

DON'T LEARN SAFETY BY ACCIDENT

COMMUNITY LIVING BRANT

MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE MEETING

held: Thursday March 20, 2014, 9:00 am, Head Office, Glass Room

Present: Janice Card, Kim Clarke, Kathryn Dubicki, Kellie Hendry, Christina Hume, Robyn Hrab

Regrets: None

1.0 Review Minutes of the February 20, 2014 meeting.

The Minutes have been signed and forwarded to all programs for posting.

2.0 Business Arising

None.

3.0 Review of Workplace Injury Reports & Investigations: February 2014

| Type | Violence | | | | Accident | | | |
|---------------------------------|-------------------|----------------------|----------|----------|----------|----------|----------|----------|
| | Person in Service | Employee to Employee | Domestic | External | Lifting | S/T/F | Sharps | Other |
| February 2014 | | | | | | | | |
| Dunn Building: | | | | | | | | |
| Report Only | | | | | | | | |
| Medical Only | | | | | | | | |
| Lost Time | | | | | | 1 | | |
| Dunn Total: | | | | | | 1 | | |
| Staff: | | | | | | | | |
| Report Only | 1 | | | | 1 | 2 | | |
| Medical Only | | | | | | | | |
| Lost Time | | | | | | 1 | | |
| Staff Total: | 1 | 0 | 0 | 0 | 1 | 3 | 0 | 0 |
| Agency February Total: 6 | 1 | 0 | 0 | 0 | 1 | 4 | 0 | 0 |

There was discussion / clarification around the structure of WSIB and claims and why the return to work program is so critical.

4.0 Review of Workplace Inspections for February 2014

4.1 Inspection Summary Report (Jan Card)

All fire extinguishers were inspected throughout the month of January.

Some locations were not completing the Daily Fire and Safety report correctly with recording the water temperature. A review on how the information was recorded took place.

Some locations had a difficult time keeping up with the icy conditions- most concerning was Bell Lane Respite which is a public building and de-icing just didn't appear to be happening.

Some concerns with the Dunn Building and all the water and the potential of mould and some staff also had a concern about the air quality of their office space. An environmental assessment has taken place. The results report is pending.

During the 1st quarter, all supervisors and directors completed inspections of locations as required by legislation.

5.0 Violence Recording Forms for February 2014

Kathryn met with Supervisors. A new process has been devised:

1. Information will be forwarded to Kim Walsh to put the data into the spreadsheets.
2. Once typed, she will forward the reports back to the applicable Supervisor.
3. The Supervisor will review the information at their next team meeting.
4. After the team meeting, the Supervisor will forward a summary report to Liz Caro for the Joint Health and Safety Committee to review at their next meeting.
5. The actual data will no longer be included in the minutes of the Joint Health and Safety Committee.

Minutes of the Joint Health & Safety Committee Meeting, held March 20, 2014

6.0 Safety Group Update (Jan Card)

- Jan and Liz met on February 24, 2014 to review the Early and Safe Work Policy. The target for 2014 was set after reviewing statistical information. It was determined that the Agency will continue to improve upon reducing the number of hours lost to work injuries and illness by 2 percent. Liz will be attending staff meetings in the spring of 2014 to again review Early and Safe Work Program with employees.
- The revised Health and Safety Management System Review Policy was brought to the JHSC for review and it will go to Senior Management for approval and sign off.
- All Supervisors and Kathryn attended the Auditor training via a webinar on March 4, 2014.
- Jan brought the quarterly report on the Continual Improvement Plan to the meeting for review.
- Jan reported that she has been ordering the Health and Safety Awareness Training booklets, and that she still needs about 100 – you can only order a 100 at a time.
- Robyn and Jan have completed some preliminary work to begin the Health and Safety Management System Review.
- At this time we do not know if we will be audited.

7.0 Return to Work and Modified Duties

The Committee received an update.

8.0 Policy Review:

8.1 Policy 2.24: Visitor Policy

The Policy will be edited to include the accessibility statement.

8.2 Policy 2.5: Fire

The revised policy will go forward to Senior Management for approval. Forms will be added to the website.

8.3 Policy 2.10: Early and Safe Work Program

A goal of reducing lost time in 2014 by 2% will be included in the policy.

8.4 Policy 2.18: Hazard Recognition Risk Assessment and Control Activities

The review has been completed and will go forward to Senior Management for approval.

8.5 Policy 9.12: Orientation

The review and edits have been completed and will go forward to Senior Management for approval.

9.0 NAOHS Week Information (Jan)

The Committee will participate the week of May 4 to 10/14 to further promote Health & Safety within our Agency.

10.0 Health and Safety Representative and Supervisor Health and Safety Training

The agenda for the day has been set.

11.0 Date of Next Meeting: Thursday April 17, 2014, 9:00 am, Head Office, Glass Room

The Wellness Policy and Violence in the Workplace will be reviewed at the next meeting.

Co-Chairperson, Union

Co-Chairperson, Employer

Distribution: All Locations

Janice Card, Kim Clarke, Kathryn Dubicki, Kellie Hendry, Christina Hume, Robyn Hrab