

# Calgary Progressive Lifestyles Foundation

## Occupational Health and Safety Committee Meeting Meeting Minutes: September 29, 2023, 0900 hrs

<b>Management Members present:</b> Penny Tataryn (Case Manager) Doug Chan (Case Manager) Tammy Bent (Case Manager)  <b>Co-chairperson:</b> Penny Tataryn  Guest: Kylie Robinson	<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:

Penny was to follow up regarding March 4, 2023 incident where [REDACTED] staff fell on icy stairs and suffered a concussion. Individual has moved residences so concern is closed.

Last minute May 19, everything from old agenda brought forward.

### Reports

#### First Aid

No first aid reports

#### Staff incident reports since last OHS meeting.

July 24 – staff's vehicle was hit in a parking lot. No injuries.  
*Nothing can be done.*

August 2 – emotional trauma from client. [REDACTED] Mottled Face, elopement.  
*Risk assessment should have info about [REDACTED]'s AWOL risk. Staff should not put themselves in danger if client runs away. Nothing more we can do.*

August 7 – staff afraid of medication exposure while supporting individual in Care facility. *Ask pharmacist to provide more info about Methotrexate to ensure there is no health risk.*

August 10 – JB hit staff's elbow when upset at beginning of respite period.  
*Nothing to be concerned about.*

August 14 – [REDACTED] [REDACTED] kicked and sprayed aerosol spray at staff's face.

Sept 15 – [REDACTED] speaking of assault and racism to staff.  
*Recommendations: client should not carry aerosol/weapon on him. Need further review, racism? Targets? Triggers? Feedback from psychiatrist?*

Potentially Serious Incidents

n/a

Serious Incidents

n/a

Internal Inspections

no lighting, said his eyes hurts/eyesight has gotten worse. Maintenance guy told Syed he will send the electrician to come check.

Fire extinguishers expiring next month; the one in the front has expired  
Need more research - when is the fire extinguisher expires?  
Later on in our agenda: We have put together how and when to use a fire extinguisher video from YouTube to direct people to watch when they are doing these emergency response plans.

Carbon monoxide detector: internal hardwired in, nothing to do with us.  
Alarms: not us who needs to deal with to get tested. Muster points: already know that.  
Ask again: are we going to do a fire drill?  
Will need to do an emergency response plan for the office too. It is on our agenda to talk more about fire drills.

One of the staircases leading to the parking lot has been blocked off as it has been deemed unsafe and has not been repaired yet for about a month. Premade staircase will be done in November. Whole staircase will come down and will be prefab.

Ring around the toilet: Neal wants to use natural cleaning products. Do we want to use chemicals to clean the ring? Does not look good but we know the toilets are being cleaned. Risk is low. Closed.

Light in Penny's corner still needs to be replaced. wants his ceiling light turned on.

Storage room: there is still food/condiments. There are crumbs in the bottom of the bins. There is still stuff from the Bistro. Lots of boxes.

Butane cans: Is there any use for them? Can they be removed somewhere else?

Light above Muhammad's desk needs to be installed.

has indicated he would like a standing desk.

and have decided they want to sit in the SRC room; they turned off all the lights.

Need safety data sheets for all the chemicals in the office still.

Small storage room in west wing with the speakers in it needs a new light Bulb.

AED on sight? Need to consider whether this is needed or not.

Filing cabinet in Sharon's old office needs to be removed.

Mouse trap in storage/craft room. We can ask if someone has recently put it in there. If not then we can throw it out.

#### Other OHS inspections or Reports

Update regarding the inspection at 272 Lucas Ave NE Gabriel did he bedbug complaint inspection on Thursday, June 1 with the OHS Officer. On the same Day after the inspection happened the agency was given an OHS Contact Report and a Notice to Produce.

No bedbugs were found but they want to get into one of our support homes That staff work in and give us some direction for what they want onsite. This includes a site-specific hazard assessment and emergency response plan including all these homes have to have a level 2 first aid kit. We are working on this. We are trying to get a report going so it can be easily populated by the CM so we can have all the specifics in the homes.

#### Training and Education

If you want more training, please ask for it

### Old business

Pets reside in home issue for clients in a non-supportive roommate model. The CRM now accepts the data but it is still isn't coming up on the Client Profile Sheet. At one point a staff went to a client's home and did not knock on the door, opened the door and the dog bit the staff. From this we want to be able to show that when there is a pet in a house a frontline staff going into a front-line situation will know. We can do this if it is a supportive roommate model. When it is the individual's own home it was not coming through the profile sheet for some reason. Note: there are scenarios that need to be worked on. At some point Doug will help Penny with this although are over-all computer systems are being updated/changed.

We haven't received any information on management going forward with site-specific NVCI refreshers for teams using the holding techniques. CPI training refresher every 6 months for ultra-complex, team holds that is part of the support plan to be recommended. Put forward as recommendations.

To be recommended: on the Safe Work Practices Policy under the heading Sharp Instruments.

Knives, scissors, letter openers, pens and pencils, etc. shall be kept at the front of drawer where they can be seen when drawer is opened for homes where the supported individual(s) have capacity to understand the risk of sharps. All other homes should have a plan to mitigate risk including locking away the sharps. Staff should discuss with CM if unsure. When Penny goes to the aggressive supportive rights presentation, she asks that for every single one: lock up the sharps.

Safe Chemical Use policy – it's on Penny's list to work on finding all the Safety Data Sheets. Does anyone want to help? The OHS Officer said that we should start with the most used chemicals and work down.

Neal would like a work at home policy that describes best practices: safe guards, proper communications/phones, proper ergonomics. Make a plan for basic suggestion for protocol. This can be looked at as time permits.

MSI training – The OHS Program Principles (policy) says that CM send out the theory training and they do not. Recommendation to be sent that the policy be updated to say that the training department sends out the theory portion and the CM are expected to do the physical aspect of the training.

Did the shelves in the HR Manager's office get fixed? No.

Penny reviewed the OHS code and ACT in regards to whether we can have more workers than managers on the Committee to ensure Quorum is always met. In section 14(5) of the ACT it says, "The number of persons on a joint health and safety committee who represent the employer shall not exceed in total the number of worker representatives on the committee." Ask management to put in newsletter to recruit for another worker member.

The fire drill in June did not happen – follow-up. This should be built into the emergency plan/evacuation plan and built into emergency response. Recommendation: we did not get a fire drill; we recommend they go forward but at this point it should be built into the emergency response plan and have it called an evacuation plan because it could be for anything.

### **New business**

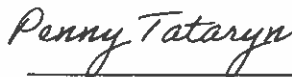
Changes to Employer Representatives (management): Neal Sabourin is on a leave from August 23; he is scheduled to be back January 3. Adrienne has taken all duties; she is the one we bring our concerns to. Her designated supervisors are Donna Beck and Lindsay Watkins. This is the management side now that we would bring our concerns to. The other person, Maria HR, who was previously considered management side has left the organization on Sept 11.

Doug's picture and contact information on website. Will need picture/contact info.

Discuss ~~XXXXXXXXXX~~ Transportation Plan. Penny went to the SRC presentation, and Penny's biggest concern is staff's safety when driving when there is an escalated incident. Staff can be at risk; recommend driving be minimal and they stay off highways. Adrienne noted this. No further recommendations at this time.

Next meetings: November 24, 2023 at 0900 hrs

Reviewed by:



Penny Tataryn  
Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair