

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: November 12, 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) Co-chairperson: Gabriel Mbonigaba
Management Member absent: Ubaid Saeed (Accounting Manager)	

Adoption of minutes of last meeting:

The Orientation training as started going forward October 26. The group discussed the violence and harassment section of the training and agreed that staff should be directed to read the policy and a training question relevant to the violence and harassment policy should be implemented.

Section and how it is confirmed staff understand.

Pets reside in home issue for clients in a non-supportive roommate model. The CRM now accepts the data But it isn't coming up on the Client Profile Sheet. Penny to follow this up.

Reports

First Aid No first aid reports

Incidents
(non-reportable) September 2021 – ~~██████████~~ incident where client pulled her arm during shot process and injured arm; the cold swab woke him up: use least restrictive planned procedure and PRN and take client to the clinic. This was not successful. Went to dr to get a higher dose of PRN. Have secondary staff to help out.
The cold swab woke him up. Use warm swab. Mohamed, Rx Pharmacist agreed to go to the home. **The group felt this approach was a good plan to reduce staff risk when supporting this individual to get a shot.**

September 29 – ~~Whisker on the wall~~ – beat with kitchen towel by client.
The client should not be cleaning the bathroom as this is not the routine for day Program. Sharon Ng will review protocol and support plan in place. Review items that are easily accessible and would create a more serious threat to staff, e.g., knives and/or sharps.

The group agreed that we would recommend an SRC review.

October 6 – Karima Ukani incident where client grabbed hand and pulled her into the road causing her hand to hurt. Happy client being overly forceful, unintentional accident. **No further action required.**

Potentially Serious Incidents

and drove away.

September 28 – ██████████ - Client sprayed body spray into staff's face and chased aggressively; no acute injury form submitted. Then the same client threatened a staff with a knife. Acute injury form not yet submitted. Client self-guardian Stole staff's car

Recommend a protocol locking sharps, chemicals; multiple staff. If ██████████ remains as a Client at our agency we will need a strong safety plan.

Serious Incidents

No serious incidents.

Internal Inspections

November 5, 2021 inspection of CPLF offices and training room by Nancy and Sharon Ng:

- fire extinguisher: last dated December 2020
 - first aid kits: missing restocking checklist and incident report forms except in finance kit.
 - no carbon monoxide required
 - no physical copy of Violence and Harassment Policies, Working Alone Policy in binder at front of admin office
 - training office: 1 light out still from last time
 - West Wing: 2 lights out
 - office space admin: 2 lights out in front area; 1 light out in meeting room
 - Admin office: cracked ceiling tile in Jordan and Hoda's office is still not fixed. There is also a buckled light tile.
 - ██████████ office light is not working or cannot find light switch. Wires under desk needs tucking
 - ██████████ old office desk needs wire tucked still
 - in filing room workplace there is clutter, cleaning/hand sanitization supplies. The group agreed the shared desk should be moved from this area.
 - HR/finance: ceiling and light tiles are displaced and a few cracked throughout
 - Jela's desk needs wires tucked
 - Katrina's office ceiling is still cracked open a bit
 - admin kitchenette and training room: missing smoke detectors
 - appropriate chair height for shared work stations would need to be determined
- *Neal has indicated the wire tucking, lighting and ceiling tile issues are in process of being resolved.**

Other OHS inspections or reports

- October 6, 2021 contact report, October 19 contact report and October 18, 2021 notice to produce. Discussed situation.

Training and Education

AASP: Legislation changes announced October 21, 2021, Bill 47 update course to be launched in early December 2021. Penny will follow up on it and figure out whether it is training geared toward the Committee or Management.

Old business

Re-do hazard assessments by December 13, 2021. Look at what we did before. Break down job tasks; write down detailed hazards and risk assessment. Meetings to brainstorm hazards and update forms for submission to the OHS Officer. Penny will email the different type of hazards to the Committee members.

November 26 – support staff

December 3 – admin

There is no fan in the men's bathroom in the main office. Gabriel to look for fan requirements for employee bathrooms. To add to inspection list: men and women's washroom

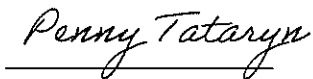
New business

Sharon K. brought up that the Violence and Harassment Policy should say that workers reporting violence or harassment should not be penalized. The group agreed to put this forward as a recommendation.

Next meetings: November 26, 2021 @ 10am to brainstorm support staff hazard assessments

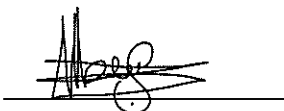
December 3, 2021 @ 10am to brainstorm admin hazard assessments

Reviewed by:



Penny Tataryn

Management Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair