

*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:** Joan Beauregard, Jodie Lind, Sandra Livingstone, Michele Williams McNeil, Amber O’Brien, Sandra MacDonald, Shannon Cousineau, Cheryl Bourque-Turner

**Regrets:** Preet Kohli, Meigan Tindall, Mary-Lynne HamblyZeinstra

**Chair:** Jodie Lind

**Recorded by:** Amber O’Brien

	AGENDA ITEM	MINUTES
1.	Call to Order	o 1:36 pm
2.	Approval of Agenda	o Approved
3.	Approval of Previous Minutes: (Mtg #188, Sept 11, 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"> <li>o Laundry/fabric softener update – evaluating pros and cons of current products being used at each site; exploring options for other products, looking at Vendor Record companies as this usually helps with getting products at a more competitive cheaper price</li> <li>o Cleaning - SDS sheets online on H&amp;S tab – will wait to see if products are being switched, then will be added to the tab at that time</li> <li>o Furnace filter update – new filters are being delivered and installed to each site by maintenance, filters won’t need to be changed so often, will need to update SA14 form</li> </ul>
163.7	Violence in the Workplace Surveys	<ul style="list-style-type: none"> <li>o 2023 – action items – needs more follow up, still confusion about ABC’s vs BSP’s; update EAP poster and HR to put out info about options of having an online appt or in person appts; email out by HR re: RBC forms and coverage in case of an accident at work</li> <li>o 2024 – to be sent out in Jan 2025 – committee will review the survey in Jan and send out by month end to all CLGW employees</li> </ul>
184.5	Goals for 2024	<ul style="list-style-type: none"> <li>o Pest Control policy – in draft</li> <li>o Creation of Psychological H &amp; S committee - completed</li> <li>o Safe Food Handling Policy Updates – being worked on, carry forward goal to 2025</li> </ul>

181.4	Health & Safety Awareness weeks	<ul style="list-style-type: none"> <li>○ Healthy Workplace Month for October 2024</li> <li>○ Site Rep Training – October 9 and October 23 <ul style="list-style-type: none"> <li>○ Update to circle check form to be done</li> <li>○ Fire drills to be done by all shifts at the site</li> <li>○ Fire safety plans – follow up and training to be done at in person team meetings starting in 2025, opportunity for discussion and asking questions as to specific responsibility of DSP’s working at that site in the event of a fire</li> <li>○ Discussion about training and information on respect, bullying, anger management, gossip</li> <li>○ What PPE to use when assisting PWS in the shower</li> <li>○ Back up site info and what it means to be a back up site – create info on this</li> </ul> </li> </ul>
183.1	Policy Review for 2024	<ul style="list-style-type: none"> <li>○ G140 (Workplace Inspections) – deferred to Jan</li> <li>○ G290 (Footwear) – deferred to Jan</li> </ul>
184.4	Normalizing Risk Behaviors	<ul style="list-style-type: none"> <li>○ review of ABC vs Behavior Report and when to fill out Violence in the workplace form – send them out to all, put on resource tab for future reference</li> </ul>
186.1	Smoking on sites - Policy D830	<ul style="list-style-type: none"> <li>○ Two members to look at and make recommendations, then it will be taken to SLT for approval</li> </ul>
186.2	Risk Assessments at a Site(s)	<ul style="list-style-type: none"> <li>○ To be reviewed Jan 2025</li> </ul>
187.2	Psychological Health and Safety Committee	<ul style="list-style-type: none"> <li>○ Survey went live – encourage everyone to fill out so there is data for creating goals and a work plan</li> </ul>
188.1	Short Staffing at Sites/had to stay	<ul style="list-style-type: none"> <li>○ 2 members to bring back to Jan meeting re: how to support DSP needs in these scenarios</li> </ul>
5.	New Business	
189.1	Meeting dates for 2025 and assign minute takers	<ul style="list-style-type: none"> <li>○ Completed and meeting invites sent to all</li> </ul>
189.2	Welcome to new members	<ul style="list-style-type: none"> <li>○ Updated member list to be sent to sites with meeting minutes and also uploaded to H&amp;S tab on the home page</li> </ul>
189.3	Fire Safety Plans / Sprinkler Systems	<ul style="list-style-type: none"> <li>○ Training of employees – explore use of video’s</li> <li>○ Sprinkler systems/checking individual smoke detectors</li> <li>○ Onboarding for new hires – being reviewed in Jan</li> </ul>
189.4	CUPE H&S conference	<ul style="list-style-type: none"> <li>○ Info from those who attended</li> </ul>
189.5	Assign Policy Reviews for 2025	<ul style="list-style-type: none"> <li>○ Co-chair to update list of policies for review in Jan and list will be sent to members</li> </ul>
6.	Monthly Inspections and Inspections Concerns	
7.	Workplace Accident & Injury Reports Hazard Reports Violence in the Workplace Reports Review of Data	<p>3 0 19</p> <ul style="list-style-type: none"> <li>○ Going to add BSP column to Sharepoint info so we can see if sites have BSP in place for violence in the workplace summaries</li> </ul>

8.	Review of Rep List	o updated
9.	Other Business/Info	o PWS moves – a lot of them happened over the course of this fall, discussion re: is there a place for JHSC to support DSP's in the process?
10.	Adjournment	

Next Meeting: Wednesday Jan 8, 2025 1:30 – 4pm - Microsoft Teams  
 Chair- Cheryl Bourque-Turner Minutes – Joan Beauregard

*Jodie Lind*  
 Co-Chair *Jodie Lind*

*Cheryl Bourque-Turner*  
 Co-Chair - Cheryl Bourque-Turner