

Comox Valley Child Development Association

237 3rd St, Courtenay

Occupational Health and Safety Committee: Meeting Minutes

Date: October 17 2019

Co-Chair: Tanner (Admin), Laura (SCD & HSA OH&S Steward)

Minutes: Laura

Present: Michelle (Admin), April (TAP), Chelsey (IDP), Bob (CIP)

Regrets: Dianne (EIT)

Item	Update	Action
1. Handbook review	Final review of handbook before submitting to board for approval. They meet next Wednesday Oct 23rd	Laura to add extra edits & email handbook to Joanne today
2. Incident reports	6 reviewed 1: sept 12: Microwave downstairs kitchen 2: sept 27 PI, A.B. fall 3: Sept 30: CIP participant leaving program 4: Oct 3: person sleeping at lower ramp door 5: Oct 3 fire alarm pull station activated in TAP 6: Oct 15: CIP: Suicide threat	1: none 2: Laura to connect with Wendy about follow up with AB & worker incident report 3: Have parent add letter of acknowledgement that child leaves on bike on regular basis 4: none 5: Pull station covers x2 to be covered & Joanne following up with Price's alarm about having fire panels connected 6: Bob meeting with Joanne re therapy/follow up Oct 17 2019
3. Rodents	Donna has cleaned out the food cupboard & is working through the rest of the downstairs kitchen	
4. Staff entrance	Laura mentioned the huge icicles that build up on all the gutters during the winter/snow melt	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, Continuing Joanne/Matt?
5. Asbestos	Tiles under door into CIP room are broken, are they asbestos? The new symbols have arrived for marking the areas that contain asbestos.	Chelsey will check in asbestos report Joanne will have Matt affix these in the appropriate places. Red for above & blue for below. Joanne will go through report with Matt for where these will be placed

	<p>Matt has taken training for dealing with asbestos should it be exposed</p> <p>Asbestos Vacuum has not been purchased</p>	<p>Joanne will be purchasing some masks to be worn if there is asbestos exposed</p> <p>Joanne will follow up on the purchase of the vacuum. continuing</p>
6. Earthquake Kits	<p>Bob has found a website to order food & Water in Canada, still looking for somewhere to buy glowsticks. Nothing has been ordered</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. Bob to send this info to Joanne in email for decision about buying</i></p>
7. Emergency preparedness	<p>Had someone speak at our staff planning day from City of Courtenay. We need to have a more detailed plan at CVCDA</p>	<p>Need to have a separate meeting to make a bigger plan, will work on this in Summer time. Continuing</p>
8. Vaccinations		<p>Joanne will speak to Beth about an illness/vaccinations pamphlet to be included in the intake process</p>
9. CARF	<p>Need to be prepared for CARF in 2020</p>	<p>Sending handbook to Joanne/board for review this month</p>
10. Work plan	<p>Earthquake drill completed today</p>	<p>Drill was broadcast on phone system, only heard on certain phones, look into why not all phones</p>
11. Heat/cold complaint	<p>Some offices are very hot in front of main building, some are very cold in main building</p>	<p>Temprite have been in & will be writing a report. Joanne will let OH&S know about it</p>
12. Pull stations in autism center	<p>One station was pulled on Oct 3rd</p>	<p>Waiting for 2 more covers to be installed by CR Fire & Safety</p>
13. PI member on committee	<p>Wendy from PI would like to join our committee. Moving meetings to third Tuesday of each month at 12.30. Starting in November</p>	
14. Hallway slip hazard	<p>Concern raised by a staff member about the potential slip hazard of the hallways</p>	<p>Matt has been looking into laying mats on the floor & taping them down. Tanner will speak to him about having this done next Tuesday Oct 22nd.</p>

<p>15. Snow & ice hazard</p>	<p>Concern raised about the response for snow/ice around the CVCDA premises</p> <p>Gravel parking lot...how is the snow cleared from here...perhaps it needs to be paved when playground is being revamped?</p>	<p>Plan needed for who will do this & in what time frame.</p> <p>Also needs to be discussed by accessibility committee (Oct 23rd meeting)</p>
<p>16. Fire extinguisher demo</p>	<p>Courtenay fire Department have been booked to provide a lunch & learn for the CVCDA on December 3rd on how to use fire extinguishers</p>	<p>Laura will connect with them on Dec 2nd to confirm they are still available.</p> <p>Laura will send out email to agency to provide details of event</p>
<p>17. Next meeting</p>	<p>Plan to meet the third Tuesday of every month for our regular meeting</p>	<p>November 19th 2019 12.30</p>