



December 4, 2025 Meeting Minutes

Occupational Health and Safety Committee Meeting

Management Members Present:	Penny Tataryn, Colin Chambers & Tammy Bent
Co-Chairperson:	Penny Tataryn

Worker Members Present:	Dora Mejia, Aurinca Nishimwe & Pamela Hickey
Co-Chairperson:	Dora Mejia

Adoption of Minutes of Last Meeting:

*The offices need an emergency plan to go with the fire plan – this was put on hold due to the office move which happened at the end of May 2025 – ***The emergency plan form to reviewed at our next meeting***

Reports

First Aid:	none
Staff Incident Reports Since Last OHS Meeting:	<p>Sept 23 Individual MK verbally aggressive</p> <p>September 23 Individual CS verbal aggression banging car door – individual being given notice by agency. No further recommendations.</p> <p>Sept 29 Individual DN accused staff of yelling awol</p> <p>Sept 30 Individual DN refused to work with hourly staff – noted no recent incidents</p> <p>Oct 2 staff noted NL bruised ear</p> <p>Oct 6 Individual NL physical aggression in vehicle – group agreed with HSC’s go forward safety in vehicle plan</p> <p>Oct 8 Individual CM physically verbally aggressive – there may be a change in the status of this client, we will ask and ask to see a picture of him.</p> <p>Oct 17 Individual KP hit staff broke TV – the staff of this individual are well trained. They have a go forward plan to not use the facility that triggered this behaviour.</p> <p>Oct 20 Individual AS opened car door in motion – child lock to be used going forward.</p> <p>Nov 7 Individual AL physically aggressive pulled staff hair – staff trained with full support plan.</p> <p>Nov 12 Individual AA physically aggressive to staff CPI hold – staff trained with full support plan..</p> <p>Nov 17 Individual KY agitated pushed staff</p> <p>Nov 18 Individual KY agitated kicked staff on arm while driving – both incidents mention</p>



	<p>her eye being sore. Could this have triggered the behaviour? Will ask HSC as well as what her size is and to see a picture.</p> <p>Nov 21 GB falls staff hurt back – committee to review Fall Protocol as staff should never pick up supported individuals.</p> <p>Nov 27 Individual KY self-harm grabbed staff wrist</p>
Potentially Serious Incidents:	none
Serious Incidents:	none
Internal Inspections:	<p>Completed by Colin and Dora. The office fire extinguishers were serviced today. There is a hole in the wall in boardroom 2 that Colin said Adrienne is aware of and the vent in the men’s bathroom was not secured, which would allow vermin (like mice) to get in. Ted, from the building’s maintenance department, was made aware of it. Rehan’s office requires cable management.</p>
Other OHS Inspections or Reports:	none
Training and Education:	

Updates

Old Business:	
New Business:	<p>Review of the management response received November 27, 2025.</p> <ul style="list-style-type: none"> -We will review the reference to staff property damage on the ISA at our next meeting as it should be done by then. We will also need to review whether it has also been added to the financial protocol template. -Penny review the approved Chemical policy and compare to the originally proposed one then update the committee with findings. We will request a copy be placed on our virtual safety board. - emergency escape/exit plans be made and posted for suites 128 and 130 – completed, concern closed. <p>Another cabinet for SRC files – another cabinet for SRC files has been moved to the file room. Concern closed</p> <p>Changes to the Inclement Weather Policy and how it is facilitated – Neal has approved that Penny and Colin assess and direct when inclement weather requires that the offices be closed. We will be compensated by being able to leave at 3:00 pm on Friday afternoons. We will ensure that all office closure messages are sent to the team by 7 am so administration staff do not start travelling to work in bad weather conditions. If Penny or Colin are away Tammy or the committee member replacing Pamela will take their place. Dora and Aurinca will not be asked to perform this task.</p> <p>Irela inputs the What’s App members additions and deletions for office closure notifications.</p>



	<p>Eyewash stations have been purchased and installed in all suites.</p> <p>Pamela indicated she and the Finance management have decided her job duties do not leave her time to act as a committee member so she will not be going forward with this role. A new employee member will need to be in place before our next meeting can go forward. Penny will ask one of her part time staff if they are interested and let the group know.</p> <p>A concern has been put forward regarding the parking area to the East of suite 100 being very slippery. We recommend that staff remember to wear proper footwear and/or park in the back lot and walk over as sloped parking lots are typically icier than flat ones. Salting/gravelling should be done regularly.</p> <p>Heat in offices – the new Trainer, the Finance staff and Lindsay (for Boardroom #1) have asked space heaters for their workspaces. Neal has advised he has provided one for Training and one for Finance and will buy one for Boardroom #1. Colin said Adrienne has indicated she will also be bringing in space heaters.</p> <p>It was decided that for CPI refresher training, it would be on an as needed basis. Either the Human Services Coordinator or the OHS committee may request this.</p> <p>Chubbie Eze and Syed Hussain have both requested and been approved to have back support devices for their chairs.</p> <p>Regarding the August 3, 2025 incident where JJ Wilson broke staff person Christian Angelo De Guzman’s cell phone. On November 10 I received an email from Christian saying he was satisfied with the \$370.00 payout.</p> <p>There was a dead mouse found 2 weeks ago in the men’s bathroom vent. This is likely due to the vent being unsecured.</p>
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Final Notes:

Next OHS Meetings:	March 12 @ 1 pm
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Meeting Minutes Review

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Penny Tataryn
 CO-CHAIRPERSON

Signed by:

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Dora Mejia
 EMPLOYEE CO-CHAIR