

DON'T LEARN SAFETY BY ACCIDENT
COMMUNITY LIVING BRANT
MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE MEETING
held: Thursday April 18, 2013, 9:00 am, Head Office, Self-Advocates Room

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

1.0 Welcome Robyn Hrab

2.0 Review minutes of the March 21, 2013 meeting.

The minutes have been signed and forwarded to all locations for posting.

2.0 Business Arising

2.1 Sharps Safety Policy

The JHSC reviewed the policy. It will be forwarded to Senior Management for approval.

2.2 Fire Policy Revisions

Due to changes in Brant County requirements, the Basic Assurances Committee will be reviewing and updating the fire policy.

3.0 Review of Workplace Injury Reports & Investigations: March 2013

Type	Violence				Accident			
March 2013	Person in Service	Employee to Employee	Domestic	External	Lifting	S/T/F	Sharps	Other
Dunn Building:								
Report Only						1		
Medical Only								
Lost Time								
Dunn Total:								
Staff:								
Report Only	1					2	2	
Medical Only	1					1		
Lost Time								
Month Totals:	2					4	2	

Reported Injuries: 8 Medical Required: 2 Lost Time: 0

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

4.0 Review of Workplace Inspections for March 2013

All locations have been inspected. Inspection response forms are outstanding for Dunn and Harley.

Inspection summary:

- One location had several different days of water temperature readings over the acceptable level of 49 degrees. A new bathing and swimming policy and procedure will eliminate the risk of repairs being delayed.
- With the spring thaw, there are several locations that have uneven driveways and pot holes. Gillin has the most potential for a hazard. There is a large piece of concrete out of the porch where everyone would walk.
- There continues to be a concern for general repair of a few of the locations. Repairs are not hazardous at this time, however staff need to be aware of the potential of needed repairs becoming a hazard.
- For the 1st quarter, all locations had a supervisor out to complete the inspection of their locations. Directors were out to locations during the quarter as well.

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5.0 Violence Recording Forms for March 2013

Reports	March 2013
Fairmount	15
Hampton	6
Mohawk	0
Spartan	211

6.0 Policy Review:

6.1 Infection Control – bring feedback to meeting

The Committee reviewed the policy and will forward to Senior Management for approval.

6.2 Orientation

The policy was revised to include follow up with health & safety info, to be forwarded to Senior Management for approval.

7.0 Safety Group Update (Jan Card)

- Robyn Hrab has now joined the Regional Safety Group. Robyn will be attending Auditor training April 24, 2013.
- There will be training on the new national standard of Canada for Psychological Health and Safety in the Workplace.
- Jan Card and Liz Caro will be meeting to review the Early & Safe Work Program.
- Robyn Hrab and Jan Card will be completing the Health and Safety Management System Review. The review will include some questions that will be asked during inspections. Robyn and Jan will also be asking a series of questions to a random sampling of staff.

Continual Improvement Plan Review:

- **Job/Task Analysis**
Kathryn will network with other Community Living Agencies to see what has been done and bring info back to the JHSC.
- **Ergonomic Assessments**
Training has been completed. It will also be reviewed during the job/task analysis.
- **Procurement and Contractor Safety Standards**
Revisions to the policy are underway using recommendations from the Workwell review.
- **Policy that establishes the process to prepare, maintain and review records and a process for document release**
Review to be completed in 2013
- **Wellbeing Policy**
Review to be completed in 2013
- **Lifts, Transfers and Carries Policy**
The Lifting Committee reviewed the policy. No changes were recommended.
- **Health and Safety Management System Review**
The policy has been updated to reflect new requirements

8.0 Return to Work and Modified Duties

No report.

9.0 National Day of Mourning (Jan Card)

Information will be emailed to all staff on April 26, 2013.

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10.0 **Date of Next Meeting:** Thursday May 16, 2013, 9:00 am, Head Office

Co-Chairperson, Union

Co-Chairperson, Employer

Distribution: All locations

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