

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: May 4, 2022, 1400 hrs

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| Management Members present: Penny Tataryn (Case Manager) Sharon Ng (Case Manager) Tammy Bent (Case Manager) Co-chairperson: Penny Tataryn | Worker Members present: Gabriel Mbonigaba (Community Access Worker) Dora Mejia (Admin) Sharon Kwan (Supportive Roommate/Community Access Worker) Co-chairperson: Gabriel Mbonigaba |
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Adoption of minutes of last meeting:

- * Pets reside in home issue for clients in a non-supportive roommate model. The CRM now accepts the data but it still isn't coming up on the Client Profile Sheet. This still needs follow up but is not urgent. ON LIST.
- * Support plans that were to be reviewed: [REDACTED], [REDACTED]: reviewed by Dora and plan is in place. Will need to confirm with staff about safety. Will need checklist: support plan, what to do to mitigate risk for staff.
- * [REDACTED] staff change effective April 21, 2022. Has this reduced risk?
- * [REDACTED] falling off treadmill: went for MRI last week. Waiting for management response.
- * [REDACTED] assaulted by client [REDACTED] – [REDACTED] indicated in an email he feels safe with support strategies in place.

Reports

First Aid

No first aid reports

Incidents

(non-reportable)

- * Nov26, 2021 [REDACTED] hit spit charged 37 min CPI hold: on list to contact staff
- * Jan 10, 2022 [REDACTED] spit staff 10 minute CPI hold: on list to contact staff
Penny and [REDACTED] will be doing MSI on May 25 with staff and will follow-up if they feel safe
- * Feb 17, 2022 [REDACTED] attempted to hit staff and nosebleed: on list to contact staff
- * Feb 22, 2022 [REDACTED] overdose: on list to contact staff
- * Feb 23, 2022 staff of [REDACTED] felt threatened: Staff did not want to see [REDACTED] Roommate's husband, natural support. Staff said [REDACTED] was staring down at her. [REDACTED] roommate had disciplinary. This got resolved with [REDACTED] apologizing at a meeting; roommate, natural support and staff are back to their routine.

- * Feb 24 staff slipped and fell pushing [REDACTED] up the ramp attached to her home: permit on file for ramp. Staff said straining and hard to push wheelchair on ramp. Supportive roommate does not like it. Ask Alireza
- * Feb 24 [REDACTED] verbal aggression and physical assault to staff: need update
- * Feb 25 [REDACTED] (staff) fell: modify job duties as his arm is hurting. Staff need to be aware as this is his 3rd fall with the same client. Sharon N will follow-up
- * March 1 [REDACTED] aggressive in grocery store: support plan is in place. Will follow-up with staff starting with phone call
- * March 7 [REDACTED] guardian verbally abusive aggressive to staff: looking for a new staff. Has temp male staff. Conflict between staff and guardian. Sharon N talked to staff and staff said she felt safe. April 26 staff said she did not want to work with [REDACTED] and HR has her working with another client. Sharon N mentioned counseling for staff if needed. Sharon N will talk to guardian with PDD
- * March 10 [REDACTED] pinch staff: staff no long works with client. If client is violent will look into this again
- * March 14 [REDACTED] verbal aggression: need update
- * March 17 [REDACTED] tried to hit kick spit CPI hold: follow-up with staff
- * March 21 [REDACTED] pinched staff: staff no longer works with client
- * April 7 [REDACTED] staff accidentally stabbed in hand with pencil: staff is not at risk working with client. Client does not have inclination or risk to hurt staff
- * April 9 bowel movement accident staff risk from biohazards: guardian will ensure client is wearing under-garment. Was staff on the phone? Staff carries PPE and take client to the washroom once an hour
- * April 13 [REDACTED] hit staff in eye: staff no longer works with client
- * April 21 [REDACTED] spitting throwing objects: follow-up with staff about their safety

Potentially Serious Incidents

No potentially serious incidents.

Serious Incidents

No serious incidents.

Internal Inspections

April 29, 2022 inspection of the offices and training room by Sharon N and Sharon K:

- * no physical copy in binder at front of admin office: Sharon N will print and put it U p at the front
- * Finance requested for a 4-step ladder to reach for files in kitchen: Neil bought 2 new ladders where are they?
- * filing room: still missing fire extinguisher
- * Lighting outside of [REDACTED] office
- * men's washroom drainage cap on ground is still chipped
- * meeting room: 1 light still out
- * crowding in supply room
- * missing/older incident reports for first aid kits: Dora will place in new forms
- * paper supplies at top of filing cabinets in filing room stacked higher than Dora can reach
- * Dora's computer monitor needs height adjustment: Dora will follow-up with Neil
- * training room 1 light out
- * west wing 1 light out
- * ceiling tile discolored in [REDACTED] office

NEW

- * Lights outside of men/women's washrooms is out
- * Bottom drawers of HR filing cabinet in [REDACTED] office requires a lot of force to push/Pull. [REDACTED] commented it is straining for her. Put in next recommendation for Review and repair
- * Colin's desk is too low for him when seated at the lowest height of the chair: Penny Will follow-up via email
- * Crowding in supply room and a smell from possibly from dry goods: throw out open food
- * the unused/out of order freezer/refrigerators may be in the way of some staff
Cleaning dishes: have proper place for mop

Other OHS inspections
Or reports

2 open orders: closed (email April 27)

Training and
Education

MSI training. There is one training question on MSI but no questions for Violence and Harassment. Need follow-up.

Old business

- * Support staff safety section in client profile sheet: recommend strategies to be included. *Need to check.*
- * Review safe work procedures: Generalized.
- * Safe sharp procedures: lock knives? Mechanical restraint form? *To review and discuss.*
- * Note management response to offensive odor in men's washroom in main office: on list
- * Penny is being invited to SRC presentations where there are extended CPI holds or violence or significant aggression. Penny to update group and discuss making a standard checklist with questions for these presentations and also staff interviews. *On list to review.*
- * Discuss going forward with interviewing staff dealing with aggression, in particular [REDACTED] complex need client's staff and [REDACTED]. *Proposing an in-person meeting at the office to review support plans.*
- * need to update pictures and contact information on website. Need pictures for Tammy, Dora and Penny. Also, our names and contact info. What info does everyone want displayed on the website?
- * OHS minutes and any other information publicly posted must follow FOIP. Sharon Ng will signoff minutes of meetings, blackout names, send to Adrienne, cc to Katrina, Lindsey and Donna.

New business

- * review management response received April 19, 2022 to our recommendations.
- * discuss disciplinary action process for CPLF. Is it effective?

Next meetings: June 3, 2022 Friday @ 10am

Reviewed by:



Sharon Ng

Management Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair