

Occupational Health and Safety Committee: Meeting Minutes

Date: January 11, 2018

Chair: Michelle E. (Admin) **Minutes:** Michele W. (OH & S Steward/IDP)

Members Present: Lene (Admin), Marika (SCD), Laura (EIT), Bob G (CIP),

Members Regrets: April (TAP)

| Item | Update | Action |
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| 1. Sharps Container | <p>The agency has one sharps container at the present time. It will be located in the staff washroom, safely out of reach of children. A second sharps container will be obtained and it will be located in a safe area in the therapy building.</p> | <ul style="list-style-type: none"> • Contact Aids Vancouver Island to find out where to drop off full sharps containers, get replacement containers and where to get the parts to mount the containers on the wall- Michele W. |
| 2. Naloxone | <p>The agency will provide a Naloxone kit in the first aid area of both buildings. Two additional kits will be available for staff to sign out for home visiting. Online training is available.</p> <p>Island Health’s Harm Reduction trainer Russell Griffin is willing to come to the agency to provide harm reduction training (safely pick up/disposal of used needles, what to do with a needle stick injury...)</p> <p>Some staff are participating in First Aid training on January 19th- this might include a brief over view of Naloxone administration.</p> | <ul style="list-style-type: none"> • Email will be sent out to all staff with the online Naloxone training (this is optional) - Michelle E. • Information with how to sign out a personal kit from Island Health will be sent out with the training email (this is optional) - Michelle E. • Contact Russell Griffin at Island Health to see if he can attend one of our meetings- Michele W. • Contact Laurie Baird to see if she can do a brief orientation to Naloxone administration at first aid training Jan 19- Michelle E. will ask April to contact Laurie Baird (CPR Instructor) • Pick up the Naloxone kits for the agency- ? |
| 3. Emergency Preparedness | <p>Mike Fournier of Comox Valley Emergency Preparedness is willing to come and offer training for staff (1 hour). This would provide information for natural disasters.</p> <p>http://www.comoxvalleyemergencyprogram.com/</p> | <ul style="list-style-type: none"> • Contact Mike Fournier to see if he could come to our annual training day in May- Michele W. *Lene will let Michele know the actual training date ASAP |

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| 4. Fire Drill | A fire drill for the building is due in January. It has been difficult to schedule due to weather/timing. | <ul style="list-style-type: none"> It will be organized for a Friday in January (weather dependent)- Michelle E. |
| 5. Car Seat Training | Bring Forward | <ul style="list-style-type: none"> Laura |
| 6. Critical Incidents | The most recent critical incidents were reviewed by the committee. | <ul style="list-style-type: none"> No follow up required |
| 7. Electronic Forms | Electronic copies of incident forms/wcb forms will be available for staff to access on the CVCDA website soon. | Ask Sandi to upload the forms to the website- Lene |
| 8. Air Quality | Home Solutions was contacted re: air quality testing. They only do specific testing- not smells. A second company was contacted but they have not yet responded. | Follow up/contact another company for testing- Lene Contact WCB regarding potential contacts for this type of testing- Michele W. |
| 9. Rat Update | Last check by exterminator was in October 2017. At this time there were no sign of rats in the storage area of the therapy building. | Bring Forward |
| 10. CPI | There are now two CPI trainers in our agency: April Statz and Deb Nolan | |
| 11. Health Concerns and Medications of Clients | <p>Staff members need to be aware of clients with health conditions that may require emergency medications while attending our programs (epi-pens, rescue medications for seizures, insulin).</p> <p>Reviewed SD#71's medication form that has to be signed by a doctor. Nursing Support Services has a similar form for children with seizures or diabetes.</p> <p>Medication forms require a doctor's signature. Ideally it would be completed on the first intake phone call prior to any home visits. Forms would be reviewed during the yearly planning meeting or sooner if there are changes. Medication would have to be current and properly labelled. Nursing Support Services can help to facilitate this protocol and provide training to staff as needed.</p> | <p>Information will be presented at the next program managers meeting- Lene.</p> <p>Review Seizure Action Plan from Nursing Support Services- Michele W.</p> <p>Bring Forward</p> |
| 12. Home Visitor Safety | <p>Typical practice is that staff members attend home visits without completing a risk assessment prior to the visit.</p> <p>Discussed creating a risk assessment screen for all clients to be completed by phone prior to the first home visit. The document would be uploaded to Nucleus and flagged if there was an identified risk (possibly in purple).</p> <p>Reviewed Island Health's risk assessment form.</p> | <p>Will be brought to the next Program Managers meeting- Lene.</p> <p>Check with Pathways to see if they complete a risk assessment prior to visiting families- Lene.</p> <p>Bring Forward</p> |
| 13. WCB Visit | A very thorough WCB visit was completed recently. The agency is reviewing past construction records in an effort to identify areas with possible asbestos. Those areas will be identified and are | Bring Forward |

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| | safe as long as the area remains undisturbed. Staff will receive training on how to respond if an area with asbestos is disturbed. This will be an ongoing process as we move into construction. | |
| 14. Snow Policy | <p>The agency is trying to find a contractor for snow removal.</p> <p>Discussion about current snow policy in terms of clearing sidewalks. Is it possible to hire someone? Discussion around fairness in expecting those arriving first in the morning to do this work. Possible injuries to staff due to ice/heavy snow?</p> <p>Reviewed decision to close due to an unexpected snow fall Dec 30. There was no staff "in charge" that day so staff called a snow day at 3:00 due to deteriorating road conditions. Schools were already closed due to the holidays. These occurrences are rare. It was felt if there is no staff "in charge", staff could use their discretion. CIP uses the same discretion as they are often here alone in the evenings.</p> <p>*It has been noted that someone has been clearing snow from the sidewalks/courtyard. We are unaware of whom this person is and would like to acknowledge this good deed. Discussed putting a bouquet in the paper.</p> | Bring Forward |
| 15. Maintenance Person | We do not currently have a maintenance person. | Bring Forward |
| 16. Meeting Dates/Times | Meetings have been moved to Fridays so that all members can attend. Meetings will be at 11:00-12:00. | <u>Next Dates:</u> February 23, 2018 March 23, 2018 April 20, 2018 |

Occupational Health and Safety Committee Agenda

Thursday February 23/18

1. Review meeting minutes from January 12, 2018
2. Review agenda for February 23, 2018.
3. Add additional agenda items

Old Business (Bring Forward Items)

4. Sharps Containers
5. Naloxone
6. Car Seat Training
7. Air Quality
8. Health Concerns/Medications Form
9. Home Visitor Risk Assessment Screen
10. Snow Removal & Policy
11. Building Maintenance Contract
12. WCB- Asbestos Planning

New Business

13. Review Worklist