

*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:** Shannon Cousineau, Sandra MacDonald, Sandra Livingstone, Jodie Lind, Cheryl Bourque-Turner, Meigan Tindall, Mary-Lynne HamblyZeinstra, Michele Williams McNeil, Joan Beauregard, Angela Korn

**Regrets:** Preet Kohli

**Chair:** Jodie Lind


**Recorded by:** Joan Beauregard

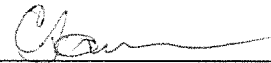
	AGENDA ITEM	MINUTES
1.	Call to Order	o 1:05pm
2.	Approval of Agenda	
3.	Approval of Previous Minutes: (Mtg #190, Jan 8, 2025)	o approved
4.	Business Arising from Previous Minutes	
162.1	COVID-19 Process for JHSC and IPAC -ongoing-update	<ul style="list-style-type: none"> <li>o Household Cleaning Short-Term Committee has been formed, they have had a couple of meetings, waiting for updates</li> <li>o Process for ordering new furnace filters – not all sites have the new filters, some have had for almost 6 months and time for replacement, process being developed for how and when to order another filter for your site</li> <li>o Ministry has moved to a Test to Treat model and RAT tests are no longer being provided to agencies that don't have medical professionals on staff to treat for Covid. DSPs should not report to work if they are ill. Return to work is 24 after symptoms are improving or 48 hours for gastrointestinal symptoms</li> </ul>
163.7	Violence in the Workplace Surveys 2024	<ul style="list-style-type: none"> <li>o Will go out to supervisors in April</li> <li>o H&amp;S committee will be reviewing at the next meeting</li> <li>o Pivot tables of some results have been shared with this committee</li> </ul>
181.4	Health & Safety Awareness weeks	<ul style="list-style-type: none"> <li>o Healthy Workplace Month for October 2025 – planning ideas for this week</li> <li>o Site Rep Training - October 2025– agenda ideas to be generated</li> </ul>
183.1	Policy Review for 2024	o G290 footwear – a few updates to be done
186.1	Smoking on sites - Policy D830	o Should it be under HR or HS? This policy applies to both PWS and employees

186.2	Risk Assessments at a Site(s)	<ul style="list-style-type: none"> <li>o More work to be done on this by the subcommittee. Need to make recommendation to SLT re: policy and forms to use – to be discussed further at next meeting</li> </ul>
187.2	Psychological Health and Safety Committee	<ul style="list-style-type: none"> <li>o Have met once since survey has been reviewed with outside consultant, brainstorming ideas and making action plan and goals</li> <li>o Will send out email communication of trends and findings</li> </ul>
188.1	Short Staffing at Sites/Had to Stay	<ul style="list-style-type: none"> <li>o deferred</li> </ul>
5.	New Business	
190.1	Goals for 2025	<ul style="list-style-type: none"> <li>o Pest Management</li> <li>o Safe Food Handling and Training – Nutrition student through UofG has done some work, will review with a subcommittee working on this goal</li> <li>o Updating vehicle inspection forms – sent out to committee for feedback</li> </ul>
190.2	Policy Review 2025	<ul style="list-style-type: none"> <li>o G260 – Distracted Driving defer</li> </ul>
191.3	H&S Onboarding presentation for new hires	<ul style="list-style-type: none"> <li>o What are important elements we want to make sure are covered in H&amp;S onboarding PowerPoint presentation? Committee to review what is currently being used and give feedback for updating</li> </ul>
191.4	Pets in vehicle	<ul style="list-style-type: none"> <li>o This has come up as an issue; supervisors should take concerns to Resource Manager to deal with individual circumstances that arise</li> </ul>
191.5	Lifts policy G170	<ul style="list-style-type: none"> <li>o Need to make sure DSP's get lift training regarding equipment and specific needs of PWS at each site</li> <li>o One committee member is researching how this should be handled across the agency.</li> <li>o Committee will also review the policy to see if there are any suggested updates</li> </ul>
6.	Monthly Inspections and Inspections Concerns	<ul style="list-style-type: none"> <li>o Question re: taking water temps at rental buildings where we have no control over the temp of the hot water. Need to email QAM to get clarification.</li> <li>o JHSC members will follow up with supervisors if they see the monthly form has same issue from previous month</li> <li>o Building and Vehicle Manager will follow up with fire safety company re: emergency lights and fire extinguishers as annual inspections are being done and deficiencies noted</li> <li>o Few updates needed to monthly inspection form – will send out to members for input then will be updated online. Site reps please get current form online each month</li> </ul>
7.	Workplace Accident & Injury Reports Hazard Reports Violence in the Workplace Reports Critical Injury	<ul style="list-style-type: none"> <li>o Accident/Injury Reports - Repetitive strain, slip trip fall and fall on stairs</li> <li>o Hazard Report – 0</li> <li>o Violence in Workplace- 7 since last meeting</li> </ul>

	Review of Data	o Critical injury - 0
8.	Review of Rep List	o Updates made, updated copy to be sent out end of March to all sites
9.	Other Business/Info	
10.	Adjournment	o 4:01 pm

Next Meeting: Wednesday May 14, 2025 1:30 – 4pm - Microsoft Teams  
Chair- Cheryl Bourque-Turner Minutes – Sandra Livingstone

  
Co Chair – Jodie Lind

  
Co Chair – Cheryl Bourque- Turner