

Vision: People with developmental disabilities live their best life.

Mission: CLGW connects people with disabilities with opportunities for them to realize their goals.

Values: Nurture Potential – Respect Uniqueness – Uphold Accountability – Pursue Excellence

Attendees: Cheryl Bourque-Turner, Jodie Lind, Meigan Tindall, Joan Beauregard, Sandra Livingstone, Sandra MacDonald, Preet Kohli, Jason Thornton

Regrets: Michele Williams McNeil, Mary-Lynne HamblyZeinstra, Cindy Moir, Rodrigo Arango

Chair: Cheryl Bourque-Turner

Recorded by: Jodie Lind

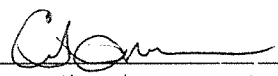
	AGENDA ITEM	MINUTES
1.	Call to Order	o 1:38 pm
2.	Approval of Agenda	o approved
3.	Approval of Previous Minutes: (Mtg #186 dated May 8, 2024)	o approved
4.	Business Arising from Previous Minutes	
162.1	COVID-19 Process for JHSC and IPAC -ongoing-update	<ul style="list-style-type: none"> o Laundry/fabric softener update – Going forward, CLGW will no longer be using the laundry system that require holes being drilled into the machines. To use up the laundry detergent from that system, staff will be needing to create their own 2L container of detergent. There were concerns brought up regarding the pouring from original containers to make the 2L container. Other sites are using pre-mixed detergent. Committee to do some investigating regarding the new system. A list will be compiled of what system each site is using. If sites are having difficulty with the Alpine system (those that are using the one-shot system), Alpine will be called into try and fix it. o Where are we at with SDS and product inventory being on-line - all SDS will be put into a folder on the H&S tab once the completed list is provided. Once folder has been uploaded to the H&S tab, all sites will be informed
163.7	Violence in the Workplace Surveys	o All have been reviewed by supervisors and will be sent out to committee members to summarize and look for trends. A meeting on August 21, 2024 has been set to review all findings with the committee.
184.5	Goals for 2024	<ul style="list-style-type: none"> o Pest Control policy - still in draft o Psychosocial H & S committee – update on first meeting – a summary of the first meeting was given to committee members. o Safe Food Handling Policy Updates – still in progress

181.4	Health & Safety Awareness weeks	<ul style="list-style-type: none"> o Healthy Workplace Month for October 2024 – what are thoughts/ideas for activities – there will be an activity once a week for this month. Committee members to bring ideas to the next meeting o Site Rep Training – October 9 and October 23 – agenda ideas – some ideas were discussed. Agenda to be confirmed at next meeting and sent to Reps prior to the training dates. A “Save the Date” memo will be sent to reps by JHSC members for their sites.
183.1	Policy Review for 2024	<ul style="list-style-type: none"> o May 2024 G160 Workplace Harassment/Violence, G270 Right to Refuse, G300 Weapons – all were deferred to the next meeting o July 2024 G150 Accident/Injury G195 Mask Optional – deferred to the next meeting
185.2	Lift Checklist Forms	<ul style="list-style-type: none"> o Have been uploaded into Forms on the intranet
185.3	Monthly Inspection Form SA14 update	<ul style="list-style-type: none"> o Discussion around adding VIWP/Hazard Reports/Accident and Injury reports - has it been added to inspections – there will be a spot under where the DSS signs on the monthly inspection form (SA14) to record any VIWP/Hazard Reports/Accident and Injury Reports that has been submitted since last inspection. o There was some discussion if the Service Manager’s signature was needed on the inspections. Consensus at this time was that it will stay status quo.
184.4	Normalizing Risk Behaviors	<ul style="list-style-type: none"> o Discussion around the need for a document for DSPs on when to fill out appropriate reporting documents (VIWP, Behaviour Reports etc). Another document will be developed to outline who the forms are to go to (ie. Manager, JHSC etc.) These documents are to be use for education and clarity purposes.
186.1	Smoking on sites - Policy D830	<ul style="list-style-type: none"> o Where should it be placed under Polices - Committee to look at policy to see if there are any changes that maybe needed. Once changes have been made, there will be a recommendation forward to Senior Management to have it moved to Health and Safety Policies
186.2	Risk Assessments at a Site(s)	<ul style="list-style-type: none"> o Follow-up/discussion - There have been site where JSHC members have gone in and completed risk assessments. JHSC members to draft a formal form to be used when completing risk assessments. Target date for the draft to be presented to committee is January 2025.
5.	New Business	
187.1	MOL Visits – updates/any follow-ups	<ul style="list-style-type: none"> o There has been visits to some sites by the MOL o A spreadsheet will be created so JHSC can keep track of inspections/non-compliance issues when pertaining to Health and safety. MOL reports will also be uploaded onto SharePoint
187.2	Psychological Health and Safety Committee	<ul style="list-style-type: none"> o This will a standing item on meeting minutes going forward with its section. It is still a Goal for 2024
187.3	Vehicle Circle Check form SA07	<ul style="list-style-type: none"> o A clarification question was brought forth to the committee regarding Vehicle Circle Check Forms and

		"emergency equipment." The form will be updated with seat belt cutter and window breaker added/
6.	Monthly Inspections and Inspections Concerns	<ul style="list-style-type: none"> o Eye Wash Stations – discussion around are they in the best place - MOL has approved where most eye wash stations are situated. Instructions on how to properly use the eye wash stations will be laminated and sent to sites to post near the BETCO systems. o Eye Wash Instructions/Sign off that you read the instructions will be added to HR36 (Program Training and Orientation) o A concern was brought forth on who is responsible to ensure there are no expired PPEs at sites. It will be added to SA14 form and to be signed off each month by Site Reps.
7.	Workplace Accident & Injury Reports Hazard Reports Violence in the Workplace Reports Review of Data	<ul style="list-style-type: none"> o All reports are from May 10 to July 11, 2024 <ul style="list-style-type: none"> - Workplace Accident & Injury Reports - - VIWP – 20 - Hazard Reports - o There will be one site that will receive site specific training for NCI
8.	Review of Rep List	<ul style="list-style-type: none"> o Site Reps asked to ensure all is correct.
9.	Other Business/Info	
10.	Adjournment	<ul style="list-style-type: none"> o 4:10 pm

Next Meeting: Wednesday Sept 11, 2024, 1:30 – 4pm - Microsoft Teams
Chair- Cheryl Bourque-Turner Minutes – Meigan Tindall


Co- Chair – Jodie Lind


Co-Chair – Cheryl Bourque-Turner