



APPROVED Health & Safety Committee Minutes

DATE/TIME: June 14, 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 Robin Pollard @ 8:36 a.m.	Co-Chair	N/A
2) Approval of Minutes	The Minutes of the February 6, 2016 meeting were reviewed and approved. Motioned by Dan and seconded by Trevis. Carried	N/A	N/A
3) Business Arising from the Minutes	< Deceased Person Procedure: A draft "Death of a Tenant" policy was provided for review. A copy of our current health & safety policy "Infection Control" was also provided noting that we will be reviewing it and may strengthen it as well. Members were asked to let Dan know if there are any changes they would like to see to either policy. The need for a refresher Needle Stick Training was discussed. Dan will have the Supervisor of Infrastructure & Asset Management arrange Needle Stick Refresher Training course and review the proper PPE required.	Dan	ASAP
		Dan/Michelle	ASAP
4) New Business	< Changes to the OHSA, Re: Sexual Harassment: Members were provided with an information sheet and advised that Sexual Violence and Harassment legislation has been passed which makes changes to the Occupational Health & Safety Act (OHSA) to include "workplace sexual harassment" requirements. We will be reviewing our current harassment policy and make the required changes.	Dan	ASAP

	<p>< WHMIS 2015, Understanding the New Safety Data Sheets: Members were provided with an information sheet regarding the content of the new Safety Data Sheets (SDS). Members were reminded the program is being phased in over a 3 year span as it is being implemented globally and therefore takes considerable more time to complete. The information sheet provided basic requirements as well as specific information that must be included in the new SDS. Members were advised that as additional information is received, it will be forwarded to the committee. Staff will be completing WHMIS 2015 training in a new format on-line in the near future.</p>	Dan	ASAP
5) Regular Reports	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2016-03 – Employee slipped on ice and injured elbow and hip. Medical attention sought. The JOHSC concur with management response and have no further recommendations. ○ 2016-04 – Employee shoveled snow on parking lot and experienced back pain. Medical attention sought. The JOHSC concur with management response and have no further recommendations. ○ 2016-05 – Employee was getting out of rig and slipped on ice and injured elbow. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-06 – Employee slipped on icy steel grate and landed on hands and knees. No aid, no medical attention, no lost time. The JOHSC recommends that the staff be educated to salt if they see it is slippery. ○ 2016-07 – Employee was transferring patient from stretcher to stair chair and experience back pain. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-08 – Employee was moving a wheel barrow down the steps and stumbled and banged forehead on the 		

	<p>wheel barrow. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations.</p> <ul style="list-style-type: none"> ○ 2016-09 – Employee stood up and went over on ankle. Medical attention sought, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-10 – Employee was plugging in the rig and received a shock. No aid, no medical attention, no lost time. The JOHSC recommends that electrical cords be added to the Monthly Check List for the Paramedics. ○ 2016-11 – Employee was placing a Tough Book down on the counter and twisted wrist. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-12 – Employee was treating a patient and was exposed to bodily fluids. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-13 – Employee was treating a patient and was exposed to bodily fluids. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-14 – Employee was treating a patient and was exposed to bodily fluids. Medical attention sought and lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-15 – Employee was driving in icy conditions and rolled ambulance into the ditch. Medical attention sought, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2016-16 – Employee was driving in icy conditions and rolled ambulance into the ditch. Medical attention 		
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		sought, no lost time. The JOHSC concur with management response and have no further recommendations.		
		<p>5.2 JOHSC Inspections</p> <ul style="list-style-type: none"> ○ Rainy River Ambulance Base (March/2016): Floor uneven. ○ Riverview Manor (March/2016): No issues. ○ Heritage House (March/2016): No issues. ○ OW Office (April/2016): Dan will look into a concern brought forward regarding the placement of a portable wall. ○ Atikokan Ambulance Base (April/2016): Concern about carpet smell. ○ Fotheringham Court (April/2016): Need to clean out old cleaning supplies. Dan will speak to Supervisor to schedule time to have this completed. 		
6)	Special Reports	<p>6.1 Special Reports</p> <ul style="list-style-type: none"> ○ Fort Frances Fire Rescue Report for the Fort Frances Ambulance Base noted there are no deficiencies. ○ A couple Electrical Safety Authority Reports were reviewed. 		
7)	Other Business	<ul style="list-style-type: none"> ● Members were provided with information on the following items: <ul style="list-style-type: none"> ○ <i>Hand and Power Tools – 10 Tips for Safe Use</i>, Safety Smart/Bongarde, 2016. ○ <i>Marijuana and the Workplace</i>, Safety Smart/Bongarde, 2016. ● A concern was brought forward regarding the Fort Frances Base as the furnace had been previously leaking. Ed will check the sump pumps and ensure it is thoroughly dried. Staff were reminded to complete an Operational Impact Report (OPI) for these types of circumstances. 		

	<ul style="list-style-type: none"> Ed Carlson and Robin Pollard recently attended a Collaborative Culture of Safety training seminar. They presented the concept and provided examples to assist in clarifying the information. It was noted that the concept needs to be accepted at the front line or it will not be successful. 		
8)	Next Meeting	The next meeting to be held at 450 Scott Street on Thursday, September 8, 2016 at 8:30 a.m. Motioned by Ed Carlson.	N/A
9)	Adjournment	The meeting was adjourned at 10:15 a.m.	N/A

March, 2013