**Calgary Progressive Lifestyles Foundation**

**Occupational Health and Safety Committee Meeting**

**Meeting Minutes: December 10, 2024, 0900 hrs**

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| **Management Members present:** Penny Tataryn (Case Manager)Colin Chambers (Case Manager)Tammy Bent (Case Manager)**Co-chairperson**: Penny Tataryn |  **Worker Members present:** Ewurabena Sackey-Forson (trainer) Dora Mejia (admin)  Sharon Kwan (Supportive Roommate/Community Access Worker)  **Co-chairperson**: Dora Mejia (admin)     |

**Adoption of minutes of last meeting:**

None

**Reports**

First Aid No first aid reports

Staff incident reports Sept28 Individual D aggressive CPI hold: staff will be recertified CPI hold in

since last OHS meeting January; there is a plan and process.

 Sept30 Individual T removed seat belt, attempted strike, injured staff finger &

 pulled staff glasses: usually a chill guy. Individual had a psychiatrist appt. No

 changes will be made to the medication as his psychiatrist will not know what the

 effects are going to be as Individual is going to Vietnam on Dec2 for 4 months.

 Will leave as is and when Individual gets back from Vietnam then he can go see

 the psychiatrist. Individual knocked out the lens out of the glasses but the lens

 got popped back into the frame. Individual knocked staff’s jaw so hard that one

 of the filling in the tooth fell out and there was so much swelling the dentist

 could not put the filling back until the swelling went down. Individual is in

 Vietnam now. Individual is remorseful. He is capable of violence and once he

 crossed this line he can do it again. While in the car and the staff was driving

 Individual physically assaulted the staff to the point he was injured. Individual

 willingly became physically violent, staff did not trigger him. Could have

 killed the staff, himself or someone else in another car if this resulted in an

 accident. We need to do something to protect the staff and the public. A

 restrictive is required: seatbelt lock? Or travel with another staff? Staff

 not transporting Individual – apply for Calgary Access?

 Follow-up.

 Nov 5 Individual S physical aggression and threats: baseline behavior, happens 4 – 5

 times a year, looking to get hugged. She will fake kick, fake punch someone so

 she is put into a hold for 15 minutes. Veena thinks it is a sensory thing,

 attention seeking. Nothing ordinary out of this incident. Complex need, 3:1

 staffing ratio, regular refresher CPI.

 Nov 13 Individual M assaulted staff, property and stole staff’s shoes; police

 Involvement: on Fentanyl, meth. Will staff’s shoes get reimbursed? Individual

 broke security camera, other things, will need to figure out what is most

 important to pay for right now; paying for the shoes are on the bottom of the

 list as per Case Manager. Staff was assaulted, property was stolen and damaged (shoes) and she is

 at a loss for it, $120. OHS perspective staff should get compensated for the

 loss. When police showed up and asked if staff wants to press charges staff

 said no. Staff has worked with Individual a very long time, not afraid of her; the

 whole team had a meeting, debriefed with Individual, everyone on the same page.

 This is the cycle of Individual and staff are willing to continue to work with her.

 Individual is mostly out and about and will return when she is in a withdrawal and

 then off again. Staff accepting the risk and know what they are into. Staff are

 not dealing with this everyday as Individual pops in once in a while. During the

 debriefing staff were reminded to call CPS if they feel unsafe or if things

 escalate.

 Recommendation: shoes need to be compensated.

 Nov 27IndividualS accused assault and attempted assault.

 False accusations from Individua lregarding staff hitting her. CM confirmed

 staff is still comfortable working with her.

Potentially Serious None

Incidents

Serious Incidents None

Internal Inspections First aid and Fire extinguishers are ok.

 Some of the issues are the same as 3 months ago: lighting, cable management.

 No hazards, a lot of issues have been fixed.

 Some people have been asking about the chemicals for men’s toilets: need

 a stronger chemical, bleach? Pods to put in the toilet?

 Penny’s recommendation from last meeting of putting water in the drain to

 eliminate the smell has been working well.

Other OHS inspections or Penny performed MSI inspections at Individual’s home on October 31 and

Reports November 15 due to staff concerns with transferring Individual in a Hoyer lift.

This got resolved. With hospital beds keep in mind they do move up and down. Stuff was

 taken out from under the bed so the hoya lift was able to go all the way under

 the bed. Individual will be going for surgery so she will be fixed or how long she

 would be able to be adequately supported with her issues in a support home.

 People with chronic wounds are not easy.

Training and If anyone requests more training, they may indicate this.

Education

**Old business**

Safe Chemical Use policy – it’s still 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.

Fire drill – recommendation regarding this on the last set of recommendations to the management.

**New business**

No formal response from Management to our last set of recommendations. Let’s review again.

Inclement weather – need more guidelines. Last time we had bad weather, Tammy called Penny and Colin and said weather was icy and foggy, admin staff did not come to the office the next day. Neal said to Irela to go ahead and follow

OHS’s instructions. Irela said it was icy but there was not as much snow as we recommended was needed to shut down the office. We are looking for something standard that we can follow. We discussed this during the summer when icy and dangerous road conditions are not present. Penny updated the recommendation to include when icy and/or dangerous road conditions are reported.

Recommendation: we will put this recommendation forward again.

Fire marshals – designated fire marshal needs to know who is in the office each day. Dora who is at the office a lot would know who is and is not at the office.

Irela was the fire marshal for HR, and she does not want to do it anymore. Perhaps Keith can do it since he is in the office daily?

Recommendation: we do need fire marshals for the other areas.

Savana Cormack made a new meeting minute template for us with the new CPLF branding.

We should have an updated emergency plan for the office. We have the required first aid kits. The Emergency Plan could be added to the Fire Plan.

Sharon Kwan has resigned from the committee. The group said goodbye to Sharon. Any ideas of another OHS member? Penny has an idea; she’ll see if a part time employee in university would be interested.

Next meeting: should be March 2025 but need to find another member before we can book it

Reviewed by:

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Penny Tataryn

Co-chairperson

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Dora Mejia

Employee Co-Chair