

## March 12, 2026 Meeting Minutes

# Occupational Health and Safety Committee Meeting

<b>Management Members Present:</b>	Penny Tataryn (Human Services Coordinator) Colin Chambers (Human Services Coordinator) Tammy Bent (Human Services Coordinator)
<b>Co-Chairperson:</b>	Penny Tataryn (Human Services Coordinator)

<b>Worker Members Present:</b>	Dora Mejia (admin) Senait Abrham (CRW) Candice Forbes (Guest/new HSC) Aurinca Nishimwe (CRW)
<b>Co-Chairperson:</b>	Dora Mejia (Admin)

### Adoption of Minutes of Last Meeting:

The emergency response plan was reviewed. Tammy agreed to update the form to be relevant to the administration offices and staff.

## Reports

<b>First Aid:</b>	None
<b>Staff Incident Reports Since Last OHS Meeting:</b>	<p>-Dec 2 Individual KY hit attempt to spit vomit: <b>Behaviors have not been present since staff change. Will monitor.</b></p> <p>-Dec 4 staff slipped on Individual KY ice sidewalk: <b>OHS discussed staff should have proper footwear and be paying more attention</b></p> <p>-Dec 6 Individual FA staff slip fall injury: <b>OHS discussed staff should have proper footwear and be paying more attention.</b></p> <p>-Dec 10 Individual MC threaten staff with knife: <b>OHS will follow up on the knife protocol.</b></p> <p>-Dec 23 Individual SR escalated CPI hold: <b>no concerns with this incident</b></p> <p>-Jan 2 Individual KY escalated hit staff: <b>no recent incidents for KY. Working with a different staff. Will monitor.</b></p> <p>-Jan 15 Individual DL vape cannabis in staff car and hospital: <b>OHS decided to wait and</b></p>

	<p><b>see if the behavior happens again since it is an isolated issue so far.</b></p> <p>-Jan 26 Individual SR physically aggressive spit threw soaker pad: <b>OHS recommended PPE; HSC reminded staff.</b></p> <p>-Feb 3 Individual KP triggered by food-aggressive toward staff &amp; taxi driver: <b>no further recommendations – strong support plan in place.</b></p> <p>-Feb. 7. Individual ZK dangerous in car: <b>OHS decided to follow up on the incident with the coordinator and staff to see if proper safety plan is in place.</b></p> <p>-Feb 10 Individual AL physically aggressive to staff, self, property: <b>OHS to recommend that Child safety locks be implemented in client's safety plan.</b></p> <p>-Feb 11 Individual JR punched staff in face repeatedly: <b>OHS decided to wait and monitor it to see if the client will do the same with the new staff. Staff this happened with is no longer working with this individual.</b></p> <p>-March 3 Individual NS aggressive CPI hold: <b>no further recommendations.</b></p>
<b>Potentially Serious Incidents:</b>	None
<b>Serious Incidents:</b>	None
<b>Internal Inspections:</b>	<ul style="list-style-type: none"> <li>-Mens’ bathroom vent needs to be fixed as well as the hole in the boardroom 2 wall.</li> <li>-Concerns were brought forward to the inspectors that personal items were being left in the HSC offices which should be removed as HSC offices are shared workstations.</li> <li>- 2 staff requested monitors for HSC desks</li> <li>- A new heater was requested by one of the trainers</li> <li>-SRC files need to be put away so they don't fall off the cabinets</li> <li>-The smelly dishtowel needs to be removed from the kitchen.</li> <li>-Having clean J-cloths to use is recommended</li> </ul>
<b>Other OHS Inspections or Reports:</b>	<p>SD – Penny brought into meetings regarding issues between his staff</p> <p>Dispute resolution – Penny brought into a dispute between a CRW and HSC on December 15, 2025.</p> <p>VR noise complaint and resulting Letter of Understanding. Penny met with him with his HSC on January 15.</p> <p>Staff harassment dispute – Penny brought into dispute between 2 staff at SM’s home. Met with HSC and both parties on March 5.</p>
<b>Training and Education:</b>	Penny plans to request some OHS training. No other requests.

## Updates

<p><b>Old Business:</b></p>	<p>-The committee will review the reference regarding staff property damage on the ISA at the upcoming meeting, as Neal indicated in his management responses that this item should be addressed. It will also be confirmed whether this has been added to the financial protocol template.</p> <p><b>These documents have not yet been updated</b></p> <p>-Penny reviewed the approved Chemical Policy and compared it with the originally proposed version. The policy appeared appropriate; however, Neal raised concerns about whether Safety Data Sheets (SDS) need to be posted on the CPLF website, and what the process would be for workplaces within support homes. <b>To be reviewed at the next Human Services meeting.</b></p>
<p><b>New Business:</b></p>	<p>Grievance and dispute policy – this policy, including a dispute resolution form, was found to need updating. On February 10 Neal said the Dispute Resolution form is very outdated and needs to be revamped. He said he will get back to me once it's reviewed.</p> <p>-For the fall protocol OHS will recommend that it be updated to include that if a fall happens staff should assess whether or not it is safe for them to help the individual stand up or if 911 should be called.</p> <p>-OHS to recommend that supported individual's pictures be attached to their CRM profile so we know what they look like.</p>

## Final Notes

<p><b>Next OHS Meetings:</b></p>	<p>June 11, 2026 at 1pm</p>
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## Meeting Minutes Review

*Penny Tataryn*

**Penny Tataryn**

CO-CHAIRPERSON

*Dora Mejia*

**Dora Mejia**

EMPLOYEE CO-CHAIR