

Comox Valley Child Development Association Occupational Health and Safety Meeting October 19, 2017							
Time: 12:30-1:30	Chair / Recorder: Michelle Erikson						
OH&S Committee Members:	In attendance: Lene Trieu, Michelle Erikson Marika Gould, April Statz, Laura McCaffrey			Regrets: Bob Gamble, Michele Walls			
Agenda Item	Due	Completed	Discussion	Outcome	Action		Notes
					By	Date	
Work Plan / drills							
Monthly emergency Lights Check	Monthly	April, 2017		Will continue monthly checks	Donna	Completed	
Bomb Drill	March	Mar 13, 2017				Completed	
MSDS / HAZMAT Review	March	March 2017			Robyn	Completed	
Review Staff Education / Training needs for OH&S	Apr			Emergency Prep. contact with Regional District, April will track First Aid Trainees (1 document with CPI/First Aid)	Michele W. / April	November	
Semi-Annual Safety Inspection	May				Lene	Completed	
Medical Emergency Drill	May			PTHP need floor plan, and fire extinguisher service to be done by building manager	April	November	
Fire Drill	May	May 1, 2017	Need to bring sensory room binder			Completed	
Working Along Policy Review	May					Completed	
Staff Contact List Review	May					Completed	
Staff Vehicle List Review	May					Completed	
MSI / WorkStation Checklist	May				Michelle E. / Diann	As needed	
Van Safety Inspection	July				Bob	Completed	
First Aid Attendant Review	June				April	Completed	
Fire Drill	Sept				Michelle E.	November	
Utility / Power Failure Drill	Sept			Need to be able to disarm alarm.	Michelle E.	Completed Sept 18	
Natural Disaster - Earthquake Drill	Oct				Michelle E.	Completed Oct 19	
Semi-Annual Safety Inspection	Oct				Lene / Michelle E.	Oct-24	
External Fire Safety Inspection	Nov			Service vehicle & Jump Start fire extinguishers Oct 18	Michelle E.	Nov-09	
Criminal Record Review	Nov				Michelle E.	November	
Personal Vehicle Insurance Review	Nov			OH&S folder new Personal Vehicle usage policy form, & copy of car insur., and copy of driver's license	Michelle E.	November	
Driver's Abstracts Review	Nov				Michelle E.	November	
Natural Disaster - Flood Drill	Dec				Lene	December	
Annual Emergency Light Checks	Jan				Donna	January	

