

Calgary Progressive Lifestyles Foundation
Occupational Health and Safety Committee Meeting
Meeting Minutes: March 12, 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						
Shaukat Shafqat	Case Manager		X			Office Assistant		
Ubaid Saeed	Accounting Manager	X			Nancy Frost	Accounting Clerk	X	
					May Yang	Community Access Worker	X	
					Gabriel Mbonigaba		X	
Co-chairperson	Penny Tataryn				Co-chairperson	Gabriel Mbonigaba		

Adoption of minutes of last meeting:

Review of status of management responses to our recommendations from November 2020 and February 4, 2021- they are closed other than:

- Right to Refuse Dangerous work float chart: Penny requested for OHS involvement in reviewing the flow chart; she gave input and we are waiting for the updated chart so it can be approved by the Committee and posted on our safety board
- Training in Violence and Harassment policies and procedures:
 - will be component of Orientation training
 - format: powerpoint slides and possibly video component (discussed in new business below)

Reports

First aid	-no first aid reports
Incidents (non-reportable)	-no non-reportable incidents
Potentially Serious Incidents	<i>None reported</i>
Serious Incidents	<i>None reported</i>
Internal Inspections	<p><i>Inspection was on March 5, 2021 – update from Nancy and Ubaid on findings:</i></p> <p>Recommendations: Key items discussed at OHS meeting:</p> <ul style="list-style-type: none"> • Fire detection system: <ul style="list-style-type: none"> -fire extinguisher to be inspected/serviced yearly. The last it was serviced was October 2019 -implement smoke detectors in both kitchen and kitchenette areas -carbon monoxide detector: the committee does not feel its presence is necessary for office environment that has little presence of gases that need detecting. So this item will be removed from Admin checklist. • West wing area needs brighter lighting/light replacement and clearing out existing items is pending • Questionable heating/cooling throughout office: the committee feels that solutions offered to staff affected by this has been addressed effectively thus far (e.g. fan for cooling) • Safety information including where to find pertinent policies should be at the front of the office where they would be easily seen by staff. • No First Aid kit checklists were found and some kits require replacement stock
Other OHS inspections or reports	<i>None reported</i>
Training and education	All OHS Committee members have completed mandatory training. No further training is requested at this time.

Old business:

- Sharon review of previous notes for sprinklers system in the office. From July 2, 2020 minute notes, it was discussed as “not required as long as there is some sort of alert/alarm to indicate to staff to leave building in case of fire. No need for CPLF because we have an alarm system in place already.”
- Did Shaukat review and approve the updated cleaning checklist?
 - Shaukat was not present in this meeting. Will need to follow-up at next meeting.
- Upgrade progress on Fire Safety Manual
 - Capacity: 122, 126 (training, and west wing)
 - Penny will connect with Ubaid and City of Calgary for further inquiry
 - Check with Muhammad if existing manual can be scanned as PDF and converted to word doc

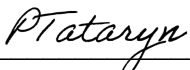
New Business:

- Discuss how we can improve passing of documents needing all of our signatures
 - Gabriel will look into drop-box application that may be more effective and efficient
 - temporary solution is to sign separately in sequence of signers. I.e. one signer sign first, then separately email next signer to sign. The 2nd signer emails 3rd signer, and so on.
- Discuss doing video for Orientation Training
 - video: Gabriel can take on video editing – on hold to be discussed later on
 - photos of committee members. Members to take pictures of themselves to send to Gabriel by March 19th to be consolidated.
 - for media usage: onto poster, training, and website
- Discuss going forward with physical safety boards
 - Adrienne wanted us to go forward with physical safety boards
 - Main boards will be located in West Wing and Admin kitchen*
 - board content: act and code, relevant policies, health and safety resources, member contacts
 - trial out a mini safety board for now with management approval
 - located at front/reception area of admin office; glass area between foyer and waiting room; space above the table holding business cards and paperwork
 - tape board on other side of glass for protection
 - creating a physical binder as additional resource

Follow-up:

- Safety board:
 - Penny will create a list of items to be placed on the safety boards
 - look for Shaukat for resources he previously researched as flyer items
 - Nancy will obtain poster/construction paper and work on the board
- next inspection is May 7, 2021, next meeting is May 14 @ 10:00 am

Reviewed by:



Penny Tataryn – Management Co-Chair



Gabriel Mbonigaba – Employee Co-Chair