

PERSONAL ATTENDANT CARE INC.

## MINUTES Joint Health & Safety Committee

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

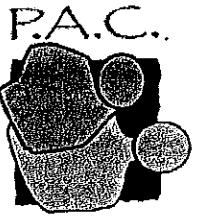
**Date:** September 13, 2010

**Time:** 1300 hrs

**Place:** Personal Attendant Care Board Room

**Present:** Elaine Madigan, Lisa Potter, Nadine Wolla, Pamela DeRaaf, Jennifer Hammond & Tina Morin  
**Regrets:**

| Issue/Subject                                     | Discussion, Results & Remedial Action  | Responsibility               | Completion Date |
|---|--|------------------------------|-----------------|
| 1.0 Approval of Agenda and Review of Past Minutes | Approved by L.P. and second by E.M. for both the Agenda and Minutes.   | All members                  |                 |
| 2.0 Business Arising                              | 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>• Vacancy for a Management committee member has been filled by Tina Morin, Client Service Supervisor – Oshawa</li> </ul> | Co-Chair<br>Jennifer Hammond | November 2010   |
| 3.0 Inspections                                   | All office health and safety inspections completed up August, July was missed by Nadine Wolla. One EXIT light was repaired and the First Aid Box at reception was replenished  | Committee Inspectors         | August 2010     |
| 4.0 Employee Incident Reports (including WSIB)    | <u>Staff Incidents:</u><br>May = 1 WSIB LT & Medical<br>June = 0<br>July = 3 WSIB LT, Medical<br><br>Employee Incidents May to August = six (6) Four (4) are   | All members                  | Ongoing         |

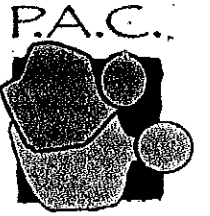


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|---|---|----------------------------------|--|
|   | <p>WSIB related.</p> <p>Potential Health &amp; Safety Risk forms were completed this quarter.</p> <ol style="list-style-type: none"> <li>Possible electrical cord for an electric bed exposed and a tripping hazard. Inspection was completed by Elaine Madigan, Worker member of the JH&amp;S committee and deemed it not a safety concern as the cord was plugged directly into the wall behind the bed and was not a tripping hazard.</li> </ol> |                                  |  |
| <p><b>5.0 Projects</b></p>              | <p><b>1. Health and Safety Association for Government Services</b></p> <ul style="list-style-type: none"> <li>MSD Initiatives with Peggy Swerhun</li> </ul>   | <p>Human Resources</p>           | <p>June 2010</p>                                 |
| <p><b>Training</b></p>                  | <p>August Team Meetings = Workplace Violence/Bullying<br/>Another date to be announced for this training to capture those employees who were unable to attend in August.</p> <p>STEP Lab = Lifts and Transfers, Pain Management on October 21, 2010</p> <p>Tina Morin attending Part one of the JHSC certification September 14-17, 2010. Tina has previously completed Part Two in May 2009.</p>   | <p>Human Resource Department</p> | <p>October 2010</p>                              |
| <p><b>Staff H&amp;S Initiatives</b></p> | <p>Environment Committee suggestions</p> <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> </ul>  | <p>Environment Committee</p>     | <p>Ongoing Needs approval September 20, 2010</p> |




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| PERSONNEL/ISSUE/Subject       | Discussion, Results & Remedial Action  | Responsibility  | Completion Date    |
|-------------------------------|--|-----------------|--------------------|
|                               | <ul style="list-style-type: none"> <li>The JHSC Members will be presenting on October 14<sup>th</sup> from 9 am to 3 for the Health &amp; Safety week. The topic is violence in the Workplace...awareness for employees and vulnerable clients. The Union members of the committee will be creating a display board and HR will get in touch with Special Constable John Keating for a possible speaking engagement on this date.</li> <li>Review of the MOL order and the risk assessment conducted. The Plan of action was discussed in order to satisfy the MOL order. The MOL have not contacted the employer since the plan of action was sent. Worker members of the committee have copies of the MOL Order and the subsequent Action Plan.</li> </ul> | JHSC            | October 12, 2010   |
| <b>Operational Procedures</b> | <ul style="list-style-type: none"> <li>MSD Operational Procedures is complete and awaiting approval on September 20, 2010 and will then be sent to Outreach employees for the Employee Hand Book.</li> <li>Workplace Violence/Bullying Policy and Operational Procedures have been revised and sent out to the Outreach employees to be placed in their Employee Handbook.</li> </ul>  | Human Resources | September 20, 2010 |

NEXT MEETING: December 13, 2010 @ 1300

  
 Pam DeRaaf, Co-Chair

  
 Lisa Potter, Co-Chair

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