

**DON'T LEARN SAFETY BY ACCIDENT**

**COMMUNITY LIVING BRANT**

**MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE MEETING**

**held: TUESDAY October 22, 2013, 9:00 am, Head Office, Self-Advocates Room**

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

**1.0 Review Minutes of the September 26, 2013 meeting.**

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

**2.0 Business Arising**

**2.1 Fire Policy**

- in process, still reviewing water check requirements
- need to check the location of all of the water regulators

**2.2 Record retention for Health and Safety,**

- to be presented at the November JHSC meeting

**2.3 Orientation,**

- In process, to be sent to Senior Management on October 22, 2013

**2.4 Contractor Policy,**

- to be presented at the November JHSC meeting

**2.5 Safe Purchasing**

- to be presented at the November JHSC meeting

**2.6 Health and Safety Policy**

- In process, to be sent to Senior Management on October 22, 2013

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

Type	Violence				Accident			
September 2013	Person in Service	Employee to Employee	Domestic	External	Lifting	S/T/F	Sharps	Other
<b>Dunn Building:</b>								
Report Only								
Medical Only								
Lost Time						1		
<b>Dunn Total:</b>								
<b>Staff:</b>	1				1			
Report Only								
Medical Only								
Lost Time								
<b>September Totals: 3</b>	<b>1</b>				<b>1</b>	<b>1</b>		
<b>YTD 2013</b>								
Report Only	13				7	6	9	3
Medical Only	3				1	4		1
Lost Time	2				0	2		1
<b>2013 TOTALS: 52</b>								

1 Denied

The Committee will follow-up with Supervisors due to missing accident investigation reports.

## Minutes of the Joint Health & Safety Committee Meeting, held October 22, 2013

### 4.0 Review of Workplace Inspections for September 2013

#### 4.1 Inspection Summary Report (from Jan Card)

September 2013

- Bell Lane Respite identified some potential hazards at the building is now being used at different times of the day and as such some concerns may be present that were not present in the past – there is a bush along the walkway that is a potential hiding spot at dark, the lighting around the building will need to be assessed
- Several locations had light bulbs that were burnt out and need replacing
- There were some repeat items that need Brantwood's attention – gate falling off its hinges, end of counter has wood splinters
- Some routine tasks were not consistently completed – night checks, inspection of fire extinguishers
- 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

All locations were inspected. Response forms are outstanding from: Albemarle, Colborne, Dunn, Fairmount

### 5.0 Violence Recording Forms for September 2013

Reports	September 2013
Fairmount	3
Hampton	2
Mohawk	3
Spartan	179

### 6.0 Safety Group Update (Jan Card)

Jan Card advised that work continues on the Continual Improvement Plan. In November there will be a newsletter going out to acknowledge the successes.

### 7.0 Return to Work and Modified Duties

There are 4 workers currently on modified work. No issues to report.

### 8.0 Training

It is time to complete WHMIS on-line training. The website has changed slightly. The instructions will be revised and sent out to all staff.

**Minutes of the Joint Health & Safety Committee Meeting, held October 22, 2013**

9.0 **Date of Next Meeting:** Thursday November 14, 2013, 1:00 pm, Head Office  
Thursday December 12, 2013, 9:00 am, Head Office

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Co-Chairperson, Union

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Co-Chairperson, Employer

Distribution: All Program, Agency Website

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