

**Calgary Progressive Lifestyles Foundation**  
**Occupational Health and Safety Committee Meeting**

**Date: Oct 15, 2020**

**Present:**

**Workers representatives:** Sharon Kwan (contractor), Nancy Frost (HR/finance assistant), May (social enterprise, temporarily),

**Management representatives:** Penny Tataryn (Co-chair for management), Shaukat Shafqat (case manager), Sharon Ng (case manager), Ubaid Saeed (finance manager)

Roll Call: Sharon Kwan, Sharon Ng, Shaukat Shafqat, Ubaid Saeed, May Yang, Nancy Frost, Penny Tataryn

**Adoption of minutes of last meeting:**

-Review cleaning checklist: Sharon N will review this based on OHS standards within next 2 weeks and forward to the committee. Any changes or suggestions will be sent back to management

**Today's Agenda Items:**

- **First Aid Reports:** none
- **Incidents:** none
- **Potentially Serious Incident:**
  - October 9, 2020 complaint from [redacted] regarding October 1, 2020 regarding an unsafe worksite
    - Additional information: [redacted] had gone to worksite along with her husband.
    - Worksites are usually inspected by [redacted] (via home approvals)
    - The worksite in this case was not a usual one. A [redacted] *Management* was aware of and ok'd this work arrangement beforehand, but did not anticipate the conditions.
    - Acknowledge that staff should be given clarity for their job responsibilities prior to allocation (from HR, Case management)
    - It would be ideal to have ALL worksites inspected, however, due to nature of our worksites being in the community and not always fixed, it is difficult to do and would take ongoing efforts. Given the large number of clients, changing worksites, it is very difficult to manage pre-inspecting worksites before sending workers there. Questions of who would take this task on? This may not be realistic solution given such dynamics.
    - [redacted] was acknowledged and compensated for the cost of her shoes (dirtied during the cleaning)

- **Main takeaway from this complaint:** For workers to know they have 3 rights (e.g. right to know, participate, and refuse dangerous work) if they come across an unsafe work situation
- However, the committee agrees that staff awareness of these rights can be improved and so recommend management to **improve awareness**. See below for suggestions:
  - Implement safety boards (virtual) so it can be accessed by all staff. This can be included in our online health and safety section (when it is set up). Perhaps consider putting link to OHS section for easy access for staff.
  - Formal document in place for management to acknowledge the rights of workers (to know, to participate, to refuse dangerous work) along with the procedure for refusing dangerous work.
  - Include in orientation training as well; those who already taken it, can always refer to the safety boards as per above. Formal training for staff who has already taken orientation also must be put into place. It may not have to be in person training, it could be a video they watch and acknowledge. It was agreed that we would approve the policies then look at how training in this area, as well as violence and harassment, can be implemented.
- **Serious Incidents:** none
- **Internal Inspections:** Penny's inspection/discussion with ~~Management~~ <sup>Management</sup> on September 23.
  - Neal is willing to work with OHS, some items needed more follow-through (e.g. need to put up sign about door knobs)
- **Other OHS Inspection or reports:** What other inspection needs to be done?
  - Worker site formal assessment but pending new committee member.
- **Training and Education:**
  - Majority of members have already completed the AASP training
  - Those who did not finish to complete
  - Discussed some items that are requirements, e.g.
    - Terms of reference (Penny already working on this)
    - Rotating facilitating the meetings between co-chairs. Still waiting for the other co-chair member
- **Old business:**
  - Documents provided by management recently to be reviewed in the next 2 weeks. Committee members will take turns adding their feedback on suggestions or changes throughout this time. Shaukat will convert the files (except for the fire manual) to Docusign for ease for committee inputs. As such, Shaukat will be the first to add and pass to next member and so on
    - Ubaid mentioned that the fire procedure manual is old and we should receive a current one from current property management company.

- Work alone policy—Katrina will need to send another so hold off reviewing the one already sent
- Penny will put formal recommendations together to be sent to management afterwards and also ask them if they want the OHS minutes sent to them (as suggested in our training) or if they will just access the minutes from the electronic file if they wish.
- Next Admin worksite re-inspection scheduled for Nov 5, 2020, and Ubaid and Sharon N will inspect. They will gather their notes and report their findings the next OHS meeting, Nov 13<sup>th</sup> @ 10am.
- Inspections should be done quarterly at minimum
- **New business:**
  - [REDACTED] will no longer be a part of the committee. A new worker member to be recruited.
    - Consider a floater to fill position. Advantages: have more thorough experience with working at different worksites and clients, have more interaction with other staff, and possible upkeep the job board. Confirm with HR if this is a possibility
    - Difficulties in getting members involved (postings for recruiting were posted in newsletter, some of those who were elected were not interested). Perhaps in a few years, with OHS more established, people will want to volunteer.
  - Implement safety boards and ensure workers understand their 3 rights, formal document for this
  - Meeting minutes will be made available for staff access.
    - Minute note taker will have notes reviewed and signed by co-chairs to finalize

**Reviewed by:**

*P. Tataryn*

**Penny Tataryn (OH&S Co-chair)**