



# **MINUTES**

## **Joint Health & Safety Committee**

Suite 200, 1650 Dundas Street  
Whitby, ON L1N 2K8

**Date:** May 10, 2010      **Time:** 1300 hrs      **Place:** Personal Attendant Care Board Room

**Present:** Elaine Madigan, Lisa Potter, Nadine Wolla, Pamela DeRaaf

**Regrets:** Jennifer Hammond

<b>Issue/Subject</b>	<b>Discussion, Results &amp; Remedial Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
<b>1.0 Approval of Agenda and Review of Past Minutes</b>	Approved by L.P. and second by E.M. for both the Agenda and Minutes.	All members	
<b>2.0 Business Arising</b>	Follow up with the Client Service Manager with the following; <ul style="list-style-type: none"> <li>• Analysis of oxygen tanks in client homes and recommendation that training be provided to PSW's with regard to general safety.</li> <li>• Techniques for inspecting client's home for insect infestations (ie bedbugs)</li> <li>• H&amp;S risk at client #1466 and bathing services</li> <li>• Vacancy for a Management committee member</li> </ul>	Co-Chair	
<b>3.0 Inspections</b>	All office health and safety inspections completed up to and including May. Three EXIT lights repaired and one emergency light.	Committee Inspectors  Administrative Assistant	April 2010
<b>4.0 Employee Incident Reports (including WSIB)</b>	<u>Staff Incidents:</u> February = 2 WSIB LT & Medical (4 days) March = 1 WSIB LT & Medical (3 days) April = 1 WSIB No LT, No Medical (0 days)  Three (3) Potential Health & Safety Risk forms were	All members	Ongoing



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	<p>completed this quarter.</p> <ol style="list-style-type: none"> <li>1. Broken bed rail = resolved</li> <li>2. Client's physical mobility deteriorating and requiring a shower chair, grab bars and a raised toilet seat. Shower chair purchased, supervisor following up with the client and until such devices are installed the PSW's are only to give bed baths.</li> <li>3. Unsafe transfer of client unable to weight bear = the Client Service Manager observed the transfer and then had an Occupational Therapist (OT) observe the transfer. The OT recommended that the transfer was safe and observed the PSW displaying good body mechanics when performing the transfer.</li> </ol>		
<b>5.0 Projects</b>	<ol style="list-style-type: none"> <li><b>1. Health and Safety Association for Government Services</b> <ul style="list-style-type: none"> <li>• MSDS</li> <li>• Violence in the Workplace, the HR Manager will be attending a workshop on the implications of Bill 168 and the Occupational Health &amp; Safety Act</li> </ul> </li> <li><b>2. WSIB Prevention Specialist</b> <ul style="list-style-type: none"> <li>• Job Demand Analysis for PSW's to utilize to determine abilities in the case of an injury. The PSW's on the JHSC completed three generic analysis and one administrative analysis has been completed by an administrative personnel.</li> <li>• Dispute resolution Policy and Procedures</li> </ul> </li> </ol>	Human Resources	June 2010
<b>Training</b>	<p>June Team Meetings = WHMIS, IC/BT</p> <p>STEP Lab = Lifts and Transfers, Pain Management</p>	Human Resource Department	Ongoing



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<b>Staff H&amp;S Initiatives</b>	Environment Committee suggestions <ul style="list-style-type: none"> <li>• Flash lights for all PSW's for their vehicles. Recommendation will be forwarded to the Leadership &amp; Partnership Committee for approval.</li> <li>• Written scenarios for new and current PSW's with respect to winter driving, picking up new clients, family and pets, gloves, client's smoking in home and how to deal with clients requesting services outside of the service plan and how to respond.</li> <li>• Voice mail with respect to lockout /tag out</li> </ul>	Environment Committee	Ongoing
<b>Operational Procedures</b>	MSDS and Violence in the Workplace revision Bill 168 operational procedures will be revised and sent out to the Outreach staff to be placed in their Employee Handbook. The Occupational Health & Safety Policy has been renewed by the Board of Directors and will be distributed to the Outreach for their Employee Handbooks.	Human Resources	June 2010

*NEXT MEETING: September 13, 2010 @ 1300*

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*Pam DeRaaf, Co-Chair*

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*Lisa Potter, Co-Chair*