

*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: Michele Williams, Joan Beauregard, Jodie Lind, Sandra Livingstone, Amber O'Brien, Sandra MacDonald, Preet Kohli, Meigan Tindall, Mary-Lynne Hambly Zeinstra, Cheryl Bourque-Turner, Shannon Cousineau, Angela Korn

Regrets:


Chair: Cheryl Bourque-Turner

Recorded by: Michele Williams

	AGENDA ITEM	MINUTES
1.	Call to Order	<ul style="list-style-type: none"> <li>o 1:42pm</li> </ul>
2.	Approval of Agenda	<ul style="list-style-type: none"> <li>o Addition: Questions about Modified</li> </ul>
3.	Approval of Previous Minutes: (Mtg #189, Nov 13, 2024)	<ul style="list-style-type: none"> <li>o Approved</li> </ul>
4.	Business Arising from Previous Minutes	
162.1	COVID-19 Process for JHSC and IPAC -ongoing-update	<ul style="list-style-type: none"> <li>o Email with updated IPAC Preventative Measures dated Dec 23, 2024 was sent out. This info will be updated on CLGW home page</li> <li>o Short term committee will be developed to discuss all household cleaning products and laundry soap; will be asking for input from supervisors and DSP's using the products at the sites likely in the form of a survey; will also include looking at Vendor of Record Group for savings on cost of purchasing</li> <li>o Furnace filters to be changed out every 6 months, need to update SA14 inspection form to reflect this. When doing inspection put date of last change and be aware when 6 months change is needed. Need to formalize process for ordering a new filter.</li> </ul>
163.7	Violence in the Workplace Surveys for 2024	<ul style="list-style-type: none"> <li>o Additions and updates added to survey</li> <li>o To be sent out to all employees in Feb 2025 – asking questions related to the year of 2024 with mandatory completion by all</li> </ul>
184.5	Goals for 2024	<ul style="list-style-type: none"> <li>o Pest Control policy -ongoing into 2025</li> <li>o Psychological H &amp; S committee-completed</li> <li>o Safe Food Handling Policy Updates -ongoing</li> </ul>
181.4	Health & Safety Awareness weeks	<ul style="list-style-type: none"> <li>o Site Rep Training – to be held in October 2025</li> </ul>
183.1	Policy Review for 2025	<ul style="list-style-type: none"> <li>o G140 - completed</li> <li>o G290 deferred to next meeting</li> </ul> <p>A reminder to be wearing appropriate footwear for all conditions inside and outside</p>
186.1	Smoking on sites - Policy D830	<ul style="list-style-type: none"> <li>o Deferred to next meeting</li> </ul>

186.2	Risk Assessments at a Site(s)	<ul style="list-style-type: none"> <li>o Samples are being reviewed by a few members to be brought back to this committee for feedback. Also need to develop policy and procedure for this. Will develop forms to be used annually with PWS and in the case of moves to another site. Recommendations will be presented to service and SLT.</li> </ul>
187.2	Psychological Health and Safety Committee	<ul style="list-style-type: none"> <li>o Thanks to everyone who filled out the survey that was sent out in Nov 2024. Committee will be reviewing results at the Feb 2025 meeting with the third party company that has been assisting.</li> </ul>
188.1	Short Staffing at Sites/Had to Stay	<ul style="list-style-type: none"> <li>o Suggestions were discussed and was emailed to all committee members to review. Need to formalize a document to share with management. This will help with guidelines around when DSPs are forced to stay on shift.</li> </ul>
5.	New Business	
190.1	Goals for 2025	<ul style="list-style-type: none"> <li>o Pest Management Policy</li> <li>o Safe Food Handling Policy and training</li> <li>o Updating forms and policies related to use of CLGW vehicles</li> </ul>
6.	Monthly Inspections and Inspections Concerns	<ul style="list-style-type: none"> <li>o Concerns and questions brought forward about modified sites and H&amp;S requirements. In some cases DSPs go between many sites. Will get clarification and discuss at next meeting.</li> <li>o North sites concerned about snow removal. New contractor hired for this.</li> </ul>
7.	Workplace Accident & Injury Reports Hazard Reports Violence in the Workplace Reports Critical Injury Review of Data	<p>2 – both relating to slips on ice – one on a ramp, one in a parking lot 0 - hazard reports 18 – violence in the workplace reports 1 – critical injury – from slip on ice on ramp</p> <ul style="list-style-type: none"> <li>o Next meeting to look at all data from 2024</li> </ul>
8.	Review of Rep List	<ul style="list-style-type: none"> <li>o Several updates of reps being worked on</li> <li>o Will be sent out by end of January</li> </ul>
9.	Other Business/Info	<ul style="list-style-type: none"> <li>o Reminder to all to be super careful outdoors on ice and snow – wear proper footwear, be diligent about shovelling and putting down salt</li> </ul>
10.	Adjournment	<ul style="list-style-type: none"> <li>o 4:00pm</li> </ul>

Next Meeting: Wednesday March 19, 2025 1:30 – 4pm – Fergus Conference Room and Teams  
Chair- Jodie Lind Minutes – Joan Beauregard

  
Co Chair – Jodie Lind

  
Co Chair – Cheryl Bourque-Turner