

# Calgary Progressive Lifestyles Foundation

## Occupational Health and Safety Committee Meeting Meeting Minutes: February 12, 2021, 1000 hrs

<b>Management Members present:</b> Penny Tataryn (Case Manager) Sharon Ng (Case Manager) Shaukat Shafqat (Case Manager)  <b>Absent:</b> Ubaid Saeed  <b>Co-chairperson:</b> Penny Tataryn	<b>Worker Members present:</b> Gabriel Mbonigaba (Community Access Worker) May Yang (Accounting Clerk) Nancy Frost (Office Assistant) Sharon Kwan (Supportive Roommate/Community Access Worker)  <b>Co-chairperson:</b> Gabriel Mbonigaba
--	---

### Adoption of minutes of last meeting:

Review of the status of management responses to our recommendations from November 2020. The recommendations sent February 4, 2021 are due March 8, 2021.

### Reports

First Aid	No first aid reports
Incidents (non-reportable)	No non-reportable incidents
Potentially Serious Incidents	None reported
Serious Incidents	None reported
Internal Inspections	<b><i>Next inspection is scheduled for March 5, 2021. Discuss adding a fire safety checklist and learning how to properly inspect fire extinguishers and smoke detectors.</i></b> <ul style="list-style-type: none"><li>• To add to the fire safety checklist: smoke detector, fire extinguishers, carbon monoxide detector, safety lights.</li><li>• Have a tutorial on how to use a fire extinguisher.</li><li>• To check who services our smoke detectors, where are the smoke detectors?</li></ul>

- Is there a carbon monoxide detector? Are the carbon monoxide and smoke detectors hard wired?
- March 5 inspection: Nancy and Ubaid will check the front door regarding wheelchair accessibility in an emergency situation.
- Penny will check with the current building property manager for capacity in the west wing and training room.
- Whether the offices should have sprinklers for fire safety was brought up. Penny believes that our past student looked into this and we determined it wasn't necessary. Sharon will review our past minutes and confirm.

Other OHS Inspections      None reported  
Or reports

Training and                      None further training is requested at this time  
Education

## Old business

### *Cleaning checklist:*

Shaukat will review the checklist that  has had updated and returned.

*January 25 anonymous concern in regards to CPLF cloth masks being safe is closed as they are effective for exposure risk as per the Centres for Disease Control. A statement was included in the newsletter reminding safe cloth mask care practices.*

Cloth masks are in the process to be packed and distributed to clients by case managers.

### *Recommendations:*

Recommendations addressed: toilet overflow, right to refuse dangerous work, ergonomic concerns, workplace stress, client inappropriate conduct in office, working alone, masks, rags stuffed into the ceiling vent in Rehan office.

Violence & harassment Prevention Plans, policies and procedures: will be on virtual training. Penny to ensure that the training will satisfy requirements in this area.

Pandemic response: a link to be added to OHS board.

Acute illness, injury or near misses: document "Acute Illness, Injury or Near miss document" has been created. This will be recorded and management has indicated where the records are kept. We agreed that Case Managers should facilitate this form to ensure near misses and acute illnesses are captured.

Fire plan and procedure: in progress. Penny to add that Administration staff should shut the doors to all offices when evacuating during an emergency.

First Aid checklists: in progress – will cover during next inspection

Cord placement" in progress

Once pandemic is over, have a safety board to post safety notices. Also have a virtual board. When the virtual board is complete we can start working on the physical safety board – even during the pandemic.

## New business

*Orientation for new staff:* Adrienne has indicated she would like an OHS member to present but Katrina and Neal said no one will be training as it will be a slideshow – Penny to review the content provided by Katrina then make any needed recommendations. Maybe a video clip could be added.

The violence and harassment policy we proposed has been approved by Adrienne.

### *Support Staff hazard assessment:*

Positive approach on adequate training, support and needs for the clients on an individual basis.

The worker members felt that the staff generally receive adequate support from their Case Managers.

The risk would be the worker not knowing he/she can inform the case manager about any concerns/hazards.

Formal hazard assessment and control reviewed and approved by OHS committee February 12, 2021 and in electronic OHS file.

*Face shields/goggles concern regarding safety while driving:* we will recommend to the Management that they email the Case Managers to tell them that their staff have the option of not wearing the shield as well as the mask when driving and that staff may purchase goggles and get reimbursed. What is the maximum reimbursement amount?

Sharon Kwan agreed to be the ongoing minute taker at our meetings.

Next OHS meeting: March 12, 2021 at 10am

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



---

Penny Tataryn  
Management Co-chairperson



---

Gabriel Mbonigaba  
Employee Co-chairperson