

# Calgary Progressive Lifestyles Foundation

## Occupational Health and Safety Committee Meeting Meeting Minutes: February 10, 2023, 0900 hrs

<b>Management Members present:</b> Penny Tataryn (Case Manager) Sharon Ng (Case Manager) Tammy Bent (Case Manager)  <b>Co-chairperson:</b> Penny Tataryn	<b>Worker Members present:</b> Gabriel Mbonigaba (Community Access Worker) Sharon Kwan (Supportive Roommate/Community Access Worker) Dora Mejia (Admin)  <b>Co-chairperson:</b> 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.*

[REDACTED] smoking in his house when staff present as per CM as of February 6/23 this is not happening. She will let us know if any further concerns. *CLOSED.*

OHS has not yet been made aware of an investigation commencing regarding the Nov 19, 2022, incident report where staff of [REDACTED] alleged emotional abuse against a senior staff member. Response due date is February 15, 2023 as that is the due date for our last set of recommendations. *Why is there no investigation started? This has been going on since November; we need a response within a week as the committee needs to follow-up with the staff.*

### Reports

First Aid

No first aid reports

Staff incident reports  
since last OHS meetings

Nov 2 – staff [REDACTED] slipped and fell when crossing the street.  
*Wear decent footwear.*

Nov 3 – staff of [REDACTED] slipped and fell in parking lot.  
*Wear decent footwear.*

Nov 3 – guardian of Y [REDACTED] aggressive to staff late due to road conditions. *Resolved, guardian more pleasant.*

Nov 3 – guardian of Y [REDACTED] aggressive to staff due to ACCESS cancellation letter. *Resolved, guardian more pleasant.*

Nov 3 - ██████ knocked staff off exercise ball. *Staff – do not sit on exercise ball, sit somewhere stable.*

Nov 10 - ██████ calling ex-staff. CLOSED.

Nov 24 - ██████ threatening aggressive to staff. *Staff is reminded appropriate action.*

Dec 6 - ██████ verbal aggression/self-harm/property damage/NVCI hold. *Under control; no further action.*

Dec 13 - ██████ verbal aggression broke vehicle window with elbow. *Rami working with OPT to reimburse for window replacement.*

Dec 13 - ██████ aggressive at hospital bashed head into glass door. *She is a threat to herself; can a staff handle watching this; ensure staff are aware before they take on supporting Kelsey.*

Jan 3 - ██████ broke staff glasses by accident. *Staff is getting compensated.*

Jan 6 - ██████ hit walls, objects pm administered CPI hold. *Medication continuously under review. Arnika, psychiatrist, and OT involved with strategy planning with staff. Nothing more OHS can do.*

Jan 9 - ██████ aggressive at library hitting throwing hit boy pm administered CPI holds done. *Team is working on the supports.*

Jan 17 - ██████ agitated loud noise police called as staff suspected gunshot but not. *Why does he have a hammer? After an activity with the hammer lock it up? Are there any other items he has access to use as a weapon? Aggressive history – should not have access to weapons. February 16, 2023 update – Penny spoke to the SR who wrote the incident report and ██████ has no legitimate reason to have a hammer. They do belonging checks looking for items that could be harmful as part of their support plan but this hammer got missed.*

Jan 19 - ██████ aggressive after talking with sister, pushed staff, ran to store. *Should staff follow ██████ and put themselves at risk? Review previous ██████. What has been done with ██████ that works? What are the parameters of following a client to panhandle? What would trigger staff to report something?*

Jan 26 - ██████ overdose Naloxone administered. Ensure ██████ profile has info about extreme overdose risk. *Needs to see more clarity about her drug addiction and risk on profile. Naloxone kit and training is required on her profile.*

Potentially Serious Incidents n/a

Serious Incidents n/a

Internal Inspections Review inspection completed by Dora and Sharon N on February 3, 2023.  
*To be reviewed next time, tasks are simple.*  
*Brought forward ergonomic concerns; recommend ergonomic assessment.*

Other OHS inspections Or reports n/a

Training and Education if anyone is requesting more training they may indicate this.

## Old business

As of January 19, 2023 following up topics from Penny's July 22, 2022 meeting with the management:

\*We haven't received any information on management going forward with site-specific NVCI refreshers for teams using the holding techniques. Let's discuss if we should make this a formal recommendation.

*Recommendation: CPI training refresher every 6 months for ultra-complex, team holds that is part of the support plan.*

\*The letters that were communicated to supportive roommates regarding what their job duties are and expectations for providing direct support when there are hourly staff as part of the staffing ratio to be discussed. Can this recommendation be closed?

*Closed.*

-Adrienne had said she will decide if she will grandfather current homes that have more than one violent complex needs client living in. As there have been no changes with these homes this is likely the case these homes have been grandfathered. Let's discuss whether any further action is needed.

*OHS has not seen any action, from an OHS perspective not much can be done.*

-Penny said that if homes are going to be grandfathered then Adrienne will need to notify OHS because in the response given to OHS was that there would be only one client in these homes. Let's discuss this. This message was from the management, not the committee, and we likely cannot enforce this. Let's discuss.

*Closed. Reopen if there is another issue.*

-Penny reviewed complex needs incident reports and critical incident reports and made detailed notes to bring back to management for review. Are CPI holds happening that don't need to be? January 19, 2023 – this was done and sent to management, but no further action was taken. Let's review this again to see if the situation needs further action or should be closed.

*There are clear plans with CPI holds. Adrienne reviewed this. Closed.*

-Respite for the complex needs Supportive roommates to be reviewed- are they getting a complete break, is there potential for burn out. Let's review this again and see if we need further clarification as to how they get breaks.

*Is the supportive roommate getting a break to keep the employees safe? There are a lot of staff. Closed.*

\*The new Orientation needs further review. It looks like the OHS content is in various places in the slide show and may or may not satisfy our original expectations. Neal has said that the quiz questions that we recommend will be implemented by February 28.

*OHS role is to make ourselves visible, ensure policies are posted, accessible to all paid employees and safety messages are posted. All members of OHS are in the orientation, info on how to contact us is there, there will be some quiz questions to reflect the committee. If we are getting everything, we need on our website is that enough for our mandate as a committee? Yes, the committee agreed it is enough. We will follow up the OHS questions that Neal said will be added by February 28, 2023.*

*Bring these forwards for another meeting:*

\*Neal has indicated that CPLF will create a policy on Sharps that will be available February 28, 2023

\*Penny will send Neal a copy of the driving checklist from the publication Driving for Work

\* Safe Chemical Use policy— this one needs more review/input. I think we're going to have to be more specific, e.g. do some of the legwork on this ourselves. We can start by identifying all the chemicals used in the office. Let's talk more about this.

\*We had asked for a Work from Home policy for administrative staff that included the following:

•The Communication process between employer and worker – cell/zoom phone, zoom meetings

\*Availability of tools and technology to enable staff to work remotely – yes, cell phones and tablets are provided

•Protocols to protect workers' health and safety – here all the policies could be listed that do this. Ergonomic, etc.

•Contact with customers including practices that limit direct contact to biological hazards such as

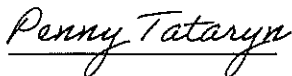
respiratory viruses. Staff may wear masks if they wish but in person contact is now part of Administration staff duties as we are no longer considered to be in a pandemic.

We were in the pandemic when this was requested (the bulletin is headed Covid19 Information) and I think this changes the need of this policy. However, as there is still working from home going on I think that the questions above may be simply answered. I've put some ideas in yellow. Is this policy still needed?

## New business

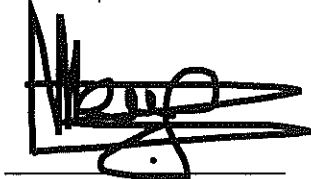
Next meetings: March 3, 2023 @ 0900 hrs

Reviewed by:



Penny Tataryn

Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair