



APPROVED Health & Safety Committee Minutes

DATE/TIME: November 5, 2015 @ 10:30 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			
REGRETS: Chris Jodoin		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 @ 10:35 a.m.	Co-Chair	N/A
2) Approval of Minutes	<p>The Minutes of the August 31, 2015 meeting were reviewed and approved. Motioned by Greg and seconded by Robin. Carried</p> <ul style="list-style-type: none"> It was noted that lock boxes have been installed at each of our housing complexes which holds a master key for Paramedics to access the premises and provide expedited patient care. Staff is currently being trained on the new policy regarding this and training should be completed by November 25, 2015. As there is more than one box, we will be marking it with an orange dab of paint to identify which one is the Paramedic's. 	N/A	N/A
3) Business Arising from the Minutes	< 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.	Dan	ASAP
4) New Business	< HS-1.0, Health & Safety Policy: The Health & Safety Policy was reviewed and adopted with no changes. The signed policy will be disseminated, as appropriate.	N/A	N/A
	< HS-5.2, Panic Alarm and SOP: The committee reviewed the revised policy and newly developed Standard Operating	Dan	

	<p>Procedure (SOP). Discussion was held. The documents were adopted with no changes. The policy and SOP will be disseminated, as appropriate.</p> <p>< Forum North: Trevis and Greg attended the Forum North Health & Safety Conference on November 3 & 4, 2015 in Thunder Bay. They reported the speakers were great and the information very relevant. Discussion was held. We will get copies of the handouts once they are available online. It was noted that some organizations use totes to keep clothes and personal belonging in while working and then change back to street clothes.</p>		
<p>5) Regular Reports</p>	<p>5.1 Employee Incident Reports</p> <ul style="list-style-type: none"> ○ 2015-17 – Employee was the subject of obscene language and aggressive behaviour. No aid, no medical attention, lost time. The JOHSC concur with mgt response and have no further recommendations. ○ 2015-18 – Employee was the subject of obscene language and aggressive behavior. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-19 – Employee was injured when their elbow was pinned against the wall when a patient shifted and employee was injured. Health care sought and lost time incident. The JOHSC concur with management response and have no further recommendations. ○ 2015-20 – Employee felt tightness in back when a patient shifted. No aid, no medical attention, no lost time. The JOHSC concur with mgt response and have no further recommendations. ○ 2015-21 – Employee stepped in a hole in the ground and injured their lower back. No aid, no medical attention, no lost time. The JOHSC concur with management response and have no further recommendations. ○ 2015-22 – Employee could not see the light when the 		

		panic alarm light was activated. No aid, no medical attention, no lost time. The JOHSC concur with mgt response and have no further recommendations.		
		<p>5.2 JOHSC Inspections</p> <ul style="list-style-type: none"> ○ Flinders Place (July/15) No concerns. ○ 450 Scott Street (July/15) An old water sealer can was removed, no concerns. ○ Fort Ambulance Base (July/15) BBQ propane tank to be moved outside. ○ Rainy River Ambulance Base (Aug/15) Empty propane cylinder to be removed. ○ Riverview Manor (Aug/15) No concerns. ○ Heritage House (Aug/15) No concerns. ○ Atikokan Ambulance Base (Sept/15) Light bulbs out. ○ Atikokan OW Office (Sept/15) No concerns. ○ Fotheringham Court (Sept/15) No concerns. ○ Emo Ambulance Base (Oct/15) Emergency lighting required. Review options for snow falling from roof. ○ Queen Street (Oct/15) No concerns. 		
6)	Special Reports	<p>6.1 Special Reports</p> <ul style="list-style-type: none"> ○ None at this time 		
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>Shed a Light on Night Driving Hazards</i>, Safety Talks for Safe Supervisors, February, 2015. ○ <i>Getting There Safely</i>, Safety Talks for Safe Supervisors, February, 2015. 		
8)	Next Meeting	The next meeting to be held at 450 Scott Street on December 10, 2015 at 8:30 a.m.	N/A	

9)	Adjournment	The meeting was adjourned at 11:57 a.m.	N/A	
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March, 2013