



APPROVED Health & Safety Committee Minutes

DATE/TIME:	December 8, 2016 @ 9:00 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:	Greg DeGagne, Dan McCormick, Ed Carlson, Chris Jodoin			
REGRETS:	Robin Pollard, Trevis Penney	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 @ 8:57 a.m.		Co-Chair	N/A
2) Approval of Minutes	The Minutes of the September 8, 2016 meeting were reviewed and approved as amended. Motioned by Greg and seconded by Chris. Carried		N/A	N/A
3) Business Arising from the Minutes	<	Forum North Health & Safety Conference: Chris Jodoin and Joanne Spence attended the Forum North Health & Safety Conference on November 1 & 2, 2016 in Thunder Bay. They reported on the helpful products available and current issue information that may benefit our organization.	N/A	N/A
4) New Business	<	PCP Fall Training Sessions: During the recent Paramedic Fall Training session the safe use of equipment was reviewed as well as doffing and donning equipment.	N/A	N/A
	<	Policy Review: Members were provided with a copy of the following policies for their review and input: <ul style="list-style-type: none"> • Health & Safety Management, HR-1.0 • Workplace Discrimination & Harassment, HR-3.8 • Prevention of Violence in the Workplace, HR-3.9 It was noted that the Workplace Discrimination & Harassment		

		policy was revised to include recent required changes to the legislation and otherwise changes were very minor in nature.		
5)	Regular Reports	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2016-26 – Employee attempted to jump into vehicle off back bumper and slipped. Lost time claim. The JOHSC concur with management response and have no further recommendations. ○ 2016-27 – Employee was getting a Clorox wipe and Clorox squirted into the employee’s eye. First aid was sought, no lost time. Management will send out an email reminding PCP to wear safety glasses when doing any type of cleaning. ○ 2016-28 – Employee was transferring a patient and felt a pain in upper back. Medical attention sought, lost time claim. Ed will ensure that Sliders are available at Rainy Crest for our staff to use. 		
		<p>5.2 JOHSC Inspections</p> <ul style="list-style-type: none"> ○ 450 Scott Street (July/2016): No issues. ○ Fort Frances Ambulance Base (July/2016): No issues. ○ Flinder’s Place (July/2016): No issues. ○ Ed Carlson will prepare and disseminate the 2017 Inspection Schedule for the members. 		
6)	Special Reports	<p>6.1 Special Reports</p> <ul style="list-style-type: none"> ○ None 		
7)	Other Business	<ul style="list-style-type: none"> • It was noted that our snow removal contractor is doing a good job. • Safety glass will be installed in the Reception door by the elevator entrance. • Members were provided with information on the following 		

		<p>items:</p> <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 Tuesday, March 21, 2017 at 9:00 a.m. Motioned by Chris Jodoin.	N/A	
9)	Adjournment	The meeting was adjourned at 9:30 a.m.	N/A	

March, 2013