

AGENDA

<p>Meeting Date: July 24, 2019, 10:00 am, 3rd floor Finance boardroom, Andrew Philipson Law Centre</p> <p>Attendees: Joanne Flinn, Kim Matuschewski, Sheri Blaker, Andrew Hyde, Jennifer Kozmen, Carrie Stahl, Ingrid Arboine and Joanne Green</p> <p>Regrets: Shannon Pearson</p>				
Agenda Item Number	Issue/ Discussion	Recommendation and Actions	Member Assigned for Follow-Up:	Completion Date
1.	Call to Order:			
2.	Adoption of Agenda – <u>Call for additions:</u>			
3.	Adoption of Minutes: of June 19 th minutes & call for additions or amendments:			
4.	<p>Old Business – enter any action item or business carrying over from the last meeting:</p> <p>4.1 Naloxone training – Sessions with Holly Winter, the Opioid Prevention coordinator for YG, were successful and there is a waiting list of more that want to take it.</p> <p>4.2 Near miss (?) in PGT – discussion about procedure; clarification/definition of near miss/ incidents. There are multiple sites and various forms required. Communications to prepare and send something out</p>	<p>4.1 Andrew to speak to Holly Winter again to line up more session dates early to mid June .</p> <p>4.2 There are multiple sites and various forms required. Communications to prepare and send something out</p>	<p>4.2 Carrie/Ingrid – will remind people what forms to fill out and how to</p>	<p>4.1 Ongoing</p> <p>4.2 Deferred</p>

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	<p>4.3 Incident in storage room on April 5/19. - PGT staff member was about to come out of door when a box of brooms and shovels fell on them.</p> <p>4.4 Health & Safety Implementation Committee Implementation Safety Sub-Committee meeting: - Carrie reported there is a plan to look into a software notification that would warn staff in a much faster way than through an all staff e-mail.</p> <p>4.5 Safety Warden training – refresher and for new</p> <p>4.6 <small>Personal_Info</small> has heat issues - and asked what the possible solutions are for dealing with intoxicated people coming in off the street into office not that door are not locked.</p> <p>4.7 Electronic signatures & eliminating the redundancy of inspections process. <i>With electronic signatures we'd eliminate the need for paper copies that get an inked signature and are then scanned.</i></p> <p>4.8 Karen Branigan, Manager of Workers' Advocate Office asked Jennifer to bring up some of their concerns:</p> <ul style="list-style-type: none"> a) What are some recommendations for structure of emergency preparedness practices in a mixed government and commercial lease building with no smoke or CO monitors, alarms or sprinklers? b) What are some recommendations for a building protocol to ensure everyone is informed when, for example as in a recent event, a compressor starts smoking in the hallway. Right now there is no way to know when and if they need to evacuate. 	<p>4.3 <i>Hazardous items need to be moved.</i></p> <p>4.4 <i>Carrie to follow up</i></p> <p>4.5</p> <p>4.6 Carrie</p> <p>4.7 Review process and find how to get electronic signatures</p>	<p>4.3 Carrie</p> <p>4.4 Carrie</p> <p>4.6 Carrie</p>	<p>4.3 Deferred</p> <p>4.4 Deferred</p> <p>4.5 Deferred</p> <p>4.6 Deferred</p> <p>4.7 Deferred</p> <p>4.8 Deferred</p>
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5.	<p>Standing Items:</p> <p>5.1 Worksite Inspections Old Items:</p> <p>New Items:</p> <p>a) Fire Extinguishers in Ajoy's Office and 3rd Floor Foyer were labelled as service required</p> <p>b) Bookshelf needing securing in legal services by Damien's desk</p> <p>5.2 First Aid/ Injury Reports & Incident/Near Miss Reports New Items: Old Items:</p> <p>5.3 Coroner's Office Updates <i>- When available Jennifer Kozmen will provide updates.</i></p> <p>5.4 H&S Items for Department Newsletter</p> <p>1. Reminder to supervisors re: dismissal of staff during power outage <i>-This issue has been raised with Ian Pollard who will bring to Management Committee</i></p>		<p>5.1 (a & b) Carrie</p> <p>5.3 Jennifer</p> <p>5.4 Ingrid</p>	<p>5.1 (a & b) Deferred</p> <p>5.4 Deferred</p>
6.	<p>New Business:</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>			

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7.	Next Meeting: <u>Aug. 8, 2019 at 2:00pm</u> , 3rd Floor FSAR Boardroom			
8.	Meeting Adjourned: <u> </u> pm			
9.	<i>Approved/ signed minutes are submitted to Shannon Pearson. A hard copy to be posted on the Health and Safety bulletin board (located in the APLC staff lunch room – 2nd floor).</i>			

In our opinion, the above is an accurate record of this meeting

Signature of both Co-Chairs is required

(Co-Chair – Employee Representative)

(Co-Chair – Employer Representative)

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<p>Meeting Date: July 24, 2019, 10:00 am, 3rd floor Finance boardroom, Andrew Philipsen Law Centre</p> <p>Attendees: Joanne Flinn, Sheri Blaker, Ingrid Arboine, Kim Matuschewski, Andrew Hyde, Carrie Stahl, Joanne Green & Jennifer Kozmen.</p> <p>Regrets: Shannon Pearson,</p>				
Agenda Item Number	Issue/ Discussion	Recommendation and Actions	Member Assigned for Follow-Up:	Completion Date
1.	Call to Order:			
2.	Adoption of Agenda – <u>Call for additions:</u>			
3.	Adoption of Minutes: of May 16 th minutes & call for additions or amendments:			
4.	<p>Old Business – enter any action item or business carrying over from the last meeting:</p> <p>4.1 Naloxone training – Sessions with Holly Winter, the Opioid Prevention coordinator for YG, were successful and there is a waiting list of more that want to take it.</p> <p>4.2 Near miss (?) in PGT – discussion about procedure; clarification/definition of near miss/ incidents. There are multiple sites and various forms required. Communications to prepare and send something out</p>	<p>4.1 Andrew to speak to Holly Winter again to line up more session dates for the fall</p> <p>4.2 Ingrid will look into moving the online forms so they are more accessible. Also will send out a new reminder to people on reporting incidents and how to.</p>	4.2 Ingrid	4.1 Ongoing

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	<p>4.3 Health & Safety Implementation Committee Implementation Safety Sub-Committee meeting: - Carrie reported there is a plan to look into a software notification that would warn staff in a much faster way than through an all staff e-mail.</p> <p>4.4 Safety Warden training – refresher and for new</p> <p>4.5 a) Personal_Info has heat issues and b) asked what the possible solutions are for dealing with intoxicated people coming in off the street into office not that door are not locked.</p> <p>4.6 Electronic signatures & eliminating the redundancy of inspections process. With electronic signatures we'd eliminate the need for paper copies that get an inked signature and are then scanned.</p> <p>4.7 Karen Branigan, Manager of Workers' Advocate Office asked Jennifer to bring up some of their concerns:</p> <p>a) What are some recommendations for structure of emergency preparedness practices in a mixed government and commercial lease building with no smoke or CO monitors, alarms or sprinklers?</p> <p>b) What are some recommendations for a building protocol to ensure everyone is informed when, for example as in a recent event, a compressor starts smoking in the hallway. Right now there is no way to know when and if they need to evacuate.</p>	<p>4.3 Carrie to follow up by the end of September</p> <p>4.4 Carrie to organize for Oct.</p> <p>4.5 a) Carrie to contact HPW Realty 4.5 b) Joanne to contact WCB re advice and to look into a locked door with a buzzer or a possible split door setup.</p> <p>4.6 Carrie to contact H & S to do a training program for committee members to enter their own inspections online</p> <p>4.7 a) Carrie has ordered CO and Smoke detectors</p> <p>4.7 b) Karen is going to find contacts from each co-tenant in order to set up an evacuation plan.</p>	<p>4.3 Carrie</p> <p>4.4 Carrie</p> <p>4.5 a) Carrie 4.5 b) Joanne Green</p> <p>4.6 Carrie</p> <p>4.7 a) Carrie</p> <p>4.7 b) Karen/Carrie</p>	
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5.	<p>Standing Items:</p> <p>5.1 Worksite Inspections Old Items:</p> <p>New Items: a) Fire Extinguishers in Ajoy's Office b) Bookshelf needing securing in legal services by Damien's desk</p> <p>5.2 First Aid/ Injury Reports & Incident/Near Miss Reports New Items: Old Items:</p> <p>5.3 Coroner's Office Updates - When available Jennifer Kozmen will provide updates.</p> <p>5.4 H&S Items for Department Newsletter a) Reminder to supervisors re: dismissal of staff during power outage</p>	<p>5.1 a) Carrie 5.1 b) Carrie</p> <p>5.3 Jennifer will report as needed</p> <p>5.4.a) -Ingrid will bring this issue to a Management Committee meeting</p>	<p>5.1 (a & b) Carrie</p> <p>5.3 Jennifer</p> <p>5.4 Ingrid</p>	<p>5.3 Ongoing</p>
6.	<p>New Business:</p> <p>6.1</p> <p>6.2</p>			

MINUTES

7.	Next Meeting: <u>August 21, 2019 at 2:00pm</u> , 3rd Floor FSAR Boardroom			
8.	Meeting Adjourned: <u>10:56 pm</u>			
9.	<i>Approved/ signed minutes are submitted to Shannon Pearson. A hard copy to be posted on the Health and Safety bulletin board (located in the APLC staff lunch room – 2nd floor).</i>			

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