

Calgary Progressive Lifestyles Foundation

Occupational Health and Safety Committee Meeting Meeting Minutes: September 27, 2024, 0900 hrs

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)
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Adoption of minutes of last meeting:

None

Reports

First Aid

No first aid reports

Staff incident reports since last OHS meeting

June 25 ~~XXXXXX~~ shoved staff/verbal abuse: needs to be in a support home. Parents might be triggering him. Does not show on the system he has a support home. ~~XXXXXX~~ might have settled down.

June 26 ~~XXXXXX~~ agitated, grabbed staff: terminated from agency. PDD wanted basic supports.

July 3 ~~XXXXXX~~ verbal abuse: most nights he will yell/shout/swear not all are elevated into incident reports. ~~XXXXXX~~ does not move fast but staff needs to be on guard. There is a safe room. Not going to get any nicer. Must have thick skin to work with him. He is slow, has physical disability; most staff working with him has the physical ability to move.

July 4 ~~XXXXXX~~ verbal abuse

July 5 ~~XXXXXX~~ grabbing staff at the Stampede Parade: violent,

unpredictable, have staffing and support plan in place. We need to be prepared for the violence, trained for it, put plans into place for people who do holds/refreshers. Everything is in place.

July 9 ~~██████████~~ physically assaulted staff

July 10 ~~██████████~~ hot agitated grab push pull

July 24 ~~██████████~~ hitting, grabbing, spitting

August 9 ~~██████████~~ abusive at food court

August 19 ~~██████████~~ kicked staff's eye, also note follow-up question: how is this going? Recommend an app/device with timer that can shut the iPad off? Is there such an app? Follow-up question about the hold: Penny asked Rehan if this was a two-person hold that was performed. Yes, two-person hold for approximately 5 minutes, level 2, in his bedroom. Was this going to happen eventually or parental control?

August 27 ~~██████████~~ dangerous and aggressive: Penny followed up with Rose. Staff holding ~~██████████~~ hand to prevent him from running – is this in the support plan, if not then restrictive. Did get 2 staff funding; is this permanent? ~~██████████~~ should not have any items that are used as a weapon in the car while travelling. The staff is putting personal items in the trunk. Any items/sensory toys he uses will be immediately put away when done using. There will be 2 people in the vehicle to prevent interference with staff driving. Rose has this under control; no need to be worried about him for now.

August 29 ~~██████████~~ aggressive toward staff: attention seeking. 3:1 staffing. Rehan and Colin thinks she wants physical touch. Staff needs to be trained properly, recertification and CPI.

Sept 10 staff of ~~██████████~~ injured pushing wheelchair: lady pushing the wheelchair at the time is no longer working with this individual. She said it is too much of a strain. Rose is using floaters to do it. No ramps, strong declines. Long term solution: looking for someone of a stature that is capable of doing some pushing for her. Likelihood of finding someone? At this point staff can only be taking her to flat surfaces, there is a lift between the house, she can weight bare to get in and out of the car. Problem is when she is taken to places where there is a lot of up and down to the path. Up and down ramps the roommate will need to do that even though this is not ideal but this is from the OHS perspective. When a new staff is found an assessment of their ability to push up and down before we say where they can go. Right now there is no long term solution. She is getting bigger and bigger. Guardian will not support her to have involvement with a nutritionist and things like that to get some of the weight down so it is not such a load. Ask Rose if she followed up with floaters so they don't feel strained. She is one of these people that gets harder and harder to support as they gain weight, age, mobility. Need follow-up/ask more questions. Could a power wheelchair be an option?

Potentially Serious Incidents

September 13 staff had seizure: ~~██████████~~ had a seizure, passed out. Co-worker called 911. He had been revived. We did what we could professionally with

	first aid.
Serious Incidents	n/a
Internal Inspections	<p>Colin and Dora did inspection of offices. Fire extinguishers all there except west wing is on green/red dial. Check date on fire extinguishers as it might have been missed. Everything else is good: eyewash station, medication/med kit, lighting. Will look at men's washroom toilet. No issues with lighting. Are the boxes of crackers gone? No cooking class, no need to keep food. There was a mouse found in the office Penny normally sits in. Will look at the other room to ensure mice have not been feasting on the crackers. No tripping hazards anymore. Fix wiring in Shaukat's office. Mohamed needs light cover and additional light. Finance – request for additional lighting. We put in these requests last time and no follow-up. Aman wants ergonomic mouse pad. Board room 1 has 1 burnt out light. Lindsay requesting standing fan More lights in meeting room. Light covers for Mohamed and Syed. Mohamed has burnt out light.</p>
Other OHS Inspections or Reports	The Emergency Response Plans and kits including level 2 first aid kits being placed into support homes that are worksites project is finished for existing Worksites.
Training and Education	If anyone requests more training, they may indicate this.

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.

We have had some verbal complaints about the men's washroom and we might want to recommend a stronger product to alleviate that smell so men don't feel uncomfortable going to the main office.

Men's washroom has a strong ammonia smell. When women's washroom start smelling like rotten eggs you need so much water in the drains so the gas from the sewer don't come out in the water trap. When the women's washroom start smelling go pour some water in the drains to reduce the smell. If it is feces smell then we need to look at a different product. When meeting is done we will go determine what that smell is.

Fire drill – still no response from the Property Manager of the building the offices are in. Emailed Property

Manager again July 31, 2024. No response for the fire drill. One guy informed Penny they have never had a fire drill from this management company. An email came there is a fire inspection to be done: check for alarms, make sure all the processes were up to date, check their fire extinguishers (ours are fine). This email said they have done everything. Penny was trying to get an organized drill. It does not sound like they are going to do this. For a couple of years Penny has been asking Adrienne and Neal to set up a fire drill but they wanted it done with the building management. Building management said they will do it later or do not respond at all. Are we saving lives by this back and forth? We note that building management have done a fire safety assessment, and we don't feel they are willing to go any further otherwise they would have responded. If the agency management want to have a company fire drill, we will be in support of this. If we do a fire drill, we will need to do 2 because we are hybrid worksite; half of us are here one day and half of us are not. Do we get everyone to come in the same day to do the fire drill? Who is going to be in charge of organizing this? Whoever the fire marshals are should know who is in the office. There is not much we can do on our end other than we would like to remind everyone about muster points and for safety reasons to keep up with their outlook calendars so we know who should be in the office.

Potholes – repairs have been done. Concern closed.

CPI holds to be described on incident reports – an update has happened, to be reviewed. Instead of staff saying what was done, they want the CM to follow up to say what happened if there are CPI holds. Carrie said when you are in the midst of an event you are not necessarily going to remember the name of every move. Looking for people who can do the right moves and can describe them. The CM who was not involved in the escalated incident checks to see if hold was done properly and then talk to the staff about it.

~~John~~ chased by 2 large dogs – the CM talked to Penny about this and now there is a different staff, and the owner of the dogs is also the client's landlord. We agreed he would confirm with the staff that they are feeling safe with the situation. Any concerns to let us know.

New business

No formal response from Management to our last set of recommendations. Some updates from our September 11 Administration staff meeting.

Some of August 7, 2024's recommendations are closed and some needs to be followed up on.

Neal said in our Admin meeting that no hourly supports are going to be paid to support people out of the country. Our main concern is we want this to be in writing. What got our involvement in this was the threat Shaukat got as an outcome from telling people this is the policy. This is not the CM's personal decision and people taking it as such can be detrimental to the CM and their team. On our next set of recommendations: we noted that Neal advised the admin staff on September 11 that this was not going to be approved but we feel this needs to be put into a simple formal policy. Colin followed up with Donna and Lindsay about staff working out of the country; for follow-up Donna and Lindsay forwarded email to Neal asking if staff will be paid when travelling out of the country.

~~Michelle~~: Ewurabena confirmed that starting this week anyone who needs advanced CPI will be doing refreshers. This just started, and it is not just for Nicolas Fisher but for everyone. This is every 6 months, ½ day of training.

Work at home policy, hybrid work, for management. No policy is written. Everyone has a routine now. There is no communication problem, setup at home ergonomically safe and if not then work in the office. We continue to look forward to the work at home policy.

Issues in and around the office. Filing cabinet on south wall of the filing room is still broken but the drawers are not sliding out at random anymore: maybe boxes/different file cabinets could be used. There is one in HR kitchen

which could hold over until it is determined if the files are required. Possibly do not want to spend money on a new file cabinet if the files are no longer needed. Who will move the files? Alternative staff?

*Neal has asked the OHS Committee to be responsible for deciding when inclement weather triggers day program modifications and office closures.

Will we know by 4pm if the next day it will be smoky or snowy? Do we want to be responsible for an after hour role, working outside of business hours? Colin said he would take on this role so staff will not need to come in to work and then have to go out due to inclement weather. Need clarification with staff pay and how does this work? If staff cannot get to work due to the road conditions do they still get paid? Work virtual? With smoke, keep individual inside. If very cold recommend day program done indoors. Depending on the variables (temperature, etc) of the weather and if more than 10cm of snow then close the office and modify day program.

The business day before OHS will update the parameters/give our recommendations if there is potential for smoke in the air or inclement weather. OHS would like to have confirmation of our direction for 7am before people start leaving for work. Admin staff will need a 7am confirmation from the on-call person whether or not there will be a modified work day and day program, and office being closed. Will use environment Canada app for weather update. We need to recommend an update to this policy and go from there. Hopefully we can get this going before the bad weather arrives.

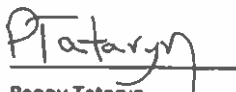
Recommendation: Ewurabena and Dora, admin staff, would like to be involved in the Admin meeting for the first ½ hour so they can get updates as it is applicable to them.

Starting November there will be new benefits with Manulife. Use up your current benefits. Possible there may be issues to get Manulife benefits going in November.

*We need a Co-chair on the employee side and Dora has volunteered. Do the employee members agree?
Employee members agree Dora to be Co-chair; congratulations and thank you Dora!

Next meeting: December 5 at 9 am

Reviewed by:



Penny Tataryn

Management Co-chair



Dora Meigs

Employee Co-Chair