

Comox Valley Child Development Association

237 3<sup>rd</sup> St, Courtenay

Occupational Health and Safety Committee: Meeting Minutes

**Date:** June 20 2019

**Co-Chair:** Dianne (PT) and Tanner (Finance)      **Minutes:** Tanner

**Present:** Michelle (Admin), Bob (CIP), Laura (SCD & HSA OH&S Steward)      **Regrets:** April (TAP)

Item	Update	Action
1. Critical incident report	Reviewed May 28, and 2 x May 30 incident reports.	<i>TM to take following issues to Prog. Mgrs Meeting in Jul: May 30 report, Sarah S &amp; all involved should have got F.A person involved for her issue. FA person then likely would have recommended they call 911 for a paramedic to come in. Also should not have transported someone with chest pains by themselves in the car to the hospital. Finally, they should have also sent the CI report to Michelle immediately as well, since it resulted in Sarah missing some work to go to the hospital.</i>
2. Playground	No recent activity in the playhouse	
3. Rodents	Downstairs kitchen has mice droppings. Unclear if they were old or new as no-one was delegated to clean out the kitchen cupboards	Someone needs to be delegated to clean kitchen – <i>Did not discuss delegation</i>
4. Staff entrance	Bob notes that light above door is not working again.  Laura mentioned the huge icicles that build up on all the gutters during the winter/snow melt	<b>Joanne</b> will look into electrician  Possibility of putting cover the entrance before winter? There doesn't seem to be any downspouts from the gutters. This is possibly the reason for the water flowing over the edge & icicles forming,  <b>Continuing</b>
5. Asbestos	The new symbols have arrived for marking the areas that contain asbestos.  Matt has taken training for dealing with asbestos should it be exposed	<b>Joanne</b> will have <b>Matt</b> affix these in the appropriate places.  Red for above & blue for below.  <b>Joanne</b> will go through report with <b>Matt</b> for where these will be placed  <b>Joanne</b> will be purchasing some masks to be worn if there is asbestos exposed

	Asbestos Vacuum has not been purchased	<b>Joanne</b> will follow up on the purchase of the vacuum. <b>continuing</b>
6. Earthquake Kits	Bob has found a website to order food & Water in Canada, still looking for somewhere to buy glowsticks. Nothing has been ordered	<p><b>Joanne</b> will have <b>Matt</b> affix these in the appropriate places.</p> <p>Red for above &amp; blue for below.</p> <p><b>Joanne</b> will go through report with <b>Matt</b> for where these will be placed</p> <p><i>Group discussed this, Bob discussed the costs of the protein/high calorie bars and other contents of the emergency kits. Costs were all around \$1,000 for the replacement bits we need. Group did not recommend buying anything at this moment in time.</i></p>
7. Emergency preparedness	Had someone speak at our staff planning day from City of Courtenay. We need to have a more detailed plan at CVCDA	<p>Need to have a separate meeting to make a bigger plan, will work on this in Summer time. <b>Continuing</b></p> <p><i>Group discussed this further as well, and again suggested that we bring on perhaps the fire dept to discuss things such as room clearing ideas (Velcro check marks to put on doors when the room is empty, sign in and out procedures for the various buildings, etc. Based on our Fire drill, that was one thing that came back was that we as an organization were not great at knowing who all should have been in the building or not.</i></p>
8. Vaccinations		<b>Joanne</b> will speak to <b>Beth</b> about an illness/vaccinations pamphlet to be included in the intake process
9. IDP	Since Michele W left the Association we no longer have an IDP representative	<p><b>Joanne</b> will speak to <b>Dixie</b> about this. <b>Continuing</b></p> <p><i>TM to bring this to the Program Manager's meetings, to say that we need to get an IDP rep on the OH&amp;S, as well as Wendy Hawkworth from PI.</i></p>
10. CARF	Need to be prepared for CARF in 2020	<p>Start looking at our policies &amp; procedures in OH&amp;S manual.</p> <p><b>Joanne</b> will send the CARF OH&amp;S standards to the members of the committee</p>
11. Work plan		<i>No action from June mtg</i>

12. 1 <sup>st</sup> aid	April has some staff in her program who need to be retrained soon	April will send an email to all staff & ask who needs training & then pick a date  <i>No action from the group on this.</i>
13. Next meeting	Plan to meet the third Thursday of every month for our regular meeting	July 18th at 12.30  Laura will book meeting space