

June 12, 2025 Meeting Minutes

Occupational Health and Safety Committee Meeting

Management Members Present:	Penny Tataryn (Case Manager) Colin Chambers (Case Manager) Tammy Bent (Case Manager)
Co-Chairperson:	Penny Tataryn (Case Manager)

Worker Members Present:	Ewurabena Sackey-Forson (Trainer) Dora Mejis (admin) Aurinca Nishimwe (CRW)
Co-Chairperson:	Dora Mejia (Admin)

Adoption of Minutes of Last Meeting:

none

Reports

First Aid:	No first aid report
Staff Incident Reports Since Last OHS Meeting:	<p>-March 11 Individual N physically aggressive CPI hold: OHS nothing to add to it.</p> <p>March 12 Individual E physically aggressive CPI hold: OHS nothing to add</p> <p>-March 13 Individual UA physically aggressive CPI hold: OHS recommend that they would sedate client whenever client needs to get lab work done or anything that involves a needle or CPLF staff not</p> <p>-March 18 Individual D, no injury motor vehicle accident: OHS has nothing to add just a car accident.</p> <p>-March 26 Individual R, physical aggression after wanting to return to unit: OHS has nothing to add, aggression caused by loneliness. Support plan to be reviewed regarding safe transportation</p> <p>-April 6 Individual L staff Injury from broken glass: OHS recommend staff to wear proper footwear and watch floor when entering client's private area, in and out of the home.</p> <p>-April 9 Individual N about lice: OHS has nothing to add to it as it is something that can happen.</p> <p>-April 15 Individual F physical aggression to staff others charged with assault: client is no longer part of CPLF</p> <p>-April 23 Individual R verbally aggressive: OHS recommend staff to not take things said by client personally.</p>

	<p>-April 28 Individual J verbally aggression to staff: OHS recommend staff to not take things said by client personally.</p> <p>-May 6&7 Individual C verbal aggression: OHS recommend staff to not take things said by client personally.</p> <p>-May 7 Individual E aggressive CPI hold: OHS has nothing to add to it.</p> <p>-May 12 Individual C verbally and physically aggressive after Dr. appointment: OHS has nothing to recommend.</p> <p>-May 13 Individual L aggressive to staff and mother CPS called: OHS has nothing to add to it.</p> <p>-May 13 Individual R verbal aggression: OHS recommend staff to not take things said by client personally.</p> <p>-May 14 Individual C verbally and physically aggressive police involved: OHS has nothing to recommend.</p> <p>-May 22 Individual R punched staff: OHS recommend waiting and see if the new medication will help, if not OHS will revisit again and make a decision depending on the situation.</p> <p>-May 30 Individual F aggressive to staff: client is gone from the agency</p> <p>-June 1 Individual E physical aggression CPI hold: OHS has nothing to add.</p>
Potentially Serious Incidents:	None
Serious Incidents:	None
Internal Inspections:	None
Other OHS Inspections or Reports:	None
Training and Education:	No member wants further training at this point

Updates

Old Business:	<p>-Need an emergency fire plan for all exits, one member may be able to draft the plan, and another one will inquire about how much it would cost if done professionally. We would need a blueprint of the offices. May be able to find an app or if Staples can be used. We need an emergency plan as well and to have fire marshals appointed.</p> <p>-The group reviewed Individual R's support plan as we had asked for the transportation piece to be updated. We agreed the plan was good over-all including the transportation plan. We feel as a group that using a Body Boundary approach is a strong risk to staff. Ewurabena confirmed his staff are on the list for CPI refreshers every 6 months.</p> <p>Safe Chemical Use policy – To be completed with the other plans relating to the new offices. The OHS Officer said that we should start with the most used chemicals and work down.</p>
New Business:	<p>-The stairs on the East side of the new office: there's a dead bird under the stairs that needs to be removed, also there's a bolt missing that makes the stairs instable. OHS recommend fixing the stairs.</p> <p>-OHS recommend a pass code for the doors or fob key so that staff can be able to enter the building when they arrive early instead of staying outside which would be</p>

	<p>dangerous, especially in winter.</p> <ul style="list-style-type: none"> -Fan in A's HR office needs service because it makes too much noise, staff asked for the issue to be resolved as it is a disturbance. -Cables in staff K's and R's offices need tying and tucking. -Another SRC file cabinet needed as the ones we have are not enough, OHS to recommend to move one chair and adding another cabinet. <p>6 or 7 admin staff have asked to be able to dim the lights where they sit.</p> <p>Part 27 in the OHS Code section 390.7(1) – as per this section we need to recommend that the violence and harassment policy be reviewed as it will be 3 years old in July 2025. Our minutes should note that the COO has been made aware of the legislation changes and his response regarding whether staff are paid their regular wages when treatment sessions resulting from violence or harassment are prescribed was that no further action needs to be taken as they follow WCB expectations.</p>
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Final Notes

Next OHS Meetings:	September 11th, 01:30pm
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Meeting Minutes Review


Penny Tataryn
 CO-CHAIRPERSON


Dora Mejia
 EMPLOYEE CO-CHAIR