

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: November 4, 2022, 0900 hrs

<p>Management Members present:</p> <p>Penny Tataryn (Case Manager)</p> <p>Sharon Ng (Case Manager)</p> <p>Tammy Bent (Case Manager)</p> <p>Co-chairperson: Penny Tataryn</p>	<p>Worker Members present:</p> <p>Gabriel Mbonigaba (Community Access Worker)</p> <p>Sharon Kwan (Supportive Roommate/Community Access Worker)</p> <p>Co-chairperson: Gabriel Mbonigaba</p> <p>Worker Member absent:</p> <p>Dora Mejia (Admin)</p>
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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 Since last OHS meeting

- * August 8, 2022 [redacted] hit CM on backside. Supports are being reviewed to change to complex needs model. There is effort being put into this for support plan. Need to review how often CPI training is done for staff that works with complex needs.
- * August 11, 2022 [redacted] overdose. Debrief and offer counseling with Veena for Psycho-social for the staff. Staffing is 2 to 1, roommate and a staff. 9pm to 9am looks like only 1 staff: why is this not a risk period? How do these checks on [redacted] work? Does supportive roommate do checks overnight every 15 minutes? Biggest risk for staff is witnessing [redacted] death; must be prepared to deal with this due to high risk of mixing fentanyl and meth. Recent change in case manager.
- * Oct 12 & 14 reports that SR [redacted] aggressive to hourly staff. SR has been terminated at the end of the month and there is no repercussion happening that we are aware of. In meeting with PDD's presence [redacted] said she did not want to work with CPLF. All codes terminated.
- * Oct 15 [redacted] @ PLC self-harm in front of staff cut and head bang. Bonnie, previous staff, filed for WCB; no update. [redacted] took a few days off from trauma. Staff needs to be aware of Kelsey's risks of very disturbing behavior. Risk of emotional trauma/psycho-social resulting from witnessing [redacted] self-harm.

This info is on [redacted] risk assessment/profile. Staff should never intervene for their own safety. CM offered staff she may not want this job.
Recommendation: more clarity on risk to the staff and understanding of her capabilities

Potentially Serious Incidents

* September 28 [redacted] at Circle K: altercation with a man in a car who tried to hit them with his vehicle. Penny formally indicated by email that she believed the incident was potentially serious on September 29, 2022 and this was sent to Neal Sabourin for his follow-up.
OHS invited to meeting since the occurrence at Circle K. Odd situation, potentially Shady? What do these people want from the client? Is it safe for staff to be following the client when client is trying to beg for money and bum for smokes? Staff's safety should be a priority before client's safety. Psycho-social stress. Sharon Ng will go to Nov 10's meeting to review protocol. Support plan being revised.

Serious Incidents

Internal Inspections whole

* Review inspection completed by Dora and Sharon N on October 21, 2022. Neal responded to some of the recommendations. Penny went through the checklist reiterated what is required. This is all old stuff and most of it are policies that the OHS Act demands. Not many recommendations left on the inspection but no response to paying staff on time. Penny did resent the recommendation to get a response.
Needs follow-up:
Storage room with all the food; pathway has boxes which is in [redacted] way to get to the archive room. This can be a tripping hazard.
Light above [redacted] desk.
[redacted] ceiling tile came down.
One of [redacted] lights in her office is out.
[redacted] desk wire needs organizing.
[redacted] office, carpeting against the wall is coming out.
Ubaid's office light needs changing.
[redacted] and [redacted] computer monitor needs proper height.

Other OHS inspections Or reports

Training and Education

If anyone is requesting more training they may indicate this.

Old business

OHS members: if you are not attending an OHS meeting let Penny know.

Nancy should be doing an incident report for the fall in the parking lot.

On November 2, 2022 Penny resent our recommendations from August and the response we gave Neal Sabourin (to his responses to us). We also need follow up to the report sent to the OHS ministry in regards to the employee who suffered fractured teeth in June 2022 and to the action items from the meeting Penny had with the management in July 2022.

OHS can go to the SRC to make recommendations if needed like the sharps.

Anything with staff's safety OHS should be able to look at it. This would then be updated on the website.

OHS invited to meetings relating to staff's safety, [REDACTED]

We are moving towards a safer workplace.

New pictures – everyone is happy with it.

Practical MSI training and new hire: Sharon Ng asked [REDACTED] and [REDACTED] said the training is sent with the orientation. Penny said orientation does not specify everything needed. New staff watch the MSI theory but who is doing the practical? This needs to be more clear.

MSI training needs to reoccur when client's needs/tasks change.

Recommendation: Theory and practical with MSI training, we need to promote both.

New business

Recommendation: Case Managers are requesting that our Individual Service Agreement be updated to include that it is expected that Guardians and stakeholders show respect for all staff including Case Managers and that their displaying inappropriate or aggressive behavior may result in the termination of their contract. Have the guardian ensure they are responsible to have zero abuse.

The management has made a new policy where an OHS committee member will be part of a Complex Need Committee to advocate for the safety of staff when assessing whether a complex individual should be accepted as a new intake.

We are also getting invited to meeting where the management believes there are decisions to be made that could affect staff safety, e.g. [REDACTED] meeting on October 26, 2022.

No concerns with new pictures on the website.

Recommendation: MSI training for all staff theory and practical. Emphasize training needs to reoccur with client needs/tasks change.

Next meetings: February 10, 2023 @ 0900 hrs

Reviewed by:



Penny Tataryn
Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair