

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: August 20, 2021, 1000 hrs

Management Members present: Penny Tataryn (Case Manager) Sharon Ng (Case Manager) Co-chairperson: Penny Tataryn	Worker Members present: Gabriel Mbonigaba (Community Access Worker) Nancy Frost (Office Assistant) Sharon Kwan (Supportive Roommate/Community Access Worker)
Management Member absent: Ubaid Saeed (Accounting Manager)	Co-chairperson: Gabriel Mbonigaba

Adoption of minutes of last meeting:

The training platform that will accommodate the Violence and Harassment training has been put forward and we have all had the opportunity to try it out and give feedback. ~~XXXXXXXXXX~~ would like us to go forward with the OHS video.

CEO

Capacity of the West Wing and training room is now on our inspection form which we can address when group activities resume.

We have received a response to our June recommendations – to be reviewed.

Reports

First Aid No first aid reports

Incidents
(non-reportable) No non-reportable incidents

Potentially Serious
Incidents No potentially serious incidents

Serious Incidents ~~XXXXXXXXXX~~ July 9 fell down and injured hand. This was an accident and nothing could have been done to prevent it. Closed.

~~XXXXXXXXXX~~ attacked by client when driving. Case manager has done all that is possible to mitigate risk, case closed.

Internal Inspections	<p>Next inspection to be done November 5, 2021.</p> <p>Inspection from August 6:</p> <ul style="list-style-type: none"> - Lights are out in the conference room, over Muhammad's desk in finance, training room, and one light out in west wing. - Wires need to be tied under Rehan's desk, under Keith's old office desk, under Lauren's desk. - Heating and cooling: no recommendations. - Violence and harassment policies/working alone policy posted virtually. Still to be placed in the binder that will be in the front office foyer. <ul style="list-style-type: none"> - Katrina's office has an open tile in the ceiling. - The drawer in front of the office filing room tends to slide open from a closed position. <ul style="list-style-type: none"> - There is a cracked ceiling tile in Azra and Hoda's office. - A smoke detector in the training room kitchen is required
Other OHS inspections or reports	none
Training and Education	not required at this time

Old business

Discussion of Management response of July 29, 2021:

*Regarding the recommendation that support homes with dogs have beware of dog signs. We agreed the management response is reasonable as there was only one incident and staff should knock on door of the client's home before entering. Close recommendation.

*The headings Tips for Support and Behaviours should be highlighted on the Client Profile sheet preferably in RED.

*If work becomes dangerous statement on the Client Profile Sheet needs to be brighter; the light green colour it currently is doesn't stand out.

*We will recommend they put "must read" on top of profile sheet and reiterate in training that staff must read the profile sheet in its entirety prior to supporting the client.

*Penny to follow up being able to show pets in home for clients in non-supportive roommate situations in the CRM Clifford manor is back to 2 staff with a plan in place for absenteeism; recommendation closed.

New business

OHS video: Each OHS member will choose a statement he/she will say in the video by Friday, August 27 and email each other so there are no duplicates. Will meet at the board room September 10 @ 10am to do a group video.

Next inspection: November 5, 2021

Next meetings: September 10, 2021 @ 10am to do OHS video in board room.

November 12, 2021 @ 10am, to be announced if it is in person or zoom.

Reviewed by:

A handwritten signature in black ink, appearing to read 'P. Tataryn', written over a horizontal line.

Penny Tataryn

Management Co-chairperson

A handwritten signature in black ink, appearing to read 'G. Mbonigaba', written over a horizontal line.

Gabriel Mbonigaba – Employee Co-Chair