

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

**South Region
Dec 22, 2005**

Present:

Sarah Blake Faith Smith
Sandra McGrath
Lana Bulger
Corrina Smith
Shannon Pavan

Recorder(s): Sandra McGrath

Chair: Sarah Blake

Regrets: Gwenn Broomfield, Kim Clark, Julie Clark, Deb Loeffler, Marg Howe, Linda Morrelli, Denise Peterson

cc: Julie Clark (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

1.0 *Approval of the Agenda*

The agenda was approved with the following additions: Mold Handout given out for all health and safety members-important to let supervisor know if cleaning up mold and how it was cleaned. Important staff do not clean large amounts. Ensure to document in hazard control document if mold a problem or if mold was cleaned.

2.0 **Review the Previous Minutes / Business Arising from Minutes**

-

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Review of 'Regional Health and Safety Meeting Minutes'	<ul style="list-style-type: none"> ➤ Edmonton- Kim can look into having stress workshop if materials are available ➤ Edmonton discussed that all clients who need mobility assistance MUST have written safety procedures. As well as needing a list of clients with whom this applies we need clarification from Edmonton of 'written safety procedure' ➤ Edmonton's review of hazard control document-clarification as to why wheelchair inspections would be removed with wheelchair use, and hoist checklist would be removed with mechanical lifts ➤ Grande Prairie –N/A ➤ Calgary – Has ice warnings posted at office and resource center, Nanton office must do the same. 	<ul style="list-style-type: none"> ➤ Kim speak to Bonnie ➤ Make list of clients ➤ Get sample safety procedure from Gord ➤ Clarify with Gord ➤ Make signs to post 	<p>Kim Coordinators/ Julie</p> <p>Julie/Gord</p> <p>Sarah</p>	
3.2 Evaluation of current injuries and near misses	<p>Blairmore Nov.16/05-staff with WCB time lost claim back at work with normal duties with some revisions at post office job. Back to work Dec.19/05.</p> <p><u>Near Miss</u></p> <p>-CI from contractor who picked up client from a bar</p>	<p>None</p> <p>None</p>		

--	--	--	--

the action plan for the COR Audit recommendations	recommendations (increase follow-up and closure)			
<p>3.5 A) Review of completed Environmental Quality Audits and Random Inspection Audits</p> <p>B) Review of completed 'Follow Up Site visits' by Health and Safety Committee members.</p>	<p>➤ EQA's all up to date</p> <p>➤ RI's :None that need follow up in Lethbridge</p> <p>In Nanton: 1.DM-issues with electrical and doors (follow up with landlord)</p> <p>2. JB-extinguisher needs to be certified</p> <p>3. Office (Nanton)-needs bimonthly checklist done, needs new blinds/window coverings, needs light cover and salt (Lethbridge)- SP needs ergo checklist, Sarah and Sandra needs new chairs</p> <p>From last month: RN-now has battery for smoke detector, RD-no monitoring yet, Nanton home-PRN boxes installed and all documentation filed, LW-new contractor home</p>	None Coordinators		
4.0 New Business				
<p>4.1 Handout on Policy 3.5.5</p>	<p>Committee reviewed Reporting/Recording (section B) in regards to WCB claims. Committee will be reviewing sections of this policy at each meeting in the future until completed. Next month: Follow-up of an employee injury or illness to be reviewed. February: Modified Work Duties & Investigation of the injury/incident</p>			

5.0 Next Meeting: January 19th, 2006 at 10:30