

Old business

Nov 19 [REDACTED] staff complained of emotional trauma from senior staff member:

Neal said he is not aware of this incident report. It sounds like a grievance and we should be utilizing the grievance procedure. Neal would like the OHS to redirect the staff to the grievance policy and procedure. Neal does not see this as an OHS issue. It is not chronic in nature it is an event that happened. HR is well-tooled to deal with events and chronic issues that are not work site hazards. Neal has not received any formal grievance from the staff. There was a complaint made to the CM, Rose, who said to do an IR; IR provided to OHS and OHS needed to act on it. Neal said he had done an informal coaching, discussing with the senior staff member: professional boundaries when you are both the landlord and a 'perceived' supervisor. If it is a landlord issue use your own personal email after work hours; landlord activities should not be happening during work hours. Maintain professional boundaries at all times. Neal said this is coming down the pipe where he will be providing a formal coaching. OHS appreciates this and wanted clarification of roles. When reading the IR there are boundaries that are crossed; a dirty stove is not the job of a community access worker. As per Neal the senior staff was informed of this by Neal and she apologized and did not realize she did this.

OHS wants to know who is the leaseholders because it certainly was not the 2 staff. If it is cleaning up after the client then this should be going to the case manager. OHS concerned with grievance procedure there is an unequal power. Neal said HR is the equalizer. OHS look at the grievance as bullying and harassment.

Penny will forward Neal the IR as OHS thought Neal saw the IR but Neal said he did not. Neal said once he sees the formal grievance he will take action. Neal requested OHS to wait for him to resolve the issue and OHS can double back and ask the staff if she feels she has been supported by HR department. Neal will have this resolved March 17 if he receives the IR today.

If staff comes to us with a grievance Neal does not think this arises to the OHS committee. Neal would like OHS to provide direction to the employee, have you followed policy and procedures. OHS views this as bullying and harassment violence which said if someone has a complaint. This complaint goes to the CM who takes it to HR. Neal recommends we redirect this back to HR and put this on OHS timeline and HR will follow-up with OHS. OHS can doubleback and ask staff if staff has been adequately treated.

Neal made change in HR management so we should have more accountability moving forward. Neal hoping to hire a new HR manager April 3 who is educated and experienced so this is exciting. We need better accountability from the HR; currently Neal is here to fulfill this. Let HR do their function as these grievances happen all the time. Neal will let OHS know when the situation is resolved to his liking. Neal will follow through with this. OHS can double back and ask this person if she feels that she was supported by HR department; this would be a very good insight.

An employee committee member asked if the staff involved in the incident could be asked if they want OHS representation during their interviews.

As per Neal, the HR dept is for our staff. OHS supports the HR dept in making changes that safeguard our staff. HR is obliged to support safety in the workplace. When Service Canada or Employment Standard calls CPLF regarding unsafe workplace they will be talking to Neal not OHS. Staff needs to understand they have the support of the OHS committee. OHS has supported this grievance by directing it to the HR dept, following up with HR dept to ensure they are on task and following up with the staff that had made grievance. Neal will like to handle this on his own and OHS will doubleback with staff to follow up. Neal will do his best.

Other recommendations:

Training questions for orientation; agreed on 3 questions. Neal request this be sent to the HR manager (who is Neal).

Bistro room: CPLF would like to get rid of all this stuff to turn this room into office space. Some food items will be utilized in our upcoming cooking class to teach how our clients how to prepare healthy food, how to store food

and how to read labels. The food items will go into our cabinets of our 3 kitchens. Adrienne wants to see the equipment. We will take the equipment to lay it out in the training room/storage and Adrienne will decide which ones to sell. A big dent of this will be done by the end of this month.

Empty cans/bottles in room: Neal would like to support Vecova recycling program. This can be brought up at an admin meeting who has a client who would want volunteer to bring bottles/cans to Vecova. Next meeting on March 14.

Work from home policy: this came through during the pandemic. ██████████ provided this to us and called it a best practice to have this policy. Reviewed this at our last meeting and since we are no longer in a pandemic, what is relevant is the ergonomics, how people safely set up a workstation at home. Scrap this full work from home policy and relook at encompass how to be safe ergonomically. Will review as a group.

Neal would like a work at home policy that describes best practices: safe guards, proper communications. Neal would like people to use zoom not use their cell phones so we can be more professional.

Sharps: any aggressive/potentially violent clients in the home OHS is invited to the SRC. OHS can ask to lock up sharps. Neal said solutions is unique to each household paired with the ability of the client. Staff that are supporting daily living skills Neal wants them to look at the safe works policy and procedure about sharps. If there is violent people look at it case by case individually. Neal said it is the CM that should be bringing this up with the SRC. Recommendation: OHS to review for the policy to say it will be reviewed by the supportive rights committee in a session an OHS member is invited to.

Zoom phones: admin meeting go through a tutorial. We are paying for MS Teams and Zoom.

Chemical policy: Neal said we should only have 2 chemicals simply green and Windex. Will get rid of the other chemicals. We agreed to have a discussion with OSH Alberta officer - discuss the amount of exposure; do we need a safety data sheet? Neal would like OHS to talk to ██████████ before proceeding. Penny will show Neal the chemicals that can be thrown out today.

Bistro storage space: Neal said this is kept locked because it is an unsafe work area. Dora goes in this room to get archives. Will focus on the chemicals in the office first.

Other OHS inspections
or reports

n/a

Training and
Education

If anyone is requesting more training they may indicate this.

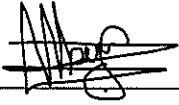
New business

Next meetings: n/a

Penny Tataryn

Penny Tataryn

Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair