



APPROVED Health & Safety Committee Minutes

DATE/TIME: March 23, 2015 @ 1:30 p.m.		COPIED TO:	
LOCATION: 450 Scott Street		<input type="checkbox"/> Health & Safety Committee Members <input type="checkbox"/> Chief Administrative Officer & Managers <input type="checkbox"/> Human Resources Officer <input type="checkbox"/> 450 Scott Street Bulletin Board <input type="checkbox"/> OW Office Bulletin Board (A) <input type="checkbox"/> Maintenance Garage (FF) <input type="checkbox"/> Ambulance Base Bulletin Boards: <input type="checkbox"/> Atik <input type="checkbox"/> Emo <input type="checkbox"/> FF <input type="checkbox"/> RR	
CO-CHAIRS: Ed Carlson and Robin Pollard			
PRESENT: Robin Pollard, Trevis Penney, Greg DeGagne, Chris Jodoin, Dan, McCormick, Ed Carlson			
REGRETS: None		GUESTS: Joanne Spence (ex-officio)	
AGENDA ITEM	DECISION/ACTION	RESPONSIBILITY	DUE BY:
1) Call to Order	The meeting was called to order by Robin Pollard @ 1:40 p.m.	Co-Chair	N/A
2) Approval of Minutes	The Minutes of the December 18, 2014 meeting were reviewed and approved. Motioned by Trevis and seconded by Greg. Carried	N/A	N/A
3) Business Arising from the Minutes	<ul style="list-style-type: none"> < JOHSC Membership – The Committee welcomed our new member, Chris Jodoin to the team. < Certification Training (Level 1) - Greg and Chris are ready to write their Level 1 certification exam. Joanne will coordinate a date/time for the event. < 2015 Inspection Schedule – Members were provided with an updated 2015 Inspection Schedule which included the new member, Chris Jodoin. < Ebola – Members were advised equipment bags and personal protective equipment (PPE) has been issued to our Paramedic employees. 	<p>N/A</p> <p>Joanne</p>	<p>N/A</p> <p>ASAP</p>
4) New Business	<ul style="list-style-type: none"> < Panic Alarm Update – A new panic alarm system has been installed at 450 Scott Street. This is a superior system and has the capability to automatically dial 911 in the event of an emergency. < Terms of Reference – It was noted that the current <i>Terms of</i> 	Dan	ASAP

		<p><i>Reference</i> needs to be revisited as Committee membership has changed since they were signed in 2013. The committee reviewed the <i>Terms of Reference</i> and minor revisions were made. The updated <i>Terms of Reference</i> were signed, effective March 23, 2015.</p> <p>< WHMIS Training Program Annual Review - Current practice is that all new employees complete WHMIS upon hire; Maintenance, Custodian, Paramedics and relevant Supervisors are required to complete WHMIS on an annual basis thereafter. It was determined that in 2015, we will provide Office Staff with a WHMIS training refresher course as well.</p> <p>< Globally Harmonized System Regulation in Force – The Globalized Harmonized System (GHS) has been implemented in Canada, effective Feb. 11, 2015 which is now referred to as “WHMIS 2015”. The new system is being phased in with 3 stages with a final implementation date of December 1, 2018. This will allow time for the federal government and provinces/territories to update their occupation health and safety legislation and regulations to meet the new standards. The Controlled Product Regulation (CPR) has been replaced with the Hazardous Products Regulation (HPR) and the Hazardous Product Act has been amended to account for this new legislation. Member were provided with information sheets from First Reference (Mar, 2015) and OHS Insider (Alert #155, Feb, 2015). Information will continue to be disseminated as it becomes available.</p> <p>< Deceased Person Procedure – Dan is working on the development of a Deceased Person Procedure and will bring a draft to the committee for review, once completed.</p> <p>< CPR/First Aid Training – Several staff members have been trained on CPR/First Aid/AED recently. The remainder of staff is scheduled to attend in June, 2015.</p>	N/A	N/A
			Joanne	Ongoing
5)	Regular Reports	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2014-31 – Employee slipped on ice and fell while extricating a patient and injured their lower back, legs, shoulder and knees. No aid, no medical, no lost time. The JOHSC concur with mgt response and have no further recommendations. ○ 2014-32 – Employee stepped out of vehicle and slipped on ice 		

	<p>and injured their buttocks, ankle, was lifting patient and experienced back pain. Sought medical attention, lost time claim. The JOHSC concur with management response and have no further recommendations.</p> <ul style="list-style-type: none"> ○ 2014-33 – Employee was lifting a patient and experienced back pain. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2014-34 – Employee was lifting a patient and experienced back pain (same call). No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-01 – Employee slipped on ice and fell injuring their tailbone and head. Sought medical attention, lost time claim. The JOHSC concur with management response and have no further recommendations. ○ 2015-02 – Employee was lifting a patient and experienced lower back pain. No aid, no medical, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-03 – Employee was lifting a patient and experienced lower back pain (same call). No aid, no medical, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-04 – Employee was lifting patient on stair chair and experienced pain in back. Medical attention sought, lost time claim. The JOHSC was advised of the corrective action management has taken. The JOHSC concur with management response and have no further recommendation. ○ 2015-05 – Employee moving patient who could possibly have a communicable disease. No aid, no medical, no lost time. The JOHSC was advised of the corrective action management has taken. The JOHSC concur with management response and have no further recommendation. ○ 2015-06 – Employee moving patient who could possibly have 		
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	<p>a communicable disease (same call). No aid, no medical, no lost time. The JOHSC was advised of the corrective action management has taken. The JOHSC concur with management response and have no further recommendation.</p> <ul style="list-style-type: none"> ○ 2015-07 – Employee rushing to enter ambulance for a call and slipped on ice. Medical attention sought, lost time claim. The JOHSC was advised of the corrective action management has taken. The JOHSC concur with management response and have no further recommendation. 		
	<p>5.2 JOHSC Inspections</p> <ul style="list-style-type: none"> ○ Lady Francis (Jun/14): No concerns ○ Green Manor (Jun/14): Sidewalk needs repair. Need 1st Aid Kit Tag ○ Rose Manor (Jun/14): Sidewalk needs repair & handrail loose (fixed) ○ Elizabeth Manor (Jun/14): NW entrance had trip hazard (repaired) ○ Elizabeth Shop (Jun/14): could use exhaust fan ○ FF Ambulance Base (Dec/14): Labels faded on decanted products ○ 450 Scott Street (Feb/15): panic alarm was not working ○ FF Ambulance Base (Feb/14): Sharps container is full ○ Flinders (Feb/15): No concerns ○ Riverview (Mar/15): No concerns ○ Heritage House (Mar/15): No concerns ○ RR Ambulance Base (Mar/15): Needs tag for 1st Aid Kit checks 		
6)	Special Reports	<p>6.1 Special Reports</p> <ul style="list-style-type: none"> ○ None at this time 	
7)	Other Business	<p>Members were provided with information on the following items:</p> <ul style="list-style-type: none"> ○ <i>Stay Covered in the Sun</i>, published by OHS Insider. 	

8)	Next Meeting	The next meeting to be held at 450 Scott Street on June 10, 2015 at 8:30 a.m. at 450 Scott Street.	N/A	
9)	Adjournment	The meeting was adjourned at 3:00 p.m.	N/A	

March, 2013