

# Calgary Progressive Lifestyles Foundation

## Occupational Health and Safety Committee Meeting Meeting Minutes: November 24, 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	<b>Worker Members present:</b> Gabriel Mbonigaba (Community Access Worker) Sharon Kwan (Supportive Roommate/Community Access Worker) Amandeep Sandhu: Recruitment Specialist Chinwe Kade: Recruitment Specialist  <b>Co-chairperson:</b> Gabriel Mbonigaba
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~~Amandeep Sandhu~~ and ~~Chinwe Kade~~ – urgency with some of the job tasks. ~~Sharon~~ said she will discuss with Penny and Adriene to see what will work. Both on the committee with temp coverage/duties will be difficult. ~~Sharon~~ also feels that in her role. Once we figure out who will stay on the committee there will be training. To make it a legitimate meeting we need a certain amount of people. One of workers will be a committee member.

Introduction of all committee members and new members.

Gabriel – need to sign terms of reference if he is to continue to co-chair. Will think about it if he wants to continue this role for a year.

### Adoption of minutes of last meeting:

None.

### Reports

First Aid No first aid reports

Staff incident reports since last OHS meeting August 9 – staff strained body moving ~~Bonnie Dayton~~: staff was not following procedure and was moving BD as one-man transfer. Staff can assist someone who can stand up independently but we are not moving people. Agency is taking steps to ensure staff is not moving the client. Not much more OHS can do.

August 21 – ~~Jordan~~ threats to staff: this happened in August and no incidents to date. CM might have got stable with a permanent staff? If it happens again will review report plan documents. Doug will send email to Jordan to ensure CM does not have access to any weapons.

Sept 8 — ~~Edie Balle~~ aggressive using derogatory words: ultra complex on Rehan's caseload. Staff are used to aggressive words and they are used to doing physical holds. We will not stop these ultra complex people being aggressive or using derogatory words; the approach is how do we keep our staff safe.

Sept 18 — ~~Alison Chang~~ aggressive tried to kick staff: 2:1 staff model. Staff have it under control. If you work with Alison staff knows about aggression And staff needs to be well trained.

Sept 20 — ~~Leish M~~ brought home stranger, threats, profanity: on serious drugs, opioids. She has a history of dysfunctional personal life. Brings home strangers whom she calls friends but look like street people. Staff did get the stranger to leave amongst threats and profanity. Staff are very focused on calling for help when needed. Staff have been approaching these situations in a sensible way and following support plan. LM will likely not change. LM has O/N staff and is staffed up. Not much more we can do about this.

Sept 27 — staff and client evacuated fire in nearby home: nothing OHS can do about this.

Sept 29 — individual exposed staff to lice: an unfortunate risk but a risk everybody takes when they are around people.

May 27 2023 (received Oct 2023) ~~Sukhraj~~ aggressive CPI hold.

Oct 2022 (received Oct 2023) ~~Sukhraj~~ hit staff no injury.

Sept 2022 (received Oct 2023) ~~Sukhraj~~ attached staff CPI hold: complex, protect staff by making sure staff is adequately trained and we do have a recommendation that we put forward to do that. We are not changing Sukhraj.

Oct 3 ~~Keylee Decker~~ aggressive at Loving Hands CPI hold: Penny is confident staff knows what they are doing, again, will fall under our recommendation regarding CPI.

Oct 7 ~~Sukhraj~~ attack attempt.

Oct 11 ~~William~~ CPI hold: another guy who gets CPI holds (when needed); nothing OHS can do about this.

Nov 14 ~~Wendy~~ escalated over electronics slammed staff finger in door: has some challenges behaviorally. Staff was not hurt. Need to watch as she is a "loose cannon", looks sweet but can be aggressive. Males trigger anxiety response? Right now there is a good, thorough, support plan in place. Adequate staffing, 24 hour staff.

Nov 16 ~~Archie Adams~~ slipped and fell: wear proper footwear, watch where you are stepping.

Nov 17 ~~Shaila~~ verbal abuse not tolerated. Not much can be done unless we see more incidents.

A staff, ~~Alphonse~~, contacted Gabriel and said she sent in several IR reports that we are not getting. Staff is wondering why and if we can make a recommendation of her cases.

One of the IR July 17 ~~Melissa~~ hit arm, screening, bad words: Staff is stressed from taking MJ to activities when she might want to do nothing. Client may not want to do anything but how can you make her go if she does not want to and is aging out. Penny will send back these IR to HS coordinators and Hoda as we have not received these and we feel that it was applicable to our role; we would like to see the IR in regards to these issues. These came directly from the staff to the committee. We would like some feedback to what the plan is to reduce the stress.

Potentially Serious Incidents

n/a

Serious Incidents

n/a

Internal Inspections

Done by Doug and Chinwe:

Fire extinguishers all inspected this month. Take the one out from the front as it is not ours. New one in HR office. Melissa volunteered to be the fire marshal. Contact the building for fire drill and coordinate with them when will they have a drill.

Some lights got fixed. Everything good in hallways.

Storage room has been cleaned up, looking good. Kitchen equipment for sale.

New HR section needs first aid kit. Relocate the first aid kit from the hallway in the main admin kitchen.

Admin area free from tripping hazards.

Staircase outside is still a safety hazard. West end staircase looks like new.

PRIORITY: Shaukat's ceiling lights need to be turned on.

Air flow is good.

Most cables are tucked away, a few does need work.

Ceiling lights: some needs to be replaced.

Ubaid took a new chair. He wants a cushion for support. Doug thinks his desk needs to be lower to avoid causing strain. There are adjustable desks. Ubaid does not want to give up his desk. One of the directions we have received from the officer is ergonomics. Repercussion long term improper sitting affects the body. Do we have the right to sit improperly for years and make the system pay for it? Tammy's office set up is also not ergonomically correct. Doug will mention to Melissa about keeping an eye open for more office chairs; look to see if there is a chair that sits higher.

Mohamed's new work station, he wants a new power source installed. Doug is fine with cables arranged on the wall; if Mohamed wants it rearranged it is his department.

First aid kit stocked up.

Aman's desk: need to organize cables.

Finance area: cleaned up. No issues with shelving/storage, Syed moved close to the window there is more room, light above desk replaced.

West wing needs lights/training room.

If there are any mouse traps throw them out as they are old.

Other OHS inspections or Reports

We are currently working on getting the Emergency Response Plans and kits including level 2 first aid kits placed into support homes that are worksites. This was an order that Neal satisfied for 272 Lucas Av on June 13, 2023, However, we were instructed by the Officer to continue for all the homes that are worksites. The case managers are currently giving out these reports; they are harder than we thought as the computer system did not do most of it for us so we have to do it ourselves.

Training and Education

Aman/Chi: there is formal training for who stays in the committee.

## 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.

Safe Chemical Use policy – it is on Penny's list to work on finding all the Safety Data Sheets. She would like to work on this in the new year with another committee member. 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.

Recommendations:

Adrienne would like CM to attend refresher for NVCI.

Sharps – should be a risk assessment.

Fire drills – Adrienne would like us to coordinate with the building management to have drills.

Medication exposure – Penny will be following up this recommendation as she has spoken to Adrienne about it.

Storage – food and butane cans gone, no concerns.

Finance office – shelving reinforced now.

Doug's picture on website.

## New business

~~XXXXXXXXXX~~, supported individual, with dog wants staff's support to transport. For day program no transporting the dog, walks only. The worker can support KV to take Calgary transit to transport her service dog. Calgary transit will allow service animal.

Fire extinguishers – Penny talked to Safety Service that service our extinguishers. We have no jurisdiction over all the support homes only the ones that are workplaces. The support home with workplaces have been legislated, must have emergency response plan, level 2 first aid kit; agency chose to pay homes in all the workplaces. We do not have anything legislated forcing us to put full on fire extinguishers in the home that are workplaces (hourly). We recommend to put on the blog as recommended fire extinguisher standard and recommended amount of service but it is not mandatory with OHS. Penny has a name of a person, Kevin K and Robin, if we are to get a lot of extinguishers. Plan is to put this up on the website. Look at fire extinguishers on youtube on maintenance. RC risk assessment potential risk – have more standard reliable extinguisher.

Next meetings: TBA

Reviewed by:



Penny Tataryn

Co-chairperson



Gabriel Mbonigaba – Employee Co-Chair