

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: February 18, 2022, 1400 hrs

<p>Management Members present:</p> <p>Penny Tataryn (Case Manager)</p> <p>Sharon Ng (Case Manager)</p> <p>Tammy Bent (Case Manager)</p> <p>Co-chairperson: Penny Tataryn</p>	<p>Worker Members present:</p> <p>Gabriel Mbonigaba (Community Access Worker)</p> <p>Dora Mejia (Admin)</p> <p>Sharon Kwan (Supportive Roommate/Community Access Worker)</p> <p>Co-chairperson: Gabriel Mbonigaba</p>
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Reports

First Aid No first aid reports

Incidents (non-reportable)

- * October 11, 2021 – staff of ██████ physical assault. Review support plan for direction if the client should be put in a vehicle when he is displaying agitation/aggression. Tammy will review support plan.
- * Nov 4, 2021 – ██████ he fell with client. Updated fall protocol – check surfaces before walking.
- * Nov 4, 2021 – ██████ vehicle accident: recommend management write a full policy regarding driving safety, follow direction from the OHS publication and we will need to approve of it.
- * Nov 23, 2021 – ██████ – client aggressive at CSCO. There is a behavior protocol. Consistent staff. Having incidents is rare, maybe once a year. Sharon N will ask staff if they feel safe with their job tasks.
- * Nov 24, 2021 – ██████ fell off the treadmill at the gym. Should we have an acknowledgement of risk of equipment? We already have a plan in place to encompass these potential hazards which will be reflected on the recommendations to the management Penny is putting together.
- * Nov 25, 2021 – ██████ vehicle accident. This will be addressed in the driving protocol/policies.
- * Dec 16, 2021 – ██████ assaulted by client Mohammad/Moe. Ask ██████ for an update, and then decide if we need to talk to the staff. Ask Shaukat to ask his staff if staff feels safe and if meds are being administered regularly and properly.
- * Dec 17, 2021 – ██████ – dirty fluid fell on her head at the mall. From health and safety perspective we could not anticipate this nor have control. Pay attention to your

surroundings, look around.

* Dec 20, 2021 – [redacted] – assaulted by [redacted]. [redacted] said staff did not follow the support plan. Need to do a better investigation into [redacted] as we have had 2 incidents. Talk to staff and review the support plan. Tammy will show Dora the support plan and Dora can review [redacted] support plan. As per Gabriel staff refusing to buy [redacted] drink when out can trigger an escalated incident.

* Feb 1, 2022 – [redacted] A. – [redacted] hit hat off staff's head and taunted him. As per CM staff and client are not a match and will no longer be working together.

* Feb 7, 2022 - [redacted] - T. [redacted] wife yelled at staff covered in body fluids. As per Tammy staff can manage client, 2 to 1 staff/client ratio. Staff are not traumatized with event. Staff followed through with protocol, and not much can be done.

* Feb 4, 2022 – [redacted] and [redacted] – assaulted by [redacted]. Need to review support plan and talk to staff.

Potentially Serious Incidents

No potentially serious incidents.

Serious Incidents

No serious incidents.

Internal Inspections

Missing fire extinguisher in filing room
Lighting outside of Rami/Shaukat's office is out
Men's washroom drainage cap on ground is chipped
Meeting room 1 light missing, supply room lights out/flashing
[redacted] desk needs tucking of wiring
Unlabeled/uncovered solution in container in SRC filing room – chemicals to be discontinued as per Dora. Chemical safety protocol to be recommended.
Crowding in supply room – put sign "do not enter". Dora and Penny will go look to see if supply room is a safety issue
Missing/older incident reports for first aid kits – first aid kits will be passed out for hourly staff. Will recommend modified incident report to account for first aid kit supplies.
Finance requested for a 4-step ladder to reach for files in kitchen – not required as there is a ladder there now
Paper supplies at top of filing cabinets in filing room stacked higher than Dora can reach. Message to admin: if there is a reach you are not comfortable with email Neal.
Dora's computer monitor needs proper height adjusting equipment – Dora will ask Neal if he can purchase equipment to resolve this.
[redacted] does not have a proper desk area – Sharon N suggested to [redacted] there is a desk she can use in the admin office. Recommendation is she be directed to go sit in a proper sitting area.
Training room 1 light out still from last time.
West wing 1 light out.
Ceiling tiles loose/missing – not a risk.

Other OHS inspections or reports October 6, 2021 contact report, October 19 contact report and October 18, 2021 notice to produce. Contact report received February 16, 2022 extended orders 2 and 3 until April 15, 2022. Discussed situation with group.

Training and Education Penny will lead and invite committee members to train interviewing staff to ensure staff feels safe with their job tasks.
Dora and Tammy completed the OHS Committee Member training.
Training is available if any committee members want more training. Put requests for training in writing first to Penny so she can forward for management approval.

Old business

Violence and harassment: *HR manager* [redacted] was to create training questions relevant to OHS. *C.O.O* [redacted] indicated he would have policy updated that staff who report harassment or violence shall not be penalized. Touch base with [redacted] or link regarding training questions. Sharon N will review the training.

Pets reside in home issue: These are private residence and staff need to knock on the door. Information is still no coming through properly for clients that do not live with SRs. Penny to follow-up in the future.

[redacted] concerns: terminated from agency so no longer an issue.

Men's washroom: the odor is offensive and needs to be taken care of. Perhaps purchase a fan; recommend to be reviewed.

There are many incidents of clients with aggressive behavior. We need to ensure staff are feeling safe and trained. Penny was talking to [redacted] and [redacted] today, and they were talking about inviting one of the OHS members to any SRC presentations that have to do with clients that are severely violent or that requires restraint or physical holds for an extended period. It would take too long to read all the support plans. Are the plans in place appropriate?

New business

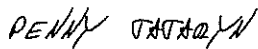
Group picture – Sharon, Gabriel and Sharon K are satisfied with their pictures. Tammy, Dora and Penny to provide new pictures.

Next meeting: May 13 Friday @ 10am. The office will need to be inspected prior to that but will find volunteers closer to the time.

The group agreed that sharps should be locked up when employees are supporting potentially violent clients in a home environment. To be recommended.

Reviewed by:

DocuSigned by:



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Penny Tataryn

Management Co-chairperson

DocuSigned by:



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Gabriel Mbonigaba – Employee Co-Chair