

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: May 14, 2021, 10am-12pm

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 has indicated that the training platform should be ready mid-June 2021. The group discussed when we should go forward with video and agreed that we should wait as we need to see what the training platform looks like. Maybe we be one of the first group of staff to take the training.

Reports

First Aid No first aid reports

Incidents
(non-reportable) No non-reportable incidents

Potentially Serious
Incidents Dog bite incident; form not completed by staff
Temporary staff entered a support home without knocking and the dog bit the staff. The group agreed to recommend that signs are put on/near door of homes with dogs saying “beware of dog” Neal has indicated he will be putting on client profile sheets to knock on the door of client’s home before entering; we will also recommend that there is a form field in the CRM that also pulls into the client profile sheet saying if there is a pet in the home.

Serious Incident ~~██████████~~ Client attacked temporary staff. Case Manager said a Support Plan is not needed as the client is not violent often enough. The group agreed that the profile sheet should show the client is violent, date when the client was violent last, history of violence, tips for new/temporary staff, triggers, is PRN available?

The group agreed that this information should be prominent on the profile sheet, highlighted in red. Some members have concern that staff don't read the profile sheets; others felt that it is their role and responsibility to do so.

Salma M.: Client in care facility aggressive towards staff; Salma injured her wrists while trying to protect herself at the same time protect the client from falling. Salma was also required to take 2 weeks off work as per doctor from her injury. The group agreed this client should not be supported 1 on 1. Two to 1 support will resume once covid restriction is lifted as per Case Manager. Recommendation to check with Clifford Manor to see if there can be an exception for 2 staff and if not supports should be put on hold until safe supports may be provided.

Clifford M.K.: Client aggressive towards permanent staff. Ensure profile sheet notes the client is violent – the same idea that all violent clients should be identified on the profile sheet. Safety and care protocol and risk assessment in place.

Internal Inspections

Ubaid and Nancy's inspection update:

- There is now a smoke detector in the main kitchen
- They want a smoke detector in finance/HR kitchen as they feel it is a safety risk due to windowless back offices even though there is no range in that kitchen. There is a toaster oven that is used often.
- Maintenance: 2 fire extinguishers did not get serviced. Ubaid thinks they are okay now; he thinks they have been replaced with new extinguishers but he will confirm this.
- A few lights need to be changed

Other OHS Inspections

3 inspections of complex needs homes completed by Penny on May 3 & 4, 2021. Penny described the inspections and the findings to the group.

Or reports

Clifford M.K.: concern that the front office area where she works is too cold has not been resolved: We will recommend a follow up with property management to see if they can do anything about this. Is a small heater possible?

Training and Education

No further training is requested at this time

Old business

Fire safety manual is completed.

Penny will change map, print up policies/code and post on the wall.

West wing/training room: will need capacity assessments post pandemic but no point now as they are not being used at capacity and there is a charge for the assessments.

Will use Gabriel's application for signing the group OHS documents. When documents are ready for signing they should be forwarded to him first.

New business

With our new safety board we should have a place to write the date of our next meeting. Possibly a small white board with an erasable marker.

Discuss future safety boards next meeting.

Next inspection: August 6, 2021

Next meetings: July 9, 2021 @ 10am

August 13, 2021 @ 10am

Reviewed by:



Penny Tataryn

Management Co-chairperson



Gabriel Mbonigaba - Employee Co-Chair