

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 report was reviewed | April has instituted that sub notes for new clients are started right away, so information about a client is shared earlier. |
| 2. Cannabis Policy | Joanne has renamed it Fit to Work Policy | To be reviewed by the board on Nov 21/18 |
| 3. Asbestos | | Ongoing-Matt will take training re: clean up of asbestos Ongoing- determining how to affix the tumbling children logo to known asbestos areas. |
| 4. Drills | Fire Drill completed during the inspection November 7/18 | -Ongoing- 2 extinguishers still to be services Jump Strong, and CPI. The fellow will be here today. -Completed- exit lights in therapy building have been replaced |
| 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 |
| 6. CPI training | Deb Nolan has booked it for Dec 14/18 | |
| 7. Earthquake kits | They have not been checked in several years. | -Need to be reviewed. ??if Matt can do this with a committee member. |
| 8. New Building | | 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 – December 14th –minutes -Bob