



APPROVED Health & Safety Committee Minutes

DATE/TIME:	August 31, 2015 @ 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, Chris 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 @ 8:30 a.m.		Co-Chair	N/A
2) Approval of Minutes	The Minutes of the March 23, 2015 meeting were reviewed and approved. Motioned by Dan and seconded by Trevis. Carried		N/A	N/A
3) Business Arising from the Minutes	<	Certification Training (Level 1) – Several staff and management have written the Level I exam and Level 2 training has been submitted for those who previously attended. We are currently awaiting results.	Joanne	N/A
	<	WHMIS Training – Due to the GHS the WHMIS training requirements will have ongoing changes regarding the content in WHMIS 2015 training. We have HR ProActive working on a training system for the RRDSSAB which should be ready shortly.		"
	<	Global Harmonized System Update – Information regarding the WHMIS 2015 was provided which included an overview, supplier/importer information, employer information, pictograms, hazard classes, supplier labels, safety data sheets, variances, and exemptions. We will post the information on the bulletin boards.	Dan	ASAP
	<	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.		
4)	New Business	< None	Dan	ASAP
5)	Regular Reports	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2015-07 – Employee retrieving stretcher and lifting patient and felt pain in shoulder. No aid, no medical attention, lost time. The JOHSC concur with mgt response and have no further recommendations. ○ 2015-08 – Employee was transferring patient and experienced pain in knee. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-09 – Employee was retrieving the stretcher and pinched finger and thumb. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-10 – Employee was delivering notice and was bite by a dog. No aid, no medical attention, no lost time. The JOHSC concur with mgt response and have no further recommendations. ○ 2015-11 – Employee was lifting and felt a pull in bicep. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-12 – Employee was restocking equipment and felt a pull on right arm. Sought medical attention, lost time claim. The JOHSC recommend a review of proper equipment storage and proper lifting of equipment. ○ 2015-13 – Employee was shredding and received shock from shredder. No aid, no medical, no lost time. The JOHSC concur with management response and have no further recommendations. 		

	<ul style="list-style-type: none"> ○ 2015-14 – Employee was attempting to calm a patient down and patient spit on them. 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. ○ 2015-15 – Employee was at patient home and was bit by a dog. No aid, no medical, no lost time. The JOHSC was advised of the corrective action management has taken. The JOHSC recommend a review of the Dog Bite Training and Quiz for employees who are out in the community. ○ 2015-16 – Employee felt pain in back while attempting to open the ambulance door while still walking and door didn't open. Sought medical attention, 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> <p>The CAO inspection was completed of the entire organization in July, 2015.</p> <ul style="list-style-type: none"> ○ Queen Street (May/15) No concerns ○ Emo Base (May/14): Garage floor cement slightly uneven. ○ Atikokan Ambulance Base (Apr/15): Lights out in garage and a hump when exiting the bay. ○ Fotheringham Court (Apr/15) – no lifting devices. 		
6)	Special Reports	6.1 Special Reports <ul style="list-style-type: none"> ○ None at this time 	
7)	Other Business	<ul style="list-style-type: none"> ● A new ambulance will be arriving in October. A new generator will be installed in the Fort Frances Ambulance Base. 	

		<ul style="list-style-type: none"> • Lock boxes are being installed at each housing building to house a master key to the building. This should save time for EMS attendants to access the premises and provide patient care. A policy is being developed and will be disseminated once completed. • Members were provided with information on the following items: <ul style="list-style-type: none"> ○ <i>Sun Protection is for Everyone</i>, Safety Talks for Safe Supervisors, February, 2015 ○ <i>Don't be a Blockhead: Chock & Block Safely</i>, Safety Talks for Safe Supervisors, February, 2015. 		
8)	Next Meeting	The next meeting to be held at 450 Scott Street with the date and time to be determined.	N/A	
9)	Adjournment	The meeting was adjourned at 9:42 a.m.	N/A	

March, 2013