

## Occupational Health and Safety Committee: Meeting Minutes

**Date:** November 9, 2018

**Chair:** Michelle (Admin)

**Minutes:** Dianne (EIT)

**Additional Members:** Joanne (Admin), Bob (CPI), April (TAP) **Regrets:** Michele (OH&S, and IDP), Lene(Admin) and Laura (SCD)

Item	Update	Action
1. Critical Incident Forms	1 critical incident reports were reviewed	Asking staff to make sure to complete second page. Mice- Pest control monitoring. Matt cleaning.
2. Cannabis Policy	Joanne has renamed it Fit to Work Policy- <b>Approved by board</b>	
3. Asbestos	Looking at how to affix tumbling child to outside walls.	Ongoing-Matt will take training re: clean up of asbestos Ongoing- determining how to affix the tumbling children logo to known asbestos areas. Lene is looking at Decals
4. Drills	Up to date	-
5. First Aid Kits/AED	First Aid Kits have been inspected, and items that need replacing will be done immediately. Will wait to buy a new first aid kit till Joanne knows who is downstairs.	Ongoing- AED will move downstairs when it becomes the staff lunchroom Ongoing New first aid kit needed for New building
6. CPI training	To be decided	
7. Earthquake kits		-Bob to inspect earthquake kits
8. New Building	OH&S did a walk thru	Ongoing- determine what signage is required and where emergency supplies are located.
9. Meeting dates	Joanne has requested that Lene is co- chair with another committee member. Michelle would like to step down.	Michelle has sent out the dates, and who is responsible for minutes. Need a co- chair to share with Lene.

Next Meeting – February 8th –minutes -Bob