

# Calgary Progressive Lifestyles Foundation

## Occupational Health and Safety Committee Meeting Meeting Minutes: March 3, 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>  Sharon Kwan (Supportive Roommate/Community Access Worker)  Dora Mejia (Admin)  <b>Co-chairperson:</b> Gabriel Mbonigaba  Regrets: Gabriel Mbonigaba (Community Access Worker)
---	---

### 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 is not a priority.*

### Reports

First Aid

No first aid reports

Staff incident reports  
since last OHS meetings

February 5 [REDACTED] CPI hold kicked staff's face.  
*Need more regular training.*

February 21 [REDACTED] Fell at the curb in front of Tim Horton's prior to client arrival.  
*Staff did not start working with client. Good footwear, be aware of surroundings. HR to decide if to be considered a workplace as the client was not yet present at the time of the accident, not OHS. No recommendations.*

Potentially Serious  
Incidents

n/a

Serious Incidents

n/a

Internal Inspections

Storage room: items will be auctioned off/sold. Continue to put this on our notes so we can follow up. If we do not see anything by the end of April then

in May's recommendation inquire what is going on.

Lights March 15: will follow up after March 15, not putting people t risk just maintenance.

Ring around toilet bowl: OHS will check it out. Perhaps use chemical to clean to resolve this issue.

[REDACTED] light: flickering, causing eye strain. Maintenance guy will take care of this.

OHS will move some stuff around for [REDACTED]'s safety.

[REDACTED] standing desk: contact [REDACTED]. This will come formally from OHS.

[REDACTED] chair's arm rest is very ripped up: refer back to [REDACTED]

Wiring: add [REDACTED] London's wiring with others so [REDACTED] can take care of this.

Training room tile: old building, more of aesthetic concerns but not safety. CLOSED.

[REDACTED] back concern: CLOSED

## Old business

Sharps: Sharon N will look at the Sharp's policy, and if it looks good ask Savana to put on the website.

Penny sent Neal driving for work.

Work at home policy: some information are still relevant, some outdated. How to set up a working environment ergonomically; we need to focus on an ergonomic policy.

OHS quiz: [REDACTED] will email [REDACTED] to see if the quiz questions have been updated.

IT concerns: recommendations - maintenance. Printer continues to be an issue.

MSI training: go back to the management we understand from this policy that the practical is instigated by the CM but who sends out the theory?

Individual service agreement: updated/satisfied. CLOSED.

Review responses from [REDACTED] received February 23, 2023 including discussing the investigation on November 19, 2022 incident that happened in Alison Chung's home:

Penny will follow up with [REDACTED] on Monday March 6 if we do not get a response from him.

Results we are looking for: to provide follow-up for staff. [REDACTED] had left her hourly position, however, OHS is still under the obligation to investigate the incident.

Who is the leaseholder?

We would like [REDACTED]'s feedback. Need resolution for dual roles.

What process in place can we put so this does not happen anymore?

Could job confirmation letter help? Staff at complex homes have a job confirmation letter stating who the supervisor is and job duties. Staff team members help support client with current tasks not existing dirty stove.

Interview for info gathering?

With the staff's interviews we feel that there does need to be OHS representation. We will need a formal response from [redacted] as to Veena's feedback. Need a resolution. Waiting for [redacted]'s response Monday morning .

[redacted] will follow up with [redacted] regarding OHS has gotten a management response and that we will follow-up with her when the next step is starting.

Chemicals:

Ask [redacted] if he is getting rid of any of these chemicals:

Aerosol scent (Glad spray, Trade secret furnative restore system)

Dish soap (Palmolive)

Cleaner/degreaser (Safer Choice, Citrus Plus, Shout, WD-40, multi-use, Microsan Encore SCJ professional)

Stainless steel cleaner/polisher (Twinkle)

Envelope Moisturizer (Quality Park)

Glue stick (Play Pay/Selectum)

Sanitizer (Lysol, Keystone Foam)

Wipes (Greenworks, Northwest Buffalo Trading Company)

Hand soap (Uline Aloe)

Printing ink/toner (Xerox Primelink)

White out (papermate)

Need to go through all the chemicals, review what is needed and what can be disposed to reduce amount on what needs to be researched for the safety data sheet; keep one good chemical cleaner? Requires a policy/safety data sheet for each chemical. Keep Windex on the list for effective cleaning results. First, start working on this at the office.

Other OHS inspections  
or reports n/a

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

**New business**

Next meetings: n/a

Reviewed by:

*Penny Tataryn*

---

Penny Tataryn  
Co-chairperson

          Dora Mejia           - Dora Mejia acting on behalf of G. Mbonigaba  
Gabriel Mbonigaba – Employee Co-Chair