

DON'T LEARN SAFETY BY ACCIDENT

COMMUNITY LIVING BRANT

MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE MEETING
held: Thursday July 18, 2013, 9:00 am, Head Office, Self-Advocates Room

Present: Kim Clarke, Kathryn Dubicki, Kellie Hendry, Robyn Hrab, Lori Pagnan
 Regrets: Jan Card

1.0 **Review Minutes of the June 20, 2013 meeting.**
 The minutes were signed and forwarded to all locations for posting.

2.0 **Business Arising - the following item were deferred until the September meeting**
 2.1 **Contractor Policy**
 2.2 **Infection Control**
 2.3 **Pandemic Preparedness Policy**
 2.4 **Emergency Preparedness Policy**

3.0 **Review of Workplace Injury Reports & Investigations: June 2013**

| 4.0 Type | Violence | | | | Accident | | | |
|------------------------|-------------------|----------------------|----------|----------|----------|----------|----------|----------|
| June 2013 | Person in Service | Employee to Employee | Domestic | External | Lifting | S/T/F | Sharps | Other |
| Dunn Building: | | | | | | | | |
| Report Only | | | | | | | | |
| Medical Only | | | | | | | | |
| Lost Time | | | | | | | | |
| Dunn Total: | | | | | | | | |
| Staff: | | | | | | 2 | | |
| Report Only | | | | | | | | |
| Medical Only | 1 | | | | | | | 1 |
| Lost Time | | | | | | | | |
| May Totals: 6 | 1 | | | | | 2 | | 1 |
| YTD 2013 | | | | | | | | |
| Report Only | 9 | | | | 3 | 5 | 8 | 3 |
| Medical Only | 3 | | | | 1 | 4 | 0 | 1 |
| Lost Time | 0 | | | | 0 | 0 | 0 | 1 |
| 2013 TOTALS: 38 | 12 | 0 | 0 | 0 | 4 | 9 | 8 | 5 |

June Reported Injuries: 4: Medical Required: 2 Lost Time: 0

Jan 1 to June 30, 2013 Reported Injuries: 38: Medical Required: 9 **Lost Time: 1 (denied)**

The Committee reviewed the investigations and follow-up with Supervisors will be completed.

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5.0 Review of Workplace Inspections for June 2013

5.1 Inspection Summary Report (from Jan Card attached)

All locations were inspected.

6.0 Violence Recording Forms for June 2013

| Reports | June 2013 | May 2013 Missed from Meeting |
|-----------|-----------|------------------------------------|
| Fairmount | 0 | 1 |
| Hampton | No report | |
| Mohawk | 0 | |
| Spartan | 51 | |

7.0 Policy Review: - deferred to September meeting.

8.0 Safety Group Update (Jan Card – see attached)

Robyn presented a flyer to the Committee that outlined new worker's responsibility and Jan will be distributing the flyer to all locations during her next inspection. Robyn also updated the Committee on Supervisor competency and responsibility.

9.0 Return to Work and Modified Duties

- 3 employees are currently on gradual return to work

10.0 Other Business:

10.1 Topics were discussed for Healthy Workplace Month, October 2013

11.0 **Date of Next Meeting:** Thursday September 26, 2013, 9:00 am, Head Office – Self Advocates Meeting Room.

Co-Chairperson, Union

Co-Chairperson, Employer

Distribution: All Programs

Janice Card, Kim Clarke, Kathryn Dubicki, Kellie Hendry, Lori Pagnan, Robyn Hrab

Minutes of the Joint Health & Safety Committee Meeting, held July 18, 2013

Workplace Inspection Summary - June 2013

- A few of the locations are working toward solutions for various concerns around some pest issues - raccoons, cockroaches, mice
- The driveway at Bell Lane Respite/ Early Years continues to have several areas with large potholes, but apparently by next month inspection(July) the driveway will have been repaved
- Several locations need to be making sure their site specific procedures are reviewed annually with 2013 dates
- RISK Registries need to be updated in a few areas
- Some locations did not have regular routines completed -night checks, van first aid checklist completed
- This month the Brant Public Health Unit visited locations and all has been positive.
- For the completion of the second quarter all locations were inspected by their supervisor with the Joint Health and Safety Committee

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Submitted by Jan Card

Minutes of the Joint Health & Safety Committee Meeting, held July 18, 2013

Regional Safety Group Update – for JHSC Meeting, July 18, 2013

- There have been no safety group meetings since April, the next meeting is scheduled in September
- Robyn and Jan have been working on completing the Health and Safety Management System review
- For two months in a row during the workplace inspections Jan has been collecting information by asking staff a series of questions.
- Jan and Robyn will be asking evaluation questions for our health and safety management system review after first reviewing these questions with our Safety Group consultant on July 23, 2013.
- It was decided that we will try and ask 40 staff these questions - basically two staff from each locations. The sampling will be random. The target date for completing this is middle of August
- On July 23rd Shelly Hurry the health and safety consultant from Public Services Health and Safety Association (PSHSA) will be meeting with Robyn, Jan and Kathryn to review the work that is being completed for the safety group requirements.
- As everyone is aware MOL strategy for prevention has changed. The MOL Group Home Initiative will include the assessment of 100 Group Homes in South Western Ontario to get a better understanding at what level Group Homes are at in the development and sustainability of their Health and Safety Management System. PSHSA will use their i3Consult model. There are three phases to this model. The consultant with PSHSA would consider Community Living Brant to be at phase 3 due to our involvement with Safety Group.
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Submitted by Jan Card