



October 6 – Karima Ukani incident where client grabbed hand and pulled her into the road causing her hand to hurt. Happy client being overly forceful, unintentional accident. **No further action required.**

Potentially Serious Incidents  
and drove away.

September 28 – Rory Dever - Client sprayed body spray into staff's face and chased aggressively; no acute injury form submitted. Then the same client threatened a staff with a knife. Acute injury form not yet submitted. Client self-guardian Stole staff's car

**Recommend a protocol locking sharps, chemicals; multiple staff. If Rory remains as a Client at our agency we will need a strong safety plan.**

Serious Incidents

No serious incidents.

Internal Inspections

November 5, 2021 inspection of CPLF offices and training room by Nancy and Sharon Ng:

- fire extinguisher: last dated December 2020
  - first aid kits: missing restocking checklist and incident report forms except in finance kit.
  - no carbon monoxide required
  - no physical copy of Violence and Harassment Policies, Working Alone Policy in binder at front of admin office
  - training office: 1 light out still from last time
  - West Wing: 2 lights out
  - office space admin: 2 lights out in front area; 1 light out in meeting room
  - Admin office: cracked ceiling tile in Jordan and Hoda's office is still not fixed. There is also a buckled light tile.
  - Rehan's office light is not working or cannot find light switch. Wires under desk needs tucking
  - Keith's old office desk needs wire tucked still
  - in filing room workplace there is clutter, cleaning/hand sanitization supplies. The group agreed the shared desk should be moved from this area.
  - HR/finance: ceiling and light tiles are displaced and a few cracked throughout
  - Irela's desk needs wires tucked
  - Katrina's office ceiling is still cracked open a bit
  - admin kitchenette and training room: missing smoke detectors
  - appropriate chair height for shared work stations would need to be determined
- \*Neal has indicated the wire tucking, lighting and ceiling tile issues are in process of being resolved.**

Other OHS inspections or reports

- October 6, 2021 contact report, October 19 contact report and October 18, 2021 notice to produce. Discussed situation.

Training and Education

AASP: Legislation changes announced October 21, 2021, Bill 47 update course to be launched in early December 2021. Penny will follow up on it and figure out whether it is training geared toward the Committee or Management.

## Old business

Re-do hazard assessments by December 13, 2021. Look at what we did before. Break down job tasks; write down detailed hazards and risk assessment. Meetings to brain storm hazards and update forms for submission to the OHS Officer. Penny will email the different type of hazards to the Committee members.

November 26 – support staff

December 3 – admin

There is no fan in the men's bathroom in the main office. Gabriel to look for fan requirements for employee bathrooms. To add to inspection list: men and women's washroom

## New business

Sharon K. brought up that the Violence and Harassment Policy should say that workers reporting violence or harassment should not be penalized. The group agreed to put this forward as a recommendation.

Next meetings: November 26, 2021 @ 10am to brainstorm support staff hazard assessments

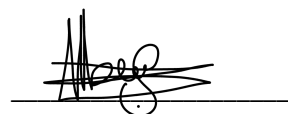
December 3, 2021 @ 10am to brainstorm admin hazard assessments

Reviewed by:



Penny Tataryn

Management Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair