

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: July 9, 2021, 1000 hrs

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

Review of the status of management responses to our recommendations from November 2020 and February 4, 2021 – closed other than training in Violence and Harassment policies and procedures. Management had indicated that the training platform should be ready mid-June 2021. This is still in process; [REDACTED] has been following up with HR and it should be going forward by the end of July. They have indicated that they will invite some of us to try the new training platform when it is ready.

Reports

First Aid	No first aid reports
Incidents (non-reportable)	No non-reportable incidents
Potentially Serious Incidents	No potentially serious incidents
Serious Incident	[REDACTED] walking incident: OHS committee responded via email. Penny will put forward our recommendations regarding this incident.
Internal Inspections	Next inspection to be done August 6, 2021 by Ubaid and Nancy
Other OHS inspections or reports	No word about the smoke detector in the finance office. Light bulb in finance office did get replaced. Re-inspect for burnt out light bulbs at August inspection.

Training and Education Some members were interested in further training; they can look at the training facilitator that we used for our initial training. OHS ACT indicates that we can ask for up to 16 hours per year of OHS training if needed. Members should bring forward training they feel would be useful in our industry to our next meeting.

Old business

Review of the status of management responses to our recommendations from June 2021 – no response to our recommendations other than the request for the white board and that Dora has been provided with a small heater and the client profile sheets now say staff should knock on the door before entering client's homes. The group felt that the safety issues, especially in regards to temporary staff working with clients with a history of violence and dogs in homes hourly staff are working in, need to be addressed. The group agreed the recommendations should be resent indicating that it is a 2nd request, highlight the issues of concern and indicate that if they are looking at other ways to reduce risk in these areas for staff we would like to review/discuss this. No response to the recommendation a smoke detector be put in the finance kitchen.

Fire safety manual completed and placed in tray in front foyer; please read it.

Put on the inspection: capacity of West wing (Client Meeting Room) and Training Room to be considered when in full use again.

Meeting dates will be written on a small white board.

New business

Next inspection: August 6, 2021

Next meetings: August 13, 2021 @ 10am

Reviewed by:



Penny Tataryn

Management Co-chairperson



Gabriel Mbonigaba – Employee Co-Chairperson