the period of her practicum.

Training and education	Gabriel Mbonigaba has completed HSC training

Old business:

Fire safety – Penny has reviewed the fire safety manual and it needs work/updating. The new building property manager may have a new fire procedure that we can implement.

New business:

- The Committee discussed ways to educate CPLF staff as to the existence of the Committee and its role and function, a suggestion is to add a link regarding OHS to all staff’s paystubs. We need to make sure that Orientation training includes information on the OHS Committee.

Gabriel Mbonigaba will be co-chairperson for worker members.

OHS business – Neal has indicated that only he and Adrienne will deal with all OHS business.

Staff wearing a face shield and mask while driving can cause reflection from the sunlight and also for the shield to fog. Recommend if Neal is doing more ordering to get some goggles as an alternate eye covering.

Formal hazard assessment for support staff – the Committee members will review and bring concerns/suggestions to our next meeting.


The management response to our recommendations dated November 24, 2020 – Management has requested an extension to their response to January 25, 2021.

Next meeting: scheduled for 10 am February 12, 2021

Adjourned

Reviewed by:

  
 Penny Tataryn – Management Co-Chair

  
 Gabriel Mbonigaba – Employee Co-Chair