

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: August 5, 2022, 0900 hrs

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) Sharon Kwan (Supportive Roommate/Community Access Worker) Co-chairperson: Gabriel Mbonigaba Worker Member absent: Dora Mejia (Admin)
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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.

Reports

First Aid

No first aid reports

Staff incident reports

- * June 1, 2022 – Kazim Z guardian advised Kazim has herpes: A plan was put in place, Since last OHS meeting no OT in place; guardian was not in agreement. Disagreement between guardia and staff. Kazim no longer with the agency.
- * June 1, 2022 – Kazim Z slapped glasses from staff's head: Kazim no longer with the agency.
- * June 1 – Leah M became aggressive in the car, kicking and punching the car seat and yelling. She had been aggressively self-talking about her peer roommate and was asked by staff to stop and they would talk when she was done driving. In traumatic situation: problems with day support, residential, abuse allegations. Not a regular baseline behavior; there has been total staff change. Wait for Stability with the changes.
- * June 2 – Leah M became aggressive in the car, kicking and punching the car seat and yelling. She had been aggressively self-talking about her peer roommate and was asked by staff to stop and they would talk when she was done driving. In traumatic situation: problems with day support, residential, abuse allegations. Not a regular baseline behavior; there has been total staff change. Wait for Stability with the changes.
- * June 2 – James G became aggressive over device 35 min CPI hold.
- * June 6 – James G covered in feces in community access home: Penny asked

for follow-up from Lauren, CM. CM will ensure staff has all the PPE. James is getting old.

- * June 7 – [redacted] came out of the bathroom angry, hit staff in chest: does not cross boundaries often. Assume she had a bad day. Did not appear there was fear from the staff.
- * S [redacted] Ruiz, hit, tried to spit, aggressive CPI hold: in 3-person home. Can potentially cause damage.
- * K [redacted] May had blade at office and police was called: more concerned she would injure herself not staff. No history of aggression to staff. Kelsey is homeless. Potential psychosocial risk for staff with Kelsey cutting herself/potential suicide.
- * Benny L no injury vehicle accident. Reportable incident.

Potentially Serious Incidents

No potentially serious incidents.

Serious Incidents

June 1 Jakob [redacted] Williams kicked staff in the face and fractured staff's teeth and bit staff's thumb during a CPI hold. SR should have been onsite, and the CPI hold was not done properly. OHS Committee will be reviewing the situation by the end of September; we will need to continue to follow up with this.

Ministry ordered Adrienne to put in serious incident report which Adrienne asked Penny to do on her behalf. Jakob is low functioning aggressive person. Penny went to an information session on CPI.

You want as many people there as possible for the CPI hold, and when staff are not doing it often they lose practice. This incident would not have happened if the hold was done properly. Penny suggested to Adrienne for staff to get trained more regularly, 3-4 months retrained. SR in a support ratio will need to sign a letter that says they need to be onsite with the individual when they are part of that staffing ratio. SR that supports complex people can only have 1 and not several. Adrienne talking about grandfathering the SR that already has more than one complex need clients. Need to question the length of time for the CPI holds, if it is safe. Rehan's support plans are usually 10 – 20 minutes.

Internal Inspections

Review inspection completed by Dora and Sharon N on July 15, 2022.

Fire extinguisher: check with Neal how often he wants to maintain it.

Washrooms: inside the toilets there is a residue. Need a chemical protocol.

Lights need to be continuously checked to see if they are out.

It is cold throughout the office still.

Recommendation: before CET do an escape fire drill.

Physical copy of binder at front office: it has been voted that it is not required. Now it is more virtual.

Sarah, Ugaid and Keith need proper height adjusting equipment for computer monitor.

Need to remove nonworking fridges in the kitchen that are in the way.

Tile that is discolored in L [redacted] / D [redacted]'s office: what is it? Mould issue?

Other OHS inspections Or reports

Discuss where we are at with interviewing staff working with violence and Tammy's SRC report (L [redacted] M [redacted] 2) This needs to be reviewed and the list update. Tammy to provide her report from L [redacted] M [redacted]'s SRC presentation for the committee to review.

Training and Education

No one requested more training at this time.

Old business

Pet issue: this is on the bottom of the list to do.

New business

New incident report summarized.

Anonymous complaints are acceptable.

Penny received an anonymous concern about late paydays and how this creates stress for staff. They are supposed to be paid by the last day of each month, but July's pay was not paid until August. This happened 2 or 3 months ago as well and Neal Sabourin said they have 10 days after cut off to pay staff as per the province: stressor for staff. Recommendation that pay is paid on time due to significant feedback from stress resulting.

Reviewed management response from April 2022 to our last set of recommendations including the responses that Penny is proposing:

Penny asked [REDACTED] where the most recent link for the Orientation training is which is in 2021 and there is no flowchart in there.

Penny acknowledged that the Support Staff Safety Section was put on there.

Sharps: under the Act there is obligations of the contractor for the safety of the staff. If staff enters a private home which becomes a worksite, we are responsible to ensure its safety. Prime contractors or self-employed person they must comply. The SRC reviews that Penny has been invited to Penny has asked sharps to be locked up and SRC agrees and is supporting this. Although sharps are locked in these homes formally, we still need a policy to protect our staff.

Formal acknowledgement of risk policy/process for staff working with potentially violent clients: Penny has given this back to Neal.

OHS members are invited to SRC presentations so we will have more knowledge about these severely violent clients requiring restraints/holds.

First Aid: need to ensure this is on our safety board. Once these policies are complete, we will need to ensure our board is complete.

Word documents: Not hiring someone to help staff with computer issues. Requested review for the computer system.

Grievance policy for employees/contractors. This needs to go on safety board.

Cooking/home maintenance will be assessed individually. Staff do not need to use chemicals when at a home worksite? Individually assess the direction of the chemical be part of the assessment and the control of the chemical to follow the procedure. Have PPEs on hand. WHIMIS training was suggested but would not be necessary for most worksites. Will be assessed individually.

Sharon N will do a list of issues with our computer systems/operations to bring forward to the management.

Next meetings: November 4 @ 9 am

Reviewed by:

Penny Tataryn

Penny Tataryn

Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair