

DON'T LEARN SAFETY BY ACCIDENT

COMMUNITY LIVING BRANT

MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE MEETING

held: Thursday September 26, 2013, 9:00 am, Head Office, Self-Advocates Room

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

1.0 Review Minutes of the July 18, 2013 meeting.

The minutes were signed and distributed to all locations for posting.

2.0 Business Arising

2.1 Infection Control

A draft has been completed and will be forwarded to Senior Management.

2.2 Pandemic Preparedness Policy

The policy was reviewed and no changes were recommended.

2.3 Emergency Preparedness Policy

The policy was reviewed and no changes were recommended.

2.4 Revised Fire Policy

The draft policy was reviewed. Propane procedures will be included with the Fire Policy. Discussion occurred regarding the requirements and recording on the Daily Fire & Safety Inspection form. Additional forms for the smoke detector check were reviewed. The form to make sure different smoke alarms are used was reviewed. Additional information is required on water checks before this form is finalized.

3.0 Review of Workplace Injury Reports & Investigations: July and August 2013

Type	Violence				Accident			
	Person in Service	Employee to Employee	Domestic	External	Lifting	S/T/F	Sharps	Other
July 2013								
Dunn Building:								
Report Only								
Medical Only								
Lost Time								
Dunn Total:	0	0	0	0	0	0	0	0
Staff:								
Report Only	1	0	0	0	1	0	1	0
Medical Only	0	0	0	0	0	0	0	0
Lost Time	1	0	0	0	0	1	0	0
July Totals:5	2	0	0	0	1	1	1	0

Minutes of the Joint Health & Safety Committee Meeting, held September 26, 2013

Type	Violence				Accident			
August 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:	0	0	0	0	0	0	0	0
Staff:								
Report Only	2	0	0	0	1	1	0	0
Medical Only	0	0	0	0	1	0	0	0
Lost Time	1	0	0	0	0	0	0	0
August Totals: 6	3	0	0	0	2	1	0	0

YTD 2013 To Aug 31/13	Person in Service	Employee to Employee	Domestic	External	Lifting	S/T/F	Sharps	Other
Report Only	12	0	0	0	6	6	9	3
Medical Only	3	0	0	0	1	4	0	1
Lost Time	2	0	2	0	0	1	0	1
2013 TOTALS: 49	17	0	0	0	7	11	9	5

Jan 1 to August 31, 2013 Reported Injuries: Medical Required: **Lost Time: 1 (denied)**

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

4.0 Review of Workplace Inspections for July and August 2013

4.1 Inspection Summary Report (from Jan Card)

July 2013

There have been a few areas that are experiencing water concerns:

- a pipe burst at Bell Lane Respite
- depending on the rain there is water in the crawl space at Amelia.

Some areas need some landscaping maintenance completed to avoid people from getting scratched from bushes: Colborne, and Head Office

The raccoon situation at Burford has been resolved at this time. The raccoons have left the barn.

Bats are using outside back door of Cumberland as their washroom. Droppings were carefully removed.

Some routine tasks were not consistently completed such as night checks and emergency tote check list, circle checks.

Some repeat items remain on the list as the location waits for Brantwood to make repairs

August 2013

Each Health and Safety representative or designate received a flyer from the Ministry of Labour –It’s Your Job –stay safe at work, they were asked to review the information at their next team meeting.

For the most part most routine tasks were completed – there two location where not all fire extinguishers were inspected and there was a location that had lint in the dryer.

There are several areas with ongoing concerns around water – Bell Lane Respite, flooring mushy where the steam rose to make the flooring very wet, continuing to explore the possible source of water at Colborne basement, Fairmount and the drainage along the side of the house.

Several locations awaiting repairs – end of counter, GIF switch, industrial sump pump alarm system needs installing, broken stone in sidewalk, the need for a railing, railing paint chipping, shingles missing on a roof

At the time of inspection of Bell Lane Respite the staff returned to say the van had stalled for no apparent reason and it wouldn’t start right away, it had to be pushed out of the way. This van was just back from the Bus Barns for that very reason. At the time of inspection it was being arranged for the van to go back for servicing.

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5.0 Violence Recording Forms for July and August 2013

Reports	June 2013 Missed from Meeting	July 2013	August 2013
Fairmount		No report	2
Hampton	6	0	1
Mohawk		0	0
Spartan		207	228

Kathryn will follow-up with Supervisors regarding information being recorded on forms and reminder about forwarding information to the Committee.

6.0 JHSC Plan for Healthy Workplace Month

Guthries has confirmed that they will do a presentation for Healthy Workplace Month in October.

7.0 Safety Group Update (Jan Card)

The meeting with Shelly Hurry on July 23rd went really well, she thought we had made good progress on the Health and Safety Management System review.

Health and Safety Management System review was completed at the end of August (a copy of the review was shared at the meeting)

Jan and Robyn shared the evaluation of the Health and Safety Management system review – highlight from the review is that both Robyn and Jan are recommending that the same format for the review be used next year. The evaluation will also go to senior management for their review.

The continual improvement plan was shared with the JHSC and it will also be going to senior management for their input.

Jan and Robyn reviewed the questions asked, and the summary, which was to assess staff knowledge about health and safety. This was completed as part of the Health and Safety Management System review

Robyn attended the Safety Group meeting September 19, 2013.

In November there will be a newsletter going out to acknowledge the successes.

8.0 Health and Safety Management System Review

Jan reviewed with the Committee and outlined the 2014 Continual Improvement Plan. The evaluation of the Health & Safety management System Review Process was reviewed by the Committee.

9.0 Return to Work and Modified Duties: No issues to discuss.

10.0 Other Business

Jan presented health and safety information that will be going out to staff teams.

11.0 Date of Next Meeting: Thursday October 22, 2013, 9:00 am, Head Office

Co-Chairperson, Union

Co-Chairperson, Employer

Distribution: All Program Locations

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