



APPROVED Health & Safety Committee Minutes

DATE/TIME: September 8, 2016 @ 8:30 a.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, Dan McCormick, Ed Carlson, Chris Jodoin				
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 Ed Carlson @ 8:44 a.m.		Co-Chair	N/A
2) Approval of Minutes	The Minutes of the June 14, 2016 meeting were reviewed and approved. Motioned by Robin and seconded by Chris. Carried		N/A	N/A
3) Business Arising from the Minutes	< None			
4) New Business	< Health & Safety Training: It was reported that the Maintenance & Custodian staff attended <i>Needle Stick Refresher</i> training on June 22, 2016. The committee was advised that 100% of active employees have completed the following Health & Safety training: <ul style="list-style-type: none"> - AODA Customer Service - AODA Integrated & Human Rights Code - Bill 168 - WHMIS (1988) - WHMIS 2015 GHS - Prevent Sexual Violence & Harassment - Worker H&S Awareness - Supervisor H&S Awareness (mgt only) 		N/A	N/A

	<p>Committee members provided feedback that the content of the training was good. It was noted that this on-line method is a great forum for delivering training and can be re-visited any time as a refresher.</p> <p>D. McCormick stated he was impressed with the efforts put forth to complete the training within the required time-frame. He will be commending staff for their timely completion of the training through a corporate Memo.</p> <p>< Safe Operating Procedure, SH-002: Members were provided with a copy of the draft Standard Operating Procedure regarding the clean-up of bodily fluid spills completed by maintenance and custodians. Discussion was held. Maintenance members confirmed they take precautionary measures at all time, not just when cleaning up bodily fluids. A few changes were requested to the SOP such as boot covers, bio-hazard garbage bags, use Sharps container for disposal and two minutes of hand washing. D. McCormick will review further and possibly respond with corporate recommendations.</p>		
<p>5) Regular Reports</p>	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2016-17 – Employee working in a unit and learned children had chicken pox. No aid, no medical attention, no lost time. Remedial actions have been taken by management. Further review will be taken by management to determine long-term solutions. ○ 2016-19 – Employee was poked by a safety pin through a trauma bag. Medical attention sought. The JOHSC concur with management response and have no further recommendations. ○ 2016-20 – Employee was operating the power stretcher and it was picked up by the legs and later dropped causing sudden weight drop jolting the employees back. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-21 – Key pad on third floor not working. No aid, 		

	<p>no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations.</p> <ul style="list-style-type: none"> ○ 2016-22 – Employee was stripping a floor and equipment slipped away from their control. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-23 – Alarm sounded without being activated. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-24 – Employee driving and stopped to assist a person on the side of the road administering CPR. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-25 – Employee was walking backwards pulling a stretcher and tripped over curb. Medical attention sought, no lost time. Management will consider a quick stretcher review with staff. 		
	<p>5.2 JOHSC Inspections</p> <ul style="list-style-type: none"> ○ Lady Francis (June/2016): No issues. ○ Elizabeth Manor (June/2016): No issues. ○ Rose Manor (June/2016): No issues, trip mat removed. ○ Green Manor (June/2016): No issues. ○ Flinder’s Place (Feb/2016): No issues. ○ 450 Scott Street (Feb/2016): No issues. ○ Fort Frances Ambulance Base (Feb/2016): Ceiling tiles repaired. ○ Maintenance Shop (February/2016): No issues. 		
6) Special Reports	6.1 Special Reports		

		<ul style="list-style-type: none"> ○ None 		
7)	Other Business	<ul style="list-style-type: none"> • Safety glass will be installed in the Reception door between the elevator room. • Members were provided with information on the following items: <ul style="list-style-type: none"> ○ <i>Cell Phone Distractions Don't End Once Your Car is Parked</i>, Safe Supervisor, Safety Talks Collection, February, 2015. ○ <i>Maintenance and Safety Go Hand in Hand</i>, Safe Supervisor, Safety Talks Collection, February, 2015. ○ A detailed document outlining the <i>People, Equipment, Materials, Environment, Process (PEMEP)</i>. 		
8)	Next Meeting	The next meeting to be held at 450 Scott Street on December 8, 2016 at 9:00 a.m. Motioned by Greg DeGagne.	N/A	
9)	Adjournment	The meeting was adjourned at 9:55 a.m.	N/A	

March, 2013