

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, January 5, 2010 at 10:30 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School Kim Aasen, Office Administrator	Arthur Bates, BCGEU, Careplan Consultant Tim Shearer, OA / First Aid Attendant
<b>Absent:</b>	Ken Moore, Director	Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse

Chair: Arthur Bates  
Recorder: Bates  
Standing Agenda:  
Approve Agenda  
Review Minutes  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of December 8, 2009	
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1 No Accident and Incident Report data for November or December. Arthur to enquire with Carol if any data, as one event did occur in December.	Arthur
3.2 Andy discussed preliminary report of study (initiated by Shelley West), which showed half of youth related events were at Crossroads, and a predominance of female injuries reported.	
4. Risk Management Issues	
4.1 Winter grounds/lighting check completed by Andy/Arthur. Andy reported outdoor lights were dim.	
4.2 Merrilyn reported staff reported parking lot at CATC was slippery on cold days. All staff are to call WSI when they notice salt is required.	

<p>4.3 Fire Drill bells at school is now s.15 Bartec confirmed to Marilyn this is a new system for schools that is less disruptive. After a few minutes the bells should be s.15</p> <p>4.4 Earthquake preparedness. Andy to follow up with Policy Committee. Andy presented an emergency booklet from Queens Printers. Arthur to research if a newer booklet is available.</p> <p>Marilyn to look into guest speaker on earthquake drills.</p>	<p>Arthur</p> <p>Marilyn</p>
<p>5. Training and Membership</p> <p>5.1 Fire Warden duties.</p> <p>A new Fire Warden will be delegated by Andy after s.22 leaves next month. Suggestion was given of Program Coordinators being Fire Wardens. s.22 identified responsibilities for Admin. staff in distribution of OSH minutes and drill notification. Thanks expressed to s.22 for past work.</p>	
<p>6. Other Business:</p> <p>6.1 Heat Problems at school now resolved, as well as in Medical Records. Noted Carol's office is on different system and vents are to be cleaned.</p> <p>7. Next Meeting Date:</p> <p><b>Tuesday, February 2, 2010 at 10:30hrs in Admin Conference room</b></p>	



Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Rose Lance, Dala
- Andy MacDonald, Coordinator of Response Services
- Kim Aasen, Business Administrator
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifrost (for posting)
- Eugene Semple, CCC, Crossroads
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, February 2<sup>nd</sup>, 2010 at 10:30 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, Careplan Consultant Tim Shearer, OA / First Aid Attendant Kim Aasen, Office Administrator
<b>Absent:</b>	Ken Moore, Director Andy MacDonald, Manager Response Serv.	Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse

Chair: Arthur Bates  
Recorder: Bates  
Standing Agenda:  
Approve Agenda  
Review Minutes  
Accident and Incident Reporting  
Risk Management / BMAC Issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of January 5 <sup>th</sup> , 2010	
2. Agenda developed and approved	
3. Accident and Incident Reporting  3.1 No Accident and Incident Report for January as the OSH admin support role for this committee has not yet been transferred from s.22  3.2 Some discussion on the absence of November/December Data which Arthur checked with Carol and appears true.	
4. Risk Management Issues  4.1 Winter grounds check report from Arthur that was done by Arthur and Andy. Lighting check remains to be done, Arthur completing School map for that purpose. Recommendation again to use glass as a cover material or compact fluorescents for brightness without heat.	

<p>4.2 Merrillyn reported on the Burnaby school district's emergency protocol easy flip reference guide. Seems much more professional than the old paper one that we had. Arthur interested and recommended to show to Andy.</p>	
<p>5. Training and Membership</p> <p>5.1 Fire Warden</p> <p>With <sup>s.22</sup> absence the committee was not yet clear if a new fire warden has been appointed. There had been discussion of using P.C.s. In the mean time back up wardens should be alerted to the drill next week.</p> <p>5.2 New school fire alarm sound:</p> <p><sup>s.15</sup></p>	
<p>6. Other Business:</p> <p>6.1 New Cleaning Contract. Kim reported to the committee that as of February 1<sup>st</sup>, there is a new company to do Maples cleaning. Maria from Vancouver Building Maintenance has taken over from Alpine. Maria's work on the units is appreciated so the hope is that cleaning in the school and admin will be better and so far this appears to be the case. A task schedule has not yet been circulated and we are not sure if the pool and weight room are covered.</p> <p>7. Next Meeting Date:</p> <p><b>Tuesday, March 9<sup>th</sup>, 2010 at 1100 hrs in Admin Conference room</b></p>	

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, May 11<sup>th</sup>, 2010 at 10:30 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Careplan Consultant Tim Shearer, OA / First Aid Attendant
<b>Absent:</b>	Ken Moore, Director	Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse Kim Aasen, Office Administrator

Chair: Arthur Bates  
Recorder: Arthur Bates  
Guest: Debbie Picco

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of February 2 <sup>nd</sup> , 2010	
2. Agenda developed and approved	
3. Accident and Incident Reporting 3.1 Updated incident report distributed. 3.2 Reviewed data from March through April. All events direct service, all evening shift. 3 events aggression related. One event sig days lost (a sport event). 3.3 Andy provides a well done Case Study of an accident investigation from the fall; a slip on stairs. Involved re-enactment and evaluation of parameters. Thank you Andy. 3.4 Andy provides the group his year-end OSH summary that had been presented to PQI. Some edits remain to be done then will be appended to minutes. There is also the opportunity for OFAs to participate in biweekly meetings to update skills.	Andy



<p>4. Risk Management Issues</p> <p>4.1 Fire Drill: We evaluate today's fire drill. Seemed to go well, with exception of muster areas which needs refocus. Some staff needed to be reminded of the importance of fire drills. Andy will send out an e-mail to all staff to remind them of muster areas. Drill wardens will reinforce that message.</p> <p>4.2 Youths on roof: Debbie asked about youth(s) on roof, what is protocol. Discussed. Seems this question may have more to do with Nursing and may fit better in JSC as OSH relates to staff safety.</p> <p>4.3 Syringes: A question about found syringes. To be Brought forward (Andy left mtg)</p>	<p>Andy/Marshalls</p> <p>BF</p>
<p>5. Training and Membership</p> <p>5.1 OSH training: To be brought forward, meeting ran out of time.</p> <p>5.2 Earthquake preparedness: Andy reports that responsibility for this item has been moved from Jim Brown to Tim Sullivan who is currently working on this.</p> <p>5.3 Fire Warden Training: The committee heard that our new fire warden is asking if there is training for his new responsibilities. Has been directed to Policy as there is much written about the role there. But he may wish to discuss further with his supervisor.</p>	<p>Debbie</p>
<p>6. Other Business:</p> <p>6.1 New Cleaning Contract. Seems somewhat better, but soap dispensers in school still require a phone call to have filled.</p> <p>6.2 Second hand Smoke. To be brought forward as committee ran out of time.</p> <p>7. Next Meeting Date:</p> <p><b>To be announced</b></p>	<p>Debbie</p>

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, July 16<sup>th</sup> 2010 at 1400 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Careplan Consultant Tim Shearer, OA / First Aid Attendant Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse
<b>Absent:</b>	Ken Moore, Director	Kim Aasen, Office Administrator

Chair: Arthur Bates  
Recorder: Arthur Bates

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of May 11 <sup>th</sup> , 2010	
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1 Updated incident report distributed.	
3.2 Reviewed data from May through June. Only two events over these two months and none aggression related.	



<p>4. Risk Management Issues</p> <p>4.1 Fire Drill: We evaluate the fire drill that happened on Tuesday. Seemed to go okay. Staff from school needed reminders to muster between s.15 Cottage one staff seem to mull about in front of their cottage, their muster is also between s.15 Otherwise went well.</p> <p>4.2 Syringes: This was brought forward from before. Concerns protocol of what to do if syringes found on site (as found by school staff). Nurses best equipped to safely dispose of, but if needed to be moved, to safety do so. Raises general issue of communicating about usual events or concerns. General consensus of committee that finder/observer to alert on site leadership group of awareness of syringes, weapons, unusual people, etc.</p> <p>4.3 Emergency Contacting of units: As brought to the attention of this committee by a concerned staff. Andy distributes a well done report by Louise, Nicki and Stephen on emergency numbers for units (appended). Not well known, but each unit has an emergency number with a separate ringer. Not all systems working. An interim protocol established. Will revisit in August, hopefully fully operational by then.</p> <p>4.4 Grounds inspection follow up: There remains angle iron protruding from the ground west of walk way at CATC building. Had been reported before. Needs follow up.</p> <p>4.5 Old YDC: concern expressed about residents getting into old YDC building and/or building fires, etc. As this concerns residents to be brought to Clinical to forward to management.</p>	<p>Marshalls</p> <p>Andy</p> <p>Arthur</p> <p>Shelley</p>
<p>5. Training and Membership</p> <p>5.1 Earthquake preparedness Pamphlets: Tim provides some pamphlets in case of Earthquake. Committee recommends distribution to all work areas.</p> <p>5.2 Earthquake preparedness: An old item. Andy to contact Tim Sullivan about update on policy.</p> <p>5.3 Committee Membership: Time to consider committee membership. Debbie had attended temporarily. Arthur has contacted GEU and provided minutes, a new letter of appointment will be done every other November. Rose has letter of appointment.</p>	<p>Tim</p> <p>Andy</p>
<p>6. Other Business:</p> <p>6.1 Unit food cart ledge: A proposal put forward to committee for a ledge of some sort for the very heavy food cart that brings in fresh hot/cold foods. Weight strain the issue. As cart is the domain of transport group they should bring to their OSH.</p>	<p>Tim</p>

<p>6.2 Midnight safety and security: Issue of s.15</p> <p>Some discussion but as committee ran out of time to be brought forward.</p> <p>7. <b>Next Meeting Date:</b></p> <p>Tuesday August 31<sup>st</sup> at 1400hrs</p>	<p>Rose</p>
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## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Monday September, 20<sup>th</sup> 2010 at 1330hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Careplan Consultant Kim Aasen, Office Administrator Daniel Luoma, BCGEU, CCC
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC

Chair: Arthur Bates  
 Recorder: Arthur Bates

Standing Agenda:  
 Review Minutes  
 Approve Agenda  
 Accident and Incident Reporting  
 Risk Management / BMAC issues  
 Training and Membership  
 Other Business

	Action
1. Approved last minutes of July 16 <sup>th</sup> . August meeting did not have quorum	Approved
2. Agenda developed and approved	
3. Accident and Incident Reporting  3.1 Updated incident report distributed.  3.2 Reviewed data from July through August. The two Crossroads injuries in July were the same violence related event. The Response event was a trip and fall. Annual stats do not show significant difference between male/female injuries.	

<p>4. Risk Management Issues</p> <p>4.1 Grounds Inspection Follow up: Arthur reports that he did a survey of all of the items reported in the last Andy/Arthur grounds inspection and found a number of requests not yet fulfilled, so he will contact WSI and follow up.</p> <p>4.2 Emergency Contacting of units: Programme co-coordinators have developed a protocol for these emergency phones and repairs have been requested as needed. Andy to follow up on repair status. Daniel reports that at least one of the wireless emergency phones has been used for non emergency purposes and does not have call waiting. Obviously a problem. Daniel will check in on this use and report back. Daniel also suggests some form of practice with emergency phones. A good point that may get integrated into enhanced emergency practices (item 5.1)</p>	<p>Arthur</p> <p>Andy</p> <p>Daniel</p> <p>Arthur</p>
<p>5. Training and Membership</p> <p>5.1 Enhanced Emergency Preparedness &amp; Practice: Tim Sullivan has been asked by Ken to develop and implement a broad emergency practice protocol. Earthquakes, gas leaks and death on site. Arthur just doing an FYI to this committee that he is partnering with Tim on this.</p>	<p>Tim Sullivan Arthur</p>
<p>6. Other Business:</p> <p>6.1 Annual School Clean: Merrillyn reports that the annual school cleaning done by the contractor was indeed done and to a noticeable degree. Arthur reports the same about the Outreach room. Arthur will check with Susan about Psychology, but generally this is a very positive experience.</p> <p>6.2 Medical Records boxes: Tim had brought to the attention of Arthur and Andy that the boxes of client records are located above head height. This is a temporary measure until they are moved. Andy recommended a sign be posted about their weight and that a suitable stool be ordered to ensure safe movement of the boxes.</p>	<p>Merrilyn Arthur</p>

<b>7. Next Meeting Date:</b>  Tuesday October 12 <sup>th</sup> , 1300hrs	Kim
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## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday October, 12<sup>th</sup> 2010 at 1330hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Careplan Consultant Kim Aasen, Office Administrator
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Daniel Luoma, BCGEU, CCC

Chair: Arthur Bates  
Recorder: Arthur Bates

Guest: Tim Sullivan

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of September 20 <sup>th</sup>	Approved
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1 Updated incident report distributed.	
3.2 Reviewed data from September 5 staff reporting for 4 events none of them aggression related. While the committee in the past seemed confident of no male/female bias, the numbers do suggest this should be looked at again.	



<p>4. Risk Management Issues</p> <p>4.1 Fire drill: The committee reviewed this morning's fire drill. Marilyn expressed that the school doesn't yet have an animal welfare protocol to remove the animals from the school building. There were also three problems noted in today's drill; as Marilyn pointed out one cannot assume that what is routine practice will be passed along to new staff.</p> <p>a) Fire Warden announced it is okay to re-enter school building when in fact bell still ringing. Solution: Fire Warden to be instructed that only Fire Marshalls get this task as they need to silence bell first. Revise checklist sheet.</p> <p>b) Youth began to re-enter school building while fire bell still ringing. Solution: Ensure doors are locked.</p> <p>c) Admin building fire alarm did not silence when reset as key station left in the "on" position. Solution: Training for alarm activation</p> <p>4.2 Grounds Inspection Follow up: Arthur reported back to WSI some of the events not corrected in the grounds inspection. Follow up development will be reported to this committee.</p> <p>4.3 Emergency Contacting of units: Andy reported that TELUS has been contacted to repair the reported problems, but little seems to have been done since that time. Problem is in the hands of Barb Susheski who reported to TELUS. Worthy of a call back to TELUS to check status; problem dragging.</p>	<p>Andy to PCs</p> <p>Kim Marilyn/Arthur</p> <p>Kim</p> <p>Arthur</p> <p>Andy/Barb</p>
<p>5. Training and Membership</p> <p>5.1 Enhanced Emergency Preparedness &amp; Practice: Tim Sullivan presented to the Committee a more detailed picture of the process of developing a concretised plan for emergencies from existing policy. Currently the Maples has no 'functional capacity' as it has not practiced policy.</p> <p>In some respects, Tim and Arthur could be considered a working group of this committee and will report to this committee monthly. Next step is to seek management's approval and co-ordination of a team to begin table top exercises</p>	<p>Tim Sullivan Arthur</p>
<p>6. Other Business:</p> <p>6.1 No new business.</p>	

<p>7.     <b>Next Meeting Date:</b></p> <p>In an effort to facilitate line staff attendance, the next meeting date was done in review of the staff schedule: Tuesday November 2<sup>nd</sup>, 1400 to 1500 hours in the Maples Administration conference room. Overtime to allow attendance has been authorized for those members of the committee scheduled to work E or EI on that date.</p>	<p>Arthur/Kim</p>
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## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday November 2<sup>nd</sup>, 2010 at 1400hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant Kim Aasen, Office Administrator
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Daniel Luoma, BCGEU, CCC

Chair: Arthur Bates  
Recorder: Arthur Bates

Guest: Tim Sullivan

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Approved last minutes of October 12 <sup>th</sup> with some minor amendments for clarity.	Approved
2. Agenda developed and approved	
3. Accident and Incident Reporting  3.1 Updated incident report distributed.  3.2 Reviewed data from October. two events. both aggression related. s.79 (YCJA)  s.13	

<p>4. Risk Management Issues</p> <p>4.1 Fire drill: The next fire drill is next Tuesday. Marilyn will be away and Arthur may, pending current community meeting requests. Arthur to let Marilyn know at earliest notice.</p> <p>4.2 Grounds Inspection Follow up: Arthur has now had follow up from WSI on 3 events related to the grounds inspection report: The tree in front of Cottage One has been removed, the lock on the other side of the Dala airing court has been removed (apparently), and the emergency South exit from the pool cleared.</p> <p>4.3 Emergency Contacting of units: Andy reported that while the problem has not yet been fixed, both WSI and Barb are on top of it. It turns out that if the lines in question are digital they will be repaired by WSI and if analogue repaired by TELUS. Hopefully by our next meeting this task will have been completed.</p>	<p>Arthur</p> <p>Completed</p> <p>Andy/Barb</p>
<p>5. Training and Membership</p> <p>5.1 Enhanced Emergency Preparedness &amp; Practice: No further activity to report by this working group at this time.</p> <p>5.2 The BCGEU has taken it upon itself to scheduled its membership appointment to this committee every other year in November. Appointment will happen this November so GEU membership can expect a letter of appointment which will be shared with management.</p>	<p>Arthur</p>
<p>6. Other Business:</p> <p>6.1 Transport will be the ones to move the boxes for the pending medical records move.</p> <p>6.2) Andy will check with either Jamie or Jay on where the air intakes are for the CATC building</p> <p>7. <b>Next Meeting Date:</b></p> <p>Next date will be Thursday December 2<sup>nd</sup>, 2010</p>	<p>Andy</p>

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## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Thursday December, 2<sup>nd</sup>, 2010 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Daniel Luoma, BCGEU, CCC Kim Aasen, Office Administrator

Chair: Arthur Bates  
Recorder: Arthur Bates

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. November minutes currently in Draft form so not yet ready for approval will be for next meeting.	Arthur
2. Agenda developed and approved	Arthur
3. Accident and Incident Reporting	
3.1 Updated incident report distributed.	Arthur
3.2 Reviewed data for the month of November. Just one aggression related incident, but quite severe. At this point slightly more than a month of time loss. Some suggestion this staff may return to work soon.	Arthur/All



<p>4. Risk Management Issues</p> <p>4.1 WCB orders regarding tobacco smoke: The Maples has received orders from the WCB to address second hand tobacco smoke issue by December 10<sup>th</sup>. PCs have met on issue. Some talk of a complex wide ban on smoking, but that likely is problematic on a few fronts. One suggestion has been ground based markings outlining off limit area. Youth on site and staff on site are two separate components of this issue.</p> <p>4.2 Cottage 2 roof flood: The Cottage 2 roof flooded this last week due to accumulation of leaves. This precipitated water leakage first reported at 0400. Water leakage brought about a short that set off the fire alarm at 0930. Fire department attended. Roof potentially unsafe. Drained by fire department. WSI response an issue.</p> <p>4.3 Fire Drills: This last fire drill saw a repeat of the problem of the Fire Warden announcing to youth and staff that they may return to their building. School building still had alarm going. Fire Marshalls should be the only ones directing building staff.</p> <p>4.4 Emergency Contacting of units: Andy reported that Cross Roads external ringer functional. Response functional. Need to check with Dala then Andy will issue emergency numbers in an e-mail to staff and to Merrillyn.</p> <p>4.5 Tabling Shift work study: Arthur tables the UBC shift work study for discussion next time. Suggests we need to manage this risk; paper offers suggestions.</p>	<p>Andy</p> <p>Andy</p> <p>Arthur/Andy</p> <p>Andy</p> <p>Arthur/all</p>
<p>5. Training and Membership</p> <p>5.1 CPR Training: CPR Training has been under way this week.</p> <p>5.2 Defibrillator: The idea of the Maples acquiring a defibrillator first came to this committee several years ago. At that time some pricing was done and the idea faded. Arthur thought he would raise this suggestion again especially given the aging population of the Maples. Committee learned elements within the Maples have been pursuing this very goal. No word yet on the success of proposal to acquire.</p>	<p>FYI</p> <p>Arthur/Andy</p>
<p>6. Other Business:</p> <p>6.1 SFU Snow Outing: A recent school based outing to explore snow up on the SFU campus ran into transit difficulties related to snow leaving some youth and staff temporarily stranded. Merrillyn and others have extensively debriefed this. Seems that both a "person in charge" for the outing and a "go to" person at the Maples need to be identified ahead of time on an outing form.</p>	<p>Mostly complete</p>

<b>7. Next Meeting Date:</b>  Next date will be Tuesday January 11 <sup>th</sup> 1330hrs 2011	

## Local Occupational Health and Safety Committee MINUTES

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**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday January 11, 2012 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant Kim Aasen, Office Administrator
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Daniel Luoma, BCGEU, CCC

Chair: Arthur Bates  
Recorder: Arthur Bates

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Minutes from both November and December approved as written.	Concluded
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1 Updated incident report distributed.	Arthur
3.2 No accident or incident events reported for the month of December. Most likely due to the reduction in youth on complex and the commensurate reduction of staffing as well.	Arthur/All



<p>4. Risk Management Issues</p> <p>4.1 WCB orders regarding tobacco smoke: This appears concluded. Andy forwarded the Maples action plan to WCB and has not heard back so it would appear to be concluded.</p> <p>As a supplemental point to this, there was an Open Space conference on making the Maples a non-smoking site. Andy did attend this and gave a summary. In the end Jewels was asked to engage both the OSH committee and JSC in trying to pursue this. It does appear that more may be forth coming from this group.</p> <p>4.2 Cottage 2 roof flood: The slow response to this event appears related to a perception that the water level on the roof was not that deep.</p> <p>4.3 Fire Drills: A) today's fire drill ran smoothly. However B) there is a proposed trade between Fire Warden and Recycling coordinator. Such that Jim Friesen would become the Recycle guy and Keith Gagne the Fire Warden. This is being proposed for two reasons: Keith's work with recycling would benefit from using youth on site. Moving Fire Warden Responsibilities away from Rec (and thus possible youth entanglements) would offer a similar benefit. C) There is also talk of moving the fire drill to the afternoon instead of the morning. This committee has no objection to such a move.</p> <p>4.4 Emergency Contacting of units: Andy reports that the Dala external ringer is still not functional. Being followed up.</p> <p>4.5 Shift work study: Arthur provided a summary of the paper (distributed) and general discussion. Would be best to have policy on this and its recommendations regarding staff health and safety. A working group recommended. Perhaps an emergent group from one of the related Open Space conferences.</p>	<p>Concluded</p> <p>Concluded</p> <p>Et al</p> <p>BF</p>
<p>5. Training and Membership</p> <p>5.1 Open Space Session on Safety: Given time constraints in the distribution of this report we will bring this forward for next time.</p> <p>5.2 Defibrillator: The current funding situation may permit the acquisition of a Defibrillator. This is being pursued.</p>	<p>BF</p> <p>Arthur/Andy</p>
<p>6. Other Business:</p> <p>6.1 Drinking Water Awareness: Arthur tables a clipping from the Vancouver Sun regarding the lead content in school water due to water sitting in pipes with lead solder. Such fountains are to be purged each morning. But a good general awareness for the</p>	

<p>Maples as our facility is certainly old enough to have this as a real concern. It was recommended in the committee that a PDF file of the article be pursued with an idea for some form of distribution within the Maples. Arthur will pursue.</p> <p>7.     <b>Next Meeting Date:</b></p> <p>Next date will be Tuesday February 8th at 1330hrs</p>	<p>Arthur</p>
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# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday February 8<sup>th</sup>, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Daniel Luoma, BCGEU, CCC Kim Aasen, Office Administrator

Chair: Arthur Bates  
Recorder: Arthur Bates

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Minutes from January approved as written.	Concluded
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1 Updated incident report distributed.	Andy provided
3.2 No accident or incident events reported for the month of January, but unlike last month there were three reports for December. All occurring on December 15 <sup>th</sup> on Crossroads. Some curiosity about this event as it relates to handcuffs. Arthur to follow up with Louise.	Arthur



<p>4. Risk Management Issues</p> <p>4.1 Fire Drills: It looks as though the Fire Drills have now been changed and the next drill is now scheduled for this coming Thursday February 10<sup>th</sup> at 1400hrs.</p> <p>4.2 Emergency Contacting of units: Andy is not yet sure if the Dala ringer is functional. Not sure if Stephen has notified Admin yet of his number. To be followed up.</p>	<p>FYI</p> <p>Andy</p>
<p>5. Training and Membership</p> <p>5.1 Open Space Session on Safety: Discussion summary handed out and discussed. Summary was in point form, so quite brief. Decision to invite attendees to discuss with Andy and Arthur at a mutually convenient time. Andy will e-mail group to invite.</p> <p>5.2 Defibrillator: The word is that a unit did not make it into this current budget, but word from Gail North is that we will acquire a unit in the next fiscal.</p> <p>5.3 Earthquake preparedness: Committee discusses the recent province wide event. The Maples does need to do Earthquake preparedness, but it will be a differ process than fire drills. Merrilyn to determine what schools do and Arthur to follow up with Tim.</p>	<p>Andy/Arthur</p> <p>FYI</p> <p>Merrilyn &amp; Arthur</p>
<p>6. Other Business:</p> <p>6.1 There is no other business at this time.</p> <p>7. <b>Next Meeting Date:</b></p> <p>Next date will be Tuesday March 15<sup>th</sup>, at 10 AM adman conference room</p>	<p>Arthur</p>

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday March 15<sup>th</sup>, 2011 at 1000 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse Shelley West, BCGEU, CCC Kim Aasen, Office Administrator

Chair: Arthur Bates  
Recorder: Arthur Bates

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Minutes from February approved as written.	Concluded
2. Agenda developed and approved	
3. Accident and Incident Reporting  3.1 Andy provided not only the monthly incident report but also an enhanced summary of year-to-date summaries. a) Three time loss events for last year with no first Aid and a number of other events with no first aid. Suggestive of problems in getting first aid form completion. Nurses providing service may not see it as different from client service. b) Crossroads had more events than all other sites combined at 54% - c) 26 new events for 2010 29 total (3 carry over) d) General discussion of trends and patterns and how small aberrations can change apparent picture.	

<p>3. Accident and Incident Reporting Continued:</p> <p>3.2 No accident or incident events reported for the month of February just like January. But as discussed in the meeting it is unclear if this relates to an absence of information versus a true absence of accidents and incidents.</p>	
<p>4. Risk Management Issues</p> <p>4.1 Fire Drills: Now have done our second 2 PM Fire Drill. Only obvious concern was lack of strict adherence to muster areas. People are approximately there. Discussion on what degree to enforce conformity on this. Decision to encourage appropriate muster areas.</p> <p>4.2 Emergency Contacting of units: Andy reports that Dala is not yet complete on this. No good understanding of why. Consequently this agenda item will be brought forward.</p> <p>4.3 WCB events: John Stevenson made a surprise visit to the Maples to further follow up with smoking regulation and found us to be in compliance. We subsequently received a compliance letter. However staff expressed concern about violence in the workplace and so John is investigating. It appears we are weak with accident investigation forms (Stephen notable exception). It seems we will get cited on this. John may provide us with suggestions to OSH meeting minutes. Not yet received.</p> <p>4.4 Art Room Fan: A woman hired to assist the Art department found fault with an exhaust fan for ventilation. Currently being investigated.</p> <p>5.1 Earthquake preparedness: Tim Sullivan &amp; Arthur continue to work on putting together a Maples Earthquake and emergency drill protocol. A desk top exercise.</p>	<p>FYI</p> <p>Andy BF</p> <p>Concluded</p> <p>Being Investigated</p> <p>FYI</p> <p>Andy</p> <p>Arthur &amp; Tim Sullivan</p>
<p>5. Training and Membership</p> <p>5.2 Committee appointments: Andy has received from the BCGEU a letter of appointment for Arthur, Shelley and s.22 However s.22 has left our service.</p> <p>5.3 General Committee Membership: As a result of an enquiring by the BCNU requesting a Terms of Reference for the committee Andy pulled the original Terms from the Joint Committee and modified for our purposes and tabled it for review next time. The committee is supposed to have 4 members although that is seldom achieved.</p>	<p>Concluded</p> <p>FYI</p>

5.4	Admin and Psychology representation: Andy said he will follow up with Psychology about representation on the OSH committee and explore the administration as an area of attendance.	Andy
6.	Other Business:  6.1 There is no other business at this time.	
7.	<b>Next Meeting Date:</b>  Next date will be Wednesday April 13 <sup>th</sup> at 1330 in the admin conference room	Arthur



## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Wednesday April 13<sup>th</sup>, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant Shelley West, BCGEU, CCC Donna Jablonski, OA, BCGEU Christine Brisebois, UPN, Nurse David Ephraim, Psyc, PEA
<b>Absent:</b>	Ken Moore, Director	Rose Lance, UPN, Nurse

Chair: Arthur Bates  
Recorder: Arthur Bates

Guest: Cliff Lakes

*Standing Agenda:*

*Review Minutes*  
*Approve Agenda*  
*Accident and Incident Reporting*  
*Risk Management / BMAC Issues*  
*Training and Membership*  
*Other Business*

	Action
1. Minutes from February approved as written.	Concluded
2. Agenda developed and approved	
3. Accident and Incident Reporting	
3.1	
a) Andy provided the monthly incident report and a graphic summary on the back of year-to-date events.	Done
b) Three events for the month of March. Two violence related. John Stevenson wishes our minutes to include comments on the recommendation made for each event. This will occur in future minutes as data rolls in.	Pending
b) Crossroads is in the process of doing risk assessment on individual clients which play a significant role in these occurrences. This committee will be apprised of these developments.	BF



<p>4. Risk Management Issues</p> <p>4.1 Fire Drills: No items on this agenda item. Next drill Thursday.</p> <p>4.2 Emergency Contacting of units: Recent e-mail indicates Response functioning. Data remains incomplete. Andy says that at least two other emergency contact systems are being investigated. The Motorola "Mike" system that uses cellular phones like a 'walkie talkie' in that all units hear announcements. Dead spots need investigation. A wearable location identifying alert system is also being investigated but is expensive. Christine says that such systems are used in St.Pauls very effectively. Other options discussed including noise making personal alarms. A working group needs to be formed. Merrillyn reminds that the school needs to be part of such an alert system.</p> <p>4.3 Art Room Ventilation: A defective air ventilation fan is in need of reporting to WSI. To be followed up next time.</p> <p>4.4 WCB events: John Stevenson has made a report to the Maples regarding violence in the workplace. Currently being studied by management it will come to this committee for recommendations. Generally there appears to be compliance issues around:</p> <p>a) Joint Accident investigations. b) Accident reporting in minutes. c) Better reporting of close calls</p> <p>4.5 Further to the Psychology Flood of 2009: In December of 2009 there was a flood of the Psychology department from a faulty valve/pipe in the heating system. That room was cleaned, but leakage of water gained entrance to an adjoining room and recent investigation has found areas not dried and cleaned leaving mould a very likely possibility and a repertory condition is being attributed this. WSI to be contacted for mould investigation and cleaning.</p> <p>4.6 Earthquake preparedness: Due to time constraints to be brought forward for next time.</p>	<p>NA</p> <p>Andy BF</p> <p>Andy</p> <p>FYI</p> <p>Andy</p> <p>Merrilyn</p> <p>Arthur</p>
<p>5. Training and Membership</p> <p>5.1 Psychology: Psychology has been a group on site not actively represented on this committee yet the PEA agreement speaks to OSH responsibilities. Psychology has agreed to have their members attend on a rotating basis. It seems Wednesday or Thursday afternoons seem best.</p> <p>5.2 Defibrillator update.</p>	<p>Concluded</p> <p>BF</p>

<p>6. Other Business:</p> <p>6.1 Terms of Reference: To be brought forward due to time constraints.</p> <p>6.2 Format of Minutes and Agenda: To be brought forward as well, pending more time and information. Some sample proposals will be coming to the committee</p> <p>7. <b>Next Meeting Date:</b></p> <p>Next date will be Wednesday May 11<sup>th</sup>, a1330 in the admin conference room</p>	<p>Andy et al</p> <p>Andy</p>

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Wednesday May 11<sup>th</sup>, 2011 1330hrs

Members:

Employer

Ken Moore, Director  
Merrilyn Cook, Head Teacher, Maples School  
Andy MacDonald, Manager Response Services

Union

Arthur Bates, SPO, BCGEU  
Shelley West, CCC, BCGEU  
Christine Brisebois, RPN, UPN  
Donna Jablonski, OA, BCGEU  
Jewels Bainbridge, RN, BCNU  
Tracey Strain, CCC, BCGEU

Guests:

Rose Lance, RPN, UPN  
Cliff Lakes, CCC, BCGEU  
Barb Susheski, OM, BCGEU

Call to Order

1) Approve March minutes

2) Approve Agenda

3) Accident and Incident Reporting

- 3.1 Distribute accident and incident report
- 3.2 Discussion of trends and patterns

4) Risk Management Issues

- 4.1 Fire drills – Arthur et al
- 4.2 Emergency contact of units. Dala functional? BF from last time– Andy
- 4.3 Art Room ventilation update. BF from last time. – Andy
- 4.4 WCB orders updates? – Andy
- 4.5 School mould update - Merrilyn

5) Training and Membership

- 5.1 Membership Review BF from last time. Et al
- 5.3 Defibrillator update. - Andy
- 5.3 Earthquake preparedness - Arthur

6) Other Business:

- 6.1 Terms of Reference discussion and edits – et al.
- 6.2 Format of Minutes & agenda. Andy et al

7) Next meeting date

- 7.1) Set new date \_\_\_\_\_

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Wednesday May 11<sup>th</sup>, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, Care plan Consultant Shelley West, BCGEU, CCC Donna Jablonski, OA, BCGEU Christine Brisebois, UPN, Nurse Rose Lance, UPN, Nurse Jewels Bainbridge, BCNU, Nurse Debbie Picco, BCNU representative
<b>Absent:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School	David Ephraim, Psyc, PEA

Chair: Arthur Bates  
 Recorder: Shelley West

Standing Agenda:  
 Review Minutes  
 Approve Agenda  
 Accident and Incident Reporting  
 Risk Management / BMAC issues  
 Training and Membership  
 Other Business

	Action
1. Minutes from April approved with some minor amendments.	Concluded
2. Agenda developed and approved  Agenda items added include: incident investigations & 'near misses', smoking shelter, transporting youth, first aid attendants, time in lieu/paid attendance, safety barriers/dutch doors.  Committee member reported that regulations state meetings should be set for the year. Discussion ensued & all members agreed that meetings will now be set for the first Tuesday of each month at 1330.	Concluded



<p>3. Accident and Incident Reporting</p> <p>3.1 Distribution of Accident/Incident Reports</p> <p>3.2 5 incidents occurred in April.</p> <p>An incidents occurred at Crossroads &amp; involved 2 injuries, s.79 (YCJA)</p> <p>Also of note, both incidents occurred when only female staff remained on unit. Discussion ensued and some recommendations arose:</p> <p>1. s.13</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>Another incident occurred on April 8 where staff was injured during a restraint. A joint investigation has taken place. Rose recommended that more frequent training/refreshers occur around the physical restraint holds part of NVCI training, perhaps x2 year as many staff do not practice these skills very often.</p> <p>Donna suggested that component 12 (admin) staff be included in some training.</p> <p>3.3 Investigation of Incidents &amp; Near Misses</p> <p>As per the WorkSafe BC Report, we are required to document and investigate 'near misses'. A near miss is, "an incident that did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a <b>potential</b> for causing serious injury to a worker.</p> <p>Some work needs to be done among the staff group for the need to report 'near misses'. Need clarity and guidance around what qualifies as a near miss. Physical contact is definitely a near</p>	
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<p>miss. Need to panel unit staff for suggestions/thoughts.</p> <p>The committee agreed that the PSC38 Joint Investigation form can be used to record and investigate near misses. The committee suggested keeping several copies of this form along with the complete incident packages would be best. PSC38 should be forwarded to the program coordinator</p> <p>As reported last time, and clarified in training the employee participating in the joint investigation does not need to be OSH member but someone from the same union.</p>	
<p>4. Risk Management Issues</p> <p>4.1 Fire Drills: No items on this agenda item.</p> <p>4.2 Emergency Contacting of units: The loud ringer system is still not functional, there have been concerns raised about alternate 'emergency' numbers, which staff may have difficulty accessing in emergency/crisis events. Motorola 'mike' system appears to be a possibility and one or more phones would be assigned to the unit to be carried by staff. It was agreed this might be a good plan, though it would be nice to see how it works before making the purchase. A public address system was suggested as another possibility. It was suggested that shift supervisors need to be in communication when planning their shifts. Shelley reports this is the practice on her line though she can't speak for other teams. Plan – Andy to check with Barb to see about having someone come and demonstrate the 'mike' phones.</p> <p>4.3 Art Room Ventilation: Fan has been repaired. Item complete</p> <p>4.4 WCB events: John Stevenson has made a report to the Maples regarding violence in the workplace. An implementation plan has been completed &amp; was distributed to the group. Committee members asked to review plan for discussion at next meeting. Copy of report + plan to be saved in OSH folder in the s:// drive for access by all staff.</p> <p>4.5 Marilyn not present – no business.</p> <p>4.6 Crossroads Risk Management meeting occurred in relation to recent violence on account of some of their residents. s.79 (YCJA)</p> <p>Committee members report there have been some positive strides since this meeting occurred. Overall it appears this has been a helpful &amp; positive process for both staff &amp; residents. Some discussion that it would be most helpful to have a representative from Crossroads to speak to these issues directly. Item concluded.</p>	<p>NA</p> <p>Andy BF</p> <p>FYI</p> <p>Andy</p> <p>Merrilyn</p> <p>Concluded</p>

<p>4.7 Smoking Shelter – this agenda item was raised by a committee member, but not addressed due to time constraints. To be brought forward.</p> <p>4.8 Transporting Youth – safety issues while a committee member raised transporting youth as an issue. Issue not discussed due to time restraints. To be brought forward.</p>	<p>Arthur</p> <p>Jewels</p>
<p>5. Training and Membership</p> <p>5.1 Membership Review brought forward from last night. Committee members discussed membership/program representation. Still no representation from Crossroads team. Shelley to send out email to Crossroads staff.</p> <p>5.2 Defibrillator update. Despite receiving the message that we would be getting a defibrillator, apparently the latest news is that we will not be getting one. The committee recommends that one be purchased for use on site.</p> <p>5.3 Earthquake preparedness – not discussed due to time constraints.</p> <p>5.4 First Aid Attendants – not discussed due to time restraints.</p>	<p>Shelley</p> <p>Andy</p> <p>B/F</p> <p>Jewels</p>
<p>6. Other Business:</p> <p>6.1 Terms of Reference discussion &amp; edits. Not discussed, Bring forward.</p> <p>6.2 Format of Minutes and Agenda: To be brought forward as well, pending more time and information. Some sample proposals will be coming to the committee. It has been recommended that the committee use a minute format that allows for incidents/issues to be tracked over time. A union member asserted that the employer is required to provide someone to record minutes for meetings. This used to be done by an admin staff who has since retired and a replacement will need to be found.</p> <p>6.3 Distribution of minutes</p> <p>6.4 Time in lieu/Paid Attendance – legislation/contract language stipulates that committee members are to be given time in lieu for meeting participation. Committee members should put add committee time to their time sheets. The employer agreed and said that has been standing practice since Andy MacDonald joined the Committee several years ago, and was before that.</p> <p>6.5 Safety – committee members raised the solution of installing safety barriers in some areas of the units. Particularly nursing</p>	<p>Andy</p> <p>Andy</p> <p>Concluded</p> <p>Rose and Jewels</p>

<p>offices &amp; staff offices. Dutch doors were suggested as a helpful barrier system to promote safety. Similar barriers were suggested for ministry vehicles. Not discussed due to time constraints. To be brought forward.</p> <p><b>7. Next Meeting Date:</b></p> <p>Next date will be Wednesday May 11<sup>th</sup>, at 1330 in the admin conference room</p>	
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Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Kim Aasen, Business Administrator
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA -
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary



## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Wednesday June 7th, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, SPO Beau Mein, BCGEU, CCC (Alt for West) Christine Brisebois, UPN, Nurse David Ephraim, Psys, PEA Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Tracey Strain, BCGEU, CCC
<b>Regrets:</b>		Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		Sheree Hlavach, UPN, Nurse

Chair: Andy MacDonald  
Recorder: Andy MacDonald

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

Meeting commenced at 1340.		Action
1.	Arthur Bates and Donna Jablonski approved minutes from May with some minor amendments. Andy MacDonald will post to the S-drive and ensure they are distributed.	Concluded
2.	Agenda accepted as presented; approved unanimously. 2.1) We agreed unanimously to prioritize 3.3, 4.2, 4.4, 5.1, 5.4, 6.1, 6.2, 6.3, and 6.4. Committee also agreed that 4.6 would be the next item discussed if the preceding items were concluded. Other items would be discussed in order of the agreed agenda. 2.2) We also agreed to discuss 4.2 out of order as this included a demonstration. This was to proceed when the person demonstrating the MIKE phone arrived.	Concluded

<p>3. Accident and Incident Reporting</p> <p>3.1) Distribution of Accident/Incident Report</p> <p>3.1)a. Distributed but not discussed in favour of a more detailed review of a serious incident – see 3.3.</p> <p>3.2) Discussion of trends and patterns</p> <p>3.2)a. We agreed that there were two incidents, one minor that would not be discussed, so that we could focus on the other incident in which 3 staff were injured. - see 3.3.</p> <p>3.3) Review of recommendations from incident investigations</p> <p>3.3)a. s.79 (YCJA)</p> <p>All present agreed that this was a significant incident but Christine raised some issues about the Joint Investigation. She reported that no one contacted the nurse that was injured following the incident and that the issue of not enough staff was missing from the Basic Cause (and contributing factors) section on the report. Christine also reported that the nurse who was injured told her that, when she raised the issue of running at three (with three youth) with the Program Coordinator, that she was “laughed at” and told it would be fine.</p> <p>There was an attempt to get details not in the report, and Sheree Hlavach was able to provide some, as the OFA who attended afterwards. Tracey raised concerns about asking questions about why the staff on made the decisions they made; but Andy said it was important to get a full picture of the event and that included asking why, given an unstable day, s.79 (YCJA)</p> <p>The staff working included 2 very seasoned staff (10+ years of experience) and one relatively new auxiliary staff (~1 year). Staffing ratio was 1:1, but only one regular Crossroads staff. All staff have been certified in NVCI.</p> <p>At the end of the discussion the committee made three recommendations to forward to management:</p> <p>3.3)a.1. Regarding the issue of Staffing levels, the committee agreed to recommend that s.13</p> <p>This was understood as a somewhat fluid dynamic and one that would require discussion. This was not unanimous. Tracey proposed the idea of always having four staff regardless of the number of residents or the stability of the unit or residents. This issue was essentially debated by the linestaff representatives, with management and representatives of other areas contributing ideas but not voting. The notion of always having four staff in Crossroads was defeated</p>	<p>Andy will forward to Executive following discussion with the Program Coordinators group.</p>
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<p>3.3)a.2.</p>	<p>by a vote of 3 to 1 (Sheree Hlavach voted with the majority, but her vote was not counted as she is not a member). Management and those workers not on the line abstained from the vote.</p> <p>s.13</p> <p>The committee unanimously agreed with this recommendation.</p> <p>3.3)a.3. The committee also agreed with recommending that all committee members, alternates, Program Coordinators and Managers receive training in how to conduct an OHS investigation. This essentially expands the existing plan (see Implementation Plan in Response to...WS Inspection Report: 201100708790005) to have committee members trained.</p>	<p>Andy will forward to Executive following discussion with the Coordinator of Training</p> <p>Andy will forward to the Coordinator of Training for action.</p>
<p>4. Risk Management Issues</p> <p>4.1) BF</p> <p>4.2) Emergency contact of units: Motorola "Mike" system.</p> <p>4.2)a. OLD Business:</p> <p>4.2)a.1.</p>	<p><b><u>Initiated July 16, 2010.</u></b> As brought to the attention of this committee by a concerned staff. Andy distributes a well done report by Louise, Nicki and Stephen on emergency numbers for units (appended). Not well known, but each unit has an emergency number with a separate ringer. Not all systems working. An interim protocol established. Will revisit in August, hopefully fully operational by then. Programme co-coordinators have developed a protocol for these emergency phones and repairs have been requested as needed. Andy to follow up on repair status. Daniel reports that at least one of the wireless emergency phones has been used for non emergency purposes and does not have call waiting. Obviously a problem. Daniel will check in on this use and report back. Daniel also suggests some form of practice with emergency phones. A good point that may get integrated into enhanced emergency practices (item 5.1). Andy reported that TELUS has been contacted to repair the reported problems, but little seems to have been done since that time. Problem is in the hands of Barb Susheski who reported to TELUS. Worthy of a call back to TELUS to check status; problem dragging. Andy reported that while the problem has not yet been fixed, both WSI and Barb</p>	

*are on top of it. It turns out that if the lines in question are digital they will be repaired by WSI and if analogue repaired by TELUS. Hopefully by our next meeting this task will have been completed. Andy reported that Cross Roads external ringer functional. Response functional. Need to check with Dala then Andy will issue emergency numbers in an e-mail to staff and to Merrilyn. Andy reports that the Dala external ringer is still not functional. Being followed up. Andy is not yet sure if the Dala ringer is functional. Not sure if Stephen has notified Admin yet of his number. To be followed up. The loud ringer system is still not functional, there have been concerns raised about alternate 'emergency' numbers, which staff may have difficulty accessing in emergency/crisis events. Motorola 'mike' system appears to be a possibility and one or more phones would be assigned to the unit to be carried by staff. It was agreed this might be a good plan, though it would be nice to see how it works before making the purchase. A public address system was suggested as another possibility. It was suggested that shift supervisors need to be in communication when planning their shifts. Shelley reports this is the practice on her line though she can't speak for other teams. Plan – Andy to check with Barb to see about having someone come and demonstrate the 'mike' phones.*

- 4.2)b. A representative from TELUS demonstrated the MIKE phone system. While all members (several program coordinators and shift supervisors attended for this demonstration also) approved of the system and thought it would be beneficial, there were concerns. Jewels raised the idea that all staff would be provided with one. This would move implementation away from a replacement of the existing (and insufficient) emergency numbers, which was this original intent of this system. Jewels was hoping more for a personal alarm system. Andy clarified that staff could be provided with personal alarms – but that this was essentially a small but loud noisemaker that wouldn't offer any communication function. Issuing all staff a MIKE phone would be prohibitively expensive and would not be supportable. Beau then introduced the idea of walkie-talkies. He said he just got some that worked up to 4 kilometres away. They were 3 for \$45, and so would be more cost effective (12 would cost \$180). However, in the past we had problems with walkie-talkies transmitting through the bricks – especially in the CATC building. Beau offered to bring his in to test. This doesn't address the need to contact the units in emergency, and will not provide a coordinated response. Andy discussed the bystander effect – where people assume that someone else has responded to the incident. If this

Andy and Beau will test reception June 8<sup>th</sup>, 2011.



<p>system was to be accepted, it would require a lot of planning prior to implementation to offset the bystander effect and the lack of coordination of resources. This will be discussed with the PCs before the next OHS meeting to report on any reception concerns and any feedback from the Program Coordinators.</p>	<p>Andy will forward to POM and bring feedback to July 5th OHS</p>
<p>4.3) Authorized Smoking areas</p>	<p>BF</p>
<p>4.4) WBC order updates</p>	
<p>4.4)a. In future, those items on the plan will be broken out into their own sections.</p>	
<p>4.4)b. The committee reviewed the Implementation Plan in Response to Deficiencies Identified in WorkSafe Inspection Report 201100708790005.</p>	
<p>4.4)c. 1.0 – awaiting review; this item is behind schedule, though many of the sub-elements are well underway.</p>	
<p>4.4)d. 1.1 – policy review (HS150 and HS160) to be completed outside committee, though OHS could review when ready.</p>	
<p>4.4)e. 1.2 – Emergency Backup call system – see 4.2 of these minutes.</p>	
<p>4.4)f. 1.3 – Completed. IAU and BYCC surveyed. No Report from St. Pauls (Christine was to report). <b>Andy will circulate findings (white paper) prior to next meeting.</b></p>	<p>BF</p>
<p>4.4)g. 1.4 – this will form part of our investigation review process, going forward.</p>	
<p>4.4)h. 1.5 – Draft of the incident report form instructions had been sent out to committee members, Program Coordinators and the management team on, 2011-06-02 with a request for feedback. Very little response at this point, so committee members given until Friday. No feedback means agreement to use the form; plan is to have in place by Monday June 13, 2011. <b>Andy to coordinate and forward to Payroll (who makes up the packages) by June 13, 2011.</b></p>	<p>BF</p>
<p>4.4)i. 1.6 – pending</p>	<p>BF</p>
<p>4.4)j. 2.0 - near miss form. We discussed a quick easy way to log near misses, as opposed to completing the PSC38 as suggested in our last meeting. <b>Andy will draft something and send out to committee members and PCs by June 13, 2011.</b></p>	<p>BF</p>
<p>4.4)k. 2.1 – nothing to report, in process. <b>Andy will send out an invitation to committee members to form a working group by June 13, 2011.</b></p>	<p>BF</p>
<p>4.4)l. 3.0</p>	
<p>4.4)l.1. All unions are now represented. PEA membership needs to be finalized but this is essentially complete in principal.</p>	
<p>4.4)l.2. All members are identified, by position and union.</p>	
<p>4.4)l.3. Process now in place to review incidents and reflect findings in the minutes.</p>	
<p>4.4)l.4. Standing, Old and New business will be marked contextually in order to maintain functional structure developed by the long standing union chair – Arthur</p>	

<p>Bates. See also 6.2a.</p> <p>4.4)l.5. We agreed to use a system similar to the BCRTC suggested by John Stevenson. We will trial this for 4 months, reviewing the process in the October 4<sup>th</sup> meeting.</p> <p>4.4)l.6. Similarly, a date tracking system for outstanding items and review dates (and date parameters for actionable items) will follow from the BCRTC model.</p> <p>4.4)l.7. Minutes will show meeting start and end times.</p> <p>4.5) School Mould update - Merrilyn</p> <p>4.6) Crossroads Violence updates</p> <p>4.7) Transporting youth – Jewels</p>	<p>Review October 4<sup>th</sup></p> <p>Review October 4<sup>th</sup></p> <p>BF BF BF</p>
<p>5. Training and Membership</p> <p>5.1) Membership Review</p> <p>5.1)a. All unions are now represented and the process for alternate coverage is in place.</p> <p>5.1)b. All unions have now advised management of their process for identifying staff for membership (only members or their alternates are paid for attending). The BCGEU will provide letters identifying members, the local Chair of the UPN (Rose Lance) will identify members to the management chair, the BCNU will appoint members (though how management will be notified awaits clarification).</p> <p>5.1)c. Guests will generally not be permitted without the advanced approval of the chair; this is not an open meeting. Guests will usually be invited for a specific reason – all members agreed to this.</p> <p>5.2) Defibrillator tracking discussion</p> <p>5.3) Earthquake Preparedness</p> <p>5.4) First Aid attendants</p> <p>5.4)a. Distributed the assessment completed last April using the WorkSafe online tool. The assessment was generated by identifying the highest risk area <sup>s.15</sup> and rating the entire complex by this standard of risk. Although the maples is not listed on the examples provided by WorkSafe, Custody Centres are – rated ‘Moderate’ – and so this was the rating used when completing the assessment. The appropriateness of this rating was questioned, but though the amount of injury due to violence is concerning, there have not been any fatalities due to workplace incidents, and there is not the volume of clients present in a typical correctional facility. We also don’t have the kind of high risk machinery where lapses in attention could result in dismemberment or death (like mills and forestry camps). The group seemed satisfied that this was reasonable. We also noted that our close proximity (&lt; 20 minutes) to Burnaby Hospital was a factor in the assessment staffing levels used were adjusted by shift (with Days showing a significant increase over evening and night shifts). Contractors (doctors, psych assistants), workers from other employers (school) and visiting professionals were included in the Day count. The current levels of OFA coverage (OFA level 2 on Days, OFA level 1 on Evenings</p>	<p>Concluded</p> <p>BF BF</p> <p>Concluded; present to Next PQI (meeting date not yet confirmed).</p>



<p>and Nights) were reflected in the assessment.</p> <p>5.4)b. The training of Nurses as OFA1s was also noted as recent communications from some nurses about a lack of first aid attendants illustrate that there is some confusion about this. <b>Andy will present a draft upgrade of our current policy (HS300) in the next meeting</b>, as it is not explicit that nurses have this training and are recognized by the employer as OFA1s on site.</p> <p>5.5) First Aid Protocols</p>	<p>Draft to OHS by July 5<sup>th</sup>.</p> <p>BF</p>
<p>6. Other Business:</p> <p>6.1) Terms of reference.</p> <p>6.1)a. The Terms of reference circulated at the last meeting were adopted with some minor edits. Only one member suggested changes, and these were acceptable to the committee. The Terms of Reference were accepted as offered with the expectation that the concerns raised would be addressed (motion to adopt: Arthur, Second: Jewels – carried unanimously). Andy will make the edits in concert with the member suggesting the changes. The Terms will then be reviewed in the June meeting, 2012.</p> <p>6.2) Format of Minutes and Agenda</p> <p>6.2)a. We unanimously agreed to use a modified version of the BCRTC minutes. Arthur raised the point that using an old business/new business format was tried before and, over time, he had developed a more function-oriented format. These minutes will reflect the new format.</p> <p>6.2)b. We also agreed unanimously to note member attendance using a "Present, Regrets, Absent" format to recognize when people had advised the chairs that they would be unable to attend, as opposed to just not coming. Similarly, we agreed to show the Name, Union, and Job Title initials/abbreviation for members.</p> <p>6.2)c. <b>We will review this format change in four months to see if the format change is working.</b></p> <p>6.3) Distribution of minutes.</p> <p>6.3)a. Distribution list updated to reflect current membership.</p> <p>6.3)b. <b>Christine will confirm that the UPN wants minutes sent directly to Charles Ballantyne.</b></p> <p>6.3)c. <b>David will consult with the PEA staff rep to find out if they want copies of the minutes (assumed so) and where to send them.</b></p> <p>6.3)d. The BCNU and BCGEU have already confirmed their contact process and the distribution list will reflect this.</p> <p>6.3)e. Merrilyn will find out if the School district needs to be copied.</p> <p>6.3)f. The employer acknowledged their responsibility to distribute the minutes internally and externally.</p> <p>6.4) No loss of basic pay</p> <p>6.4)a. Reiterated that the employer will and has compensated employees for meetings and other committee business.</p>	<p>Review June 2012</p> <p>Review Oct. 4, 2011</p> <p>Christine to confirm David to determine</p> <p>Merrilyn</p>
<p>7. <b>Meeting adjourned at 1545.</b></p> <p><b>Next Meeting Date:</b></p> <p>Next date will be Tuesday July 5, at 1330 in the admin conference</p>	



room.	
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Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Kim Aasen, Business Administrator
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA – Send to David Ephraim for posting in the department office and forwarding to PEA as per their instructions.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday, July 5<sup>th</sup>, 2011

	<i>Employer</i>	<i>Union / Employee</i>
Members:	Ken Moore, Director Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, SPO Beau Mein, BCGEU, CCC (Alt for West) Christine Brisebois, UPN, Nurse David Ephraim, Psyc, PEA Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Tracey Strain, BCGEU, CCC Shelley West, BCGEU, CCC Rose Lance, UPN, Nurse
Guests:		

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMMHA issues

Training and Membership

Other Business

Call to Order

### 1. Approve Agenda

### 2. Approve last Minutes

### 3. Accident and Incident Reporting

- 3.1) Distribute accident and incident report
- 3.2) Discussion of trends and patterns

### 4. Risk Management Issues

- 4.1) Fire Drills
- 4.2) Emergency Communication system (Walkie-Talkies).
- 4.3) Authorized Smoking areas (20110511-4.7) - Arthur
- 4.4) WBC order updates
  - 4.4)a. Order 1.3 - IAU emergency call system – Circulate White Paper.
  - 4.4)b. Order 1.5 - Approve updated Accident/Incident Report instructions circulated by email (Thu 2011-06-02 16:52 and Thu 2011-06-30 15:39)
  - 4.4)c. (Order 1.6 – Pending; this is a place holder, no action at this time)
  - 4.4)d. Order 2.0 - Near Miss form; confirm adoption
  - 4.4)e. Order 2.1 - Workplace Violence prevention Program review
- 4.5) Environmental Risk Assessment
- 4.6) Defibrillator Tracking discussion
- 4.7) Earthquake Preparedness
- 4.8) First Aid Protocols
- 4.9)

**5. Training and Membership**

- 5.1) Distribution of minutes – confirm UPN and PEA process.
- 5.2)

**6. Other Business:**

- 6.1) Safety while transporting youth (20110511-4.8) – Jewels
- 6.2) Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.1 above)

**7. Next meeting date**

- 7.1) Set new date \_\_\_\_\_

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday July 5, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Serv. Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, Care plan Consultant Shelley West, BCGEU, CCC Donna Jablonski, OA, BCGEU Christine Brisebois, UPN, Nurse Tracey Strain, BCGEU, CCC Barbara Susheski, Business Administrator
<b>Absent:</b>		David Ephraim, Psyc, PEA Rose Lance, UPN, Nurse Jewels Bainbridge, BCNU, Nurse

Chair: Arthur Bates  
Recorder: Barbara Susheski

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

	Action
1. Minutes from June approved with some minor amendments.  Arthur Bates and Donna Jablonski approved minutes.	Concluded
2. Agenda developed and approved	Concluded



<p>3. Accident and Incident Reporting</p> <p>3.1 Distribution of Accident/Incident Reports</p> <p>Do all incidents get on the incident list. Not unless an injury has been reported. Staff should report all injuries to first aid, even if they are minor. More debriefing after shift recommended</p> <p>3.3 Investigation of Incidents &amp; Near Misses</p>	
<p>4. Risk Management Issues</p> <p>4.1 Fire Drills: Arthur will review and report to committee, next meeting on why the fire drills was cancelled.</p> <p>4.2 Emergency Contacting of units – Walkie Talkies Andy – we have 6 walkie talkies, working on a protocol on usage. Privacy concerns</p> <p>4.3 Authorized Smoking Areas Do we plan on creating a covered area Bring forward for when Jewels is at meeting ,</p> <p>4.4 WCB Order Updates Mike phone system to expensive. Walkie Talkie have been purchased</p> <p>4.4b Order 1.5 Approve updated Accident/Incident Report Longer form with good instructions Shelly provided feed back PSC38 online dot to be replaced. Andy will update instructions</p> <p>4.4d Order 2.0 Near Miss Form Osh committee was to review Feedback – Form was simple, looked good. Will be put in place after it is brought to PC meeting. Union discussion where will the form be kept. Will review the form after one month</p>	<p>Jewels</p>

<p>4.4e- Oder 2.1 – Workplace Violence prevention Program review          Andy sent out request for staff to participate in working group subcommittee. No response          Participants came forward at meeting- Shelly West, Tracey Strain, Andy MacDonald, Arthur Bates, Jewels Bainbridge</p> <p>4.5 Environmental Risk Assessment          Andy and Arthur do a walk around the grounds once a year to see if there are any issues.          Programs should be doing the same in their areas          Andy will take to PC meeting.          Are they being done and what happens to the report.          Arthur and PC's will be the be the volunteers          Shelly and Nicki will do the first one for next meeting</p> <p>4.8 First Aid Protocols- Jewels and Christine</p>	<p>BF</p>
<p>5. Training and Membership</p> <p>5.1 Distribution of minutes- Andy has not heard back from Psychology representation.          Distribution for Nurses has started</p> <p>5.2 Training – Self Defence          Tracy has suggested that staff take self defence training.          Andy said it was part of NVCI training          Curriculum for NVCI will be brought to meeting</p>	
<p><b>Next Meeting Date:</b></p> <p>Tuesday Aug 2nd, at1330 in the admin conference room</p>	<p>Andy</p> <p>Andy</p> <p>Concluded</p>

	Rose and Jewels

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Kim Aasen, Business Administrator
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
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- Program Coord. Dala (for posting)
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- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA -
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: August 2<sup>nd</sup>, 2011

Members:

Employer

Ken Moore, Director  
Merrilyn Cook, Head Teacher, Maples School  
Andy MacDonald, Manager Response Services  
Kim Aasen, Office Administrator  
Tim Shearer, Office Assistant & OFA

Union

Arthur Bates, SPO  
Shelley West, SPO  
Rose Lance, Nurse - UPN

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMMHA issues

Training and Membership

Other Business

Call to Order

**1) Approve Agenda**

**2) Approve last Minutes**

**3) Accident and Incident Reporting**

- 3.1 Distribute accident and incident report
- 3.2 Discussion of trends and patterns
- 3.3 Review recommendations.

**4) Risk Management Issues**

- 4.1 Fire Drills
- 4.2 Louise White board lowering. - Arthur
- 4.3 . Two way radio pilot – Arthur for Andy
- 4.4 .

**5) Training and Membership**

- 5.1 .
- 5.2 .

**6) Other Business:**

- 6.1 .Discussion on order of Agenda/Minutes. -Arthur
- 6.2 .

**7) Next meeting date**

- 7.1 Set new date \_\_\_\_\_



## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Wednesday August 2nd, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU care Plan Consultant Shelley West, BCGEU, CCC Jody Al-Molky, UPN, Nurse Tracey Strain, BCGEU, CCC Eunice Lo, UPN, Nurse Barbara Susheski, Admin
<b>Regrets:</b>		
<b>Absent:</b>	Andy MacDonald, Manager Response Serv.	David Ephraim, Psyche, PEA Donna Jablonski, BCGEU, OA Christine Brisebois, UPN, Nurse Rose Lance, UPN, Nurse Jewels Bainbridge, BCNU, Nurse
<b>Guests:</b>		

Chair: Arthur Bates  
Recorder: Barbara Susheski

*Standing Agenda:*  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC Issues  
Training and Membership  
Other Business

**Meeting commenced at 1340.**

	Action
1. Draft minutes from July were looked at.	
2. Agenda developed and approved.	Concluded
Agenda items added include: Ground Inspection, Violence Protection, OSH Training, Dogs, Shelley West resigning	

<p>3. Accident and Incident Reporting</p> <p>3.1) Distribution of Accident/Incident Reports</p> <p>3.2) 3 incidents occurred in July 2 violent 1 team day</p> <p><b>Discussion:</b> One was a tripping accident unrelated to violence. s.79 (YCJA)</p> <p>Nothing considered remarkable about these incidents. No recommendations arising other than maintain usual vigilance and practice.</p> <p><b>Action:</b> None</p> <p><b>Accountable:</b> Committee</p> <p><b>Review Date:</b> next OSH</p>	
<p>4. Risk Management Issues</p> <p>4.1) Fire Drills: 11.07.05(1)</p> <p><b>Discussion:</b> Some confusion about when this fire drill should be occurring. This has been overlooked from last month.</p> <p><b>Action:</b> Investigate and revive the regular fire drill immediately.</p> <p><b>Accountable:</b> Arthur Bates.</p> <p><b>Review Date:</b> Next OHS</p> <p>4.2) White Board height Crossroads PC office 11.08.02(1)</p> <p><b>Discussion:</b> Observation made that the whiteboard in this office is installed too high on the wall creating a potential for falls from chairs, etc</p> <p><b>Action:</b> Shelley will confirm and order repair through WSI</p> <p><b>Accountable:</b> Shelly West.</p> <p><b>Review Date:</b> Next OSH meeting</p> <p>4.3) Two Way Radio Pilot: 11.07.05</p> <p><b>Discussion:</b> Eunice reported that some clips were broken and some of the batteries do not seem to be holding a charge</p> <p><b>Action:</b> will investigate issue of charging and clips</p> <p><b>Accountable:</b> Jody and Barb</p> <p><b>Review Date:</b> Next OSH</p> <p>4.4) Ground Inspection July 18, 2011</p> <p><b>Discussion:</b> Shelley West presented a report</p> <p><b>Action:</b> Advised to access per safety risk – report to WSI</p> <p><b>Review Date:</b> Next OSH meeting</p> <p>4.5) Violence Prevention Policy</p> <p><b>Discussion:</b> Ken tabled draft proposal policy change</p> <p><b>Action:</b> Committee members are requested to review attached Forms for approval next meeting'</p> <p><b>Review Date:</b> Next OSH meeting</p>	

<p><b>4.6 Fire Panels on units</b>  <b>Discussion:</b> labelling on fire panels still say Orinoco and are very High.  <b>Action:</b> Need to change labling , height cannot be changed to costly  <b>Accountable:</b> Shelley will report to WSI to have labels changed  <b>Review :</b> Next OSH meeting</p>	
<p><b>5. Training and Membership</b>  <b>5.1 Resigning from committee 11.08.02(1)</b>  <b>Discussion:</b> s.22 and must step down  From the OSH committee. Thanks to s.22  <b>Action:</b> none required Concluded  <b>5.2 OSH Training 11.08.02(1)</b>  <b>Discussion:</b> Osh training will be presented at the Maples for PCs in the fall.  <b>Action:</b> Put names forward to staff needing OSH training  <b>Accountable:</b> Jody will book the training</p> <p><b>6. Other Business</b>  <b>6.1(1) Order of Agenda/Minutes</b>  <b>Discussion:</b> Change the order of 1 and 2 agenda items  <b>Action:</b> Item 1 and 2 on the agenda will be switched  <b>Review</b> Arthur to review next meeting  <b>6.2 (1) Dogs on Complex</b>  <b>Discussion:</b> ???????</p> <p>7.  8.  9.  10.</p> <p><b>Next Meeting Date:</b>  Next date will be Tuesday Sept 6, 2011, at 1330 in the admin conference room.</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)

Local OSH Committee - Maples Adolescent Treatment Centre

- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
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- PEA – Send to David Ephraim for posting in the department office and forwarding to PEA as per their instructions.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary



# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday September 6<sup>th</sup>, 2011

Members:

Employer

Ken Moore, Director  
Merrilyn Cook, Head Teacher, Maples School  
Andy MacDonald, Manager Response Services  
Barbara Susheski, Office Administrator

Union

Arthur Bates, SPO  
Shelley West, SPO  
Rose Lance, Nurse - UPN

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMMHA Issues

Training and Membership

Other Business

Call to Order

**1) Approve last Minutes**

**2) Approve Agenda**

**3) Accident and Incident Reporting**

- 3.1 Distribute accident and incident report
- 3.2 Discussion of trends and patterns
- 3.3 Review recommendations.

**4) Risk Management Issues**

- 4.1 Fire Drills
- 4.2 Louise White board lowering. – Arthur (From August)
- 4.3 Two way radio pilot – Andy (from August)
- 4.4 Violence prevention policy amendments/approval

**5) Training and Membership**

- 5.1 .
- 5.2 .

**6) Other Business:**

- 6.1 .Discussion on order of Agenda/Minutes. -Arthur
- 6.2 Staff Dogs on site (see August minutes)

**7) Next meeting date**

- 7.1 Set new date \_\_\_\_\_

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, September 6th, 2011 at 1330 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Jewels Bainbridge, BCNU, Nurse
<b>Regrets:</b>		Arthur Bates, BCGEU care Plan Consultant Christine Brisebois, UPN, Nurse Rose Lance, UPN, Nurse
<b>Absent:</b>		Tracey Strain, BCGEU, CCC David Ephraim, Psyche, PEA Donna Jablonski, BCGEU, OA
<b>Guests:</b>		Debbie Pico BCNU, OHS specialist

Chair: Arthur Bates  
Recorder: Barbara Susheski

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

Meeting commenced at 1340.	Action
1. There were no minutes from August to look at.	BF
2. Agenda developed and approved, but as no quorum, all agreed this would be for discussion only.	Concluded
3. Accident and Incident Reporting 3.1) Distribution of Accident/Incident Reports 3.2) 1 incidents occurred in August <b>Discussion:</b> Not violence related (sports related), but staff person broke their wrist and continues to be off work. 3.3) Recommendations from July incidents were reviewed as well. 3.3)a. July 4 <sup>th</sup> incident 3.3)a.1. s.13  3.3)a.2.  3.3)a.3.	

<p>s.13</p> <p><b>Action:</b> Circulate policy prior to October meeting. <b>Accountable:</b> Andy</p> <p>3.3)b. July 19 incident</p> <p>3.3)b.1. The follow up actions taken were noted.</p> <p>3.3)b.2. s.13</p> <p><b>Action:</b> Inform Program Coordinator <b>Accountable:</b> Andy</p> <p>3.3)c. July 26 incident</p> <p>3.3)c.1. s.79 (YCJA)</p>	<p>BF</p> <p>PC to be informed.</p> <p>Concluded</p>
<p>4. Risk Management Issues</p> <p>4.1) Fire Drills: 11.07.05(1) <b>Discussion:</b> Merrillyn pointed out that it took her &gt;5 mins to check the whole school building. It needs two people to do this effectively (the usual case, she just thought she would try). Also noted that a staff person required explicit direction to leave his office during the drill.</p> <p>4.2) White Board height Crossroads PC office 11.08.02(1) <b>Discussion:</b> BF to next meeting as not sure what this was about.</p> <p>4.3) Two Way Radio Pilot: 11.07.05 <b>Discussion:</b> Jewels reported that the radios were working well. Initial problems around charging the units sufficiently seem to be worked out but she suggested that some sort of holster would help as the belt clips are broken or breaking. We also discussed appropriate use – emergency use only, as general usage is often disruptive, especially in the school. <b>Action:</b> Issue a survey to assess use and problems. This will be for discussion in our next meeting. <b>Accountable:</b> Andy <b>Due Date:</b> Survey out September 9<sup>th</sup>, discuss at next meeting.</p>	<p>BF</p> <p>Review Results next meeting</p>
<p>6. Other Business</p> <p>6.1) Terms of Reference</p> <p>6.1)a. Debbie Pico expressed concerns about the Terms of Reference adopted by this committee. As we attempted to discuss these, it became clear that it would be easier if we had a copy with her comments and concerns. <b>Action:</b> Andy will provide Debbie with an electronic copy of the ToR, so that Debbie can add comments. She will forward when ready. <b>Accountable:</b> Andy to send document to Debbie. Debbie will annotate and return to this committee. <b>Due Date:</b> May 2012 meeting at the latest as this will be when we start our annual review of the ToR.</p>	<p>Forward information to outside agency.</p>



<p>6.2) Violence in the Workplace Survey.</p> <p>6.2)a. Circulated to those present and a summary review was completed. We will request a finer break down in Potential Causation for Violent Acts related to working alone and enforcing regulations or policy. We also thought it might be interesting to do this with the Policy and Procedure - Knowledge and Desire for Revision.</p> <p><b>Action:</b> Request Research Officer to provide finer analysis.</p> <p><b>Accountable:</b> Andy</p> <p><b>Due Date:</b> September 20<sup>th</sup> meeting.</p> <p><b>Next Meeting Date:</b> We decided that as there was no quorum, we would schedule another meeting this month. We also agreed that this meeting would be 2 hours. Next date will be Tuesday Sept 20, 2011, at 1300.</p>	<p>BF to next meeting.</p>
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Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA – Send to David Ephraim for posting in the department office and forwarding to PEA as per their instructions.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary



# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: **Tuesday September 20<sup>th</sup>, 2011**

	<i>Employer</i>	<i>Union/Employee</i>
Members:	Ken Moore, Director Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Mark Hadath, BCGEU, CCC Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Tracey Strain, BCGEU, CCC Rose Lance, UPN, Nurse
Guests:		Russell Ball, BCGEU, Research Officer Marzie De Pangher, BCGEU, CCC Debbie Pico, UPN

*Standing Agenda:*

*Approve Agenda*

*Review Minutes*

*Accident and Incident Reporting*

*Risk Management Issues*

*Training and Membership*

*Other Business*

Call to Order

### 1. Approve last Minutes

1.1. July & August

### 2. Approve Agenda

### 3. Accident and Incident Reporting

3.1. Distribute accident and incident report (August incidents)

3.2. Discussion of trends and patterns

3.3. Review recommendations.

### 4. Risk Management Issues

4.1. Fire and Earthquake Drills

4.2. Louise White board lowering. – Arthur (From August)

4.3. Two way radio pilot – Andy (from August)

4.4. WBC order updates

4.4.1. Order 1.3 - IAU emergency call system – Circulate White Paper.

4.4.2. Order 1.5 - (Thu 2011-06-02 16:52 and Thu 2011-06-30 15:39)

4.4.2.1. Next form to update – gain approval to circulate similar instruction set without explicit review by committee. - Andy

4.4.3. (Order 1.6 – Pending; this is a place holder, no action at this time)

4.4.4. Order 2.0 - Near Miss form; confirm adoption and use.

4.4.5. Order 2.1 - Workplace Violence Prevention Program review

4.5. Violence prevention policy amendments/approval

4.6. Violence in the Workplace Survey – review

4.7. Environmental Risk Assessment (4.5 July 2011) – possibly discussed in August

4.8. First Aid Protocols (4.8 July 2011)

**5. Training and Membership**

- 5.1. Distribution of minutes – confirm UPN and PEA process. (BF July 2011)
- 5.2. Change in BCGEU representation
- 5.3. Incident investigation training – who still needs to sign up.

**6. Other Business:**

- 6.1. Discussion on order of Agenda/Minutes. -Arthur
- 6.2. Staff Dogs on site (see August 2011 minutes)
- 6.3. Smoking area - Jewels
- 6.4. Extend/increase frequency of meetings (20110906-6.4) - Jewels
- 6.5. Terms of Reference (20110906-6.5) - Debbie Pico (Jewels)
- 6.6. Safety while transporting youth (20110511-4.8) – Jewels
- 6.7. Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.1 above)
- 6.8.

**7. Next meeting date: October 4<sup>th</sup>, 2011**

- 7.1. Set new date \_\_\_\_\_

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, September 20th, 2011 at 1315 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Natalie Franz, Psych, PEA Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Mark Hadath, BCGEU, CCC Tracey Strain, BCGEU, CCC
<b>Regrets:</b>		Susan Cross, Psych, PEA David Ephraim, Psych, PEA Jewels Bainbridge, BCNU, Nurse Rose Lance, UPN, Nurse
<b>Absent:</b>		Donna Jablonski, BCGEU, OA
<b>Guests:</b>		Russell Ball, BCGEU, Research Officer Marzie De Pangher, BCGEU, CCC

Chair: Andy Macdonald  
Recorder: Debra Orum

*Standing Agenda:*  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC Issues  
Training and Membership  
Other Business

Meeting commenced at 1315.		Action
1.	Approve minutes	Concluded
1.1)	Arthur Bates reviewed and approved July minutes. Andy updated August 2 <sup>nd</sup> Minutes – see comments. Arthur approved amended minutes.	
1.2)	September minutes tabled until a Union member who attended that meeting is present to review them, or submits acceptance or corrections.	
1.2)a.	Action: Andy will supply Jewels with a copy of the minutes and request she review them for the next meeting.	BF - Jewels
2.	Approve Agenda	
2.1)	Agenda approved.	Concluded
2.2)	Add to next agenda: protocol regarding infectious disease.	BF-Merrilyn
3.	Accident and Incident Reporting	
3.1)	Distribution of Accident/Incident Reports	
3.2)	Clarification around Crossroads team day incident	
	<b>Discussion:</b> Tripping occurred at team day	
3.3)	Recommendations from August incidents were reviewed as well.	
3.3)a.	August 10th incident	



<p>3.3)a.1. Gym Staff -s.79 (YCJA)          – continues to be off work, non-violence related. Amended Injury report for days. Body part taken off of First Aid Report. No recommendations or investigation.</p>	<p>Concluded</p>
<p>4. Risk Management Issues</p> <p>4.1) Fire Drills and Earthquake Drills: 11.07.05(1)  <b>Discussion:</b> Fire drills second Thursday of the month. Clarification on process and WSI for pulling alarms.  <b>Action:</b> Debra Orum will follow up with WSI.  <b>Discussion:</b> Earthquake drills practice? Subcommittee was headed by Tim Sullivan and is now suspended. Need someone to take over, Christine Brisebois volunteered. She should follow up with Tim s.22</p> <p>4.2) White Board height Crossroads PC office 11.08.02(1)  <b>Discussion:</b> BF to next meeting as no one was sure what this was about.  <b>Action:</b> Arthur will check his notes to see if he had the details.</p> <p>4.3) Two Way Radio Pilot: 11.07.05  <b>Discussion:</b> It was reported that the radios stopped working and they were not being used. Inconsistency when testing all walkie talkies. Testing: Protocol every shift. Belt Clips: breaking/broken. Manuals needed.  <b>Action:</b> Christine to get instruction booklet from Andy and test the radios</p> <p>4.4) WBC order updates          4.4.1. Order 1.3 – IAU emergency call system –White Paper has been circulated          4.4.2. Order 1.5 – (see emails sent Thu 2011-06-02 and Thu 2011-06-30 15:39)              4.4.2.1 Next form to update is the PSC38 replacement.              4.4.2.2 Also review Envelope instruction/list          4.4.3. (order 1.6 – Pending: this is a place holder, no action at this time)          4.4.4. Order 2.0 – Near Miss form; confirm adoption and use; minimal uptake was discussed and needs to be addressed. Worker members of the committee tasked with stressing the importance of reporting.          4.4.5. Order 2.1 – Workplace Violence Prevention Program review; subcommittee membership might need to be adjusted due to roster changes. Committee members to confirm interest with Andy.</p> <p>4.5) Violence prevention policy amendments/approval (2011.08.02 – 4.5).          Members had not read policy and so could not comment.</p> <p>4.6) Violence in the Workplace Survey - Review  <b>Discussion:</b> Russell attended meeting to answer questions and discuss survey. It was suggested that the survey be mandatory to complete.</p>	<p>BF-Debra Orum BF-Christine</p> <p>BF-Arthur</p> <p>Review Results next meeting</p> <p>Concluded</p> <p>BF</p> <p>Andy OHS BF</p> <p>BF</p> <p>BF – on going discussion</p> <p>BF</p>



<p>Suggested to do survey annually or biannually and focus on details i.e. nature, location.</p> <p><b>Discussion:</b> Near misses, what constitutes this? Do we need to capture near misses? How many opportunities v. Actually getting hurt. Staff needs orientation on near misses parameters.</p> <p><b>Discussion:</b> Future surveys will include the Teaching staff in survey as they manage Maples youth in their classrooms. Committee agreed to schedule survey according to school year; 6 months from now February/March revisit.</p> <p><b>Discussion:</b> Before release to staff carefully review open ended comments for removal before release – Let Russell know of any modifications to comments that are required</p> <p><b>Action:</b> Russell to remove “medical resident” in one of the comments as this identifies the person and we want the survey to remain anonymous.</p>	
<p>4.7) Environmental risk Assessment (4.5 July 2011)</p> <p><b>Discussion:</b> Ground Inspection – Shelley did verbal report f/u to have this distributed to everyone. Grounds Inspection historically occurs twice a year. Determined that grounds inspection is only as far as worksite.</p>	BF
<p>4.8) First Aid Protocols (4.8 July 2011 – Jewels and Christine) – BF for next meeting</p>	BF
<p>4.9) Staff Survey – Coming next month. The Committee decided to maintain the 2 safety focus questions in order to allow a more focused Risk of Violence assessment to be completed by Direct Service staff.</p> <p><b>Action:</b> Russell to email Arthur and Ken questions to review</p>	Concluded
<p><b>5. Training and Membership</b></p> <p>5.1 Distribution of minutes – <b>David with consult with the PEA staff rep to find out if they want copies of the minutes (assumed so) and where to send them.</b></p> <p>5.2 Change in BCGEU representation – <b>s.22</b> Mark Hadath has been confirmed as a member by the BCGEU. We are expecting Marzie De Pangher to be confirmed shortly. Sharon Sall has been directed to Arthur as she has expressed interest too.</p> <p><b>Action:</b> Merrilyn and Arthur to integrate.</p> <p><b>6. Other Business</b></p> <p>6.1 Discussion on order of Agenda/Minutes - Arthur</p> <p>6.2. Dogs on site - Review</p> <p><b>Discussion:</b> Dogs on site (therapeutic effect), staff afraid of dogs, approval process – certification regulations, need to look at under what circumstances they can be brought.</p> <p><b>Action:</b> Arthur to send Andy info and copy proposal.</p>	<p>David to get information</p> <p>Confirmation to be reported when received.</p> <p>Concluded</p> <p>BF</p>

6.2 Smoking Area – (20110906-6.4) Jewels	BF
6.3 Extended meetings to 2 hrs	Concluded
6.3.1 Committee agreed to extend duration to 2 hours, and agreed that we would have ad hoc meetings rather than increase frequency.	
6.4 Terms of Reference (20110511-6.5) – Debbie Pico (Jewels)	BF
6.4.1 BF as queries not available for the committee to review.	
6.5 . Safety while transporting youth (20110511 – 4.8; Jewels)	BF
6.6 Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.5 above).	BF
<b>Next Meeting Date:</b>	
Next date will be Tuesday October 4 <sup>th</sup> , 2011 at 1300 to 1500.	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA – Send to David Ephraim for posting in the department office and forwarding to PEA as per their instructions.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary



# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: **Tuesday October 4, 2011**

	<i>Employer</i>	<i>Union/Employee</i>
Members:	Ken Moore, Director Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Mark Hadath, BCGEU, CCC Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Tracey Strain, BCGEU, CCC Rose Lance, UPN, Nurse
Guests:		Marzie De Pangher, BCGEU, CCC Debbie Pico, UPN

*Standing Agenda:*

*Approve Agenda*

*Review Minutes*

*Accident and Incident Reporting*

*Risk Management issues*

*Training and Membership*

*Other Business*

Call to Order

### 1. Approve last Minutes

1.1. September 20<sup>th</sup> minutes

1.2. September 6<sup>th</sup> minutes (have been sent to Jewels, awaiting her approval/corrections).

### 2. Approve Agenda

### 3. Accident and Incident Reporting

3.1. Distribute accident and incident report (September incidents)

3.2. Discussion of trends and patterns

3.3. Review recommendations.

### 4. Risk Management Issues

4.1. Fire and Earthquake Drills

4.2. Louise White board lowering. – Arthur (From August)

4.3. Two way radio pilot Christine to report on whether radios are working (2011.09.20; 4.3)

4.4. WBC order updates

4.4.1. Order 1.5 - (Thu 2011-06-02 16:52 and Thu 2011-06-30 15:39)

4.4.1.1. Confirm change in form. - Andy

4.4.2. (Order 1.6 – Pending; this is a place holder, no action at this time)

4.4.3. Order 2.0 - Near Miss form; confirm adoption and use. - Andy

4.4.4. Order 2.1 - Workplace Violence Prevention Program confirm subcommittee membership and set meeting - Andy

4.5. Violence prevention policy amendments/approval - Ken

4.6. Environmental Risk Assessment (4.5 July 2011) – draft committee members volunteers to complete with PCs. - Andy

4.7. First Aid Protocols (4.8 July 2011) – Jewels/Christine

**5. Training and Membership**

- 5.1. Distribution of minutes – confirm PEA process. (BF July 2011)
- 5.2. Incident investigation training – debrief and discuss action protocol.

**6. Other Business:**

- 6.1. Staff Dogs on site (see August 2011 minutes)
- 6.2. Smoking area (June 2011 – Jewels)
- 6.3. Terms of Reference (20110906-6.5) - Debbie Pico (Jewels)
- 6.4. Safety while transporting youth (20110511-4.8) – Jewels
- 6.5. Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.1 above)

**7. Next meeting date: November 2<sup>th</sup>, 2011**

- 7.1. Confirm next date \_\_\_\_\_



# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, October 4, 2011, 2011 at 1300 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Services	Natalie Franz, Psych, PEA Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Marzie De Pangher, BCGEU, CCC
<b>Regrets:</b>		Jewels Bainbridge, BCNU, Nurse Susan Cross, Psych, PEA David Ephraim, Psych, PEA Mark Hadath, BCGEU, CCC Rose Lance, UPN, Nurse
<b>Absent:</b>		Donna Jablonski, BCGEU, OA Tracey Strain, BCGEU, CCC
<b>Guests:</b>		

Chair: Arthur Bates  
Recorder: Andy MacDonald

Standing Agenda:  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

**Meeting commenced at 1305.**

	Action
<b>1. Approve minutes</b> 1.1. September 20th minutes. 1.1.1. Andy and Christine approved minutes with two corrections: 1.1.1.1. in item 4.6, change the word medications to amendments in the fourth discussion bullet. Text will now read: "Let Russell know of any amendments to comments that are required." 1.1.1.2. In item 5.2, the action statement should be moved to item 6.2 and further amended to read "... integrate information." 1.2. September 6th minutes. 1.2.1. Jewels has approved the draft minutes sent to her by e-mail.	Concluded
<b>2. Approve Agenda</b> 2.1. Agenda approved with one addition: item 5.3 training opportunities.	Concluded
<b>3. Accident and Incident Reporting</b> 3.1. Distribution of Accident/Incident Reports 3.1.1. five staff were injured in September, three of the staff were injured in a violent incident and the other two in nonviolent incidents. 3.2. Discussion of trends and patterns 3.2.1. the three injuries related to violence occurred in a single event in	Concluded     Concluded

<p>Crossroads. s.79 (YCJA)</p> <p>3.2.1.1. There were no regular Crossroads staff working on that shift</p> <p>3.2.1.2. There were no male staff on complex, s.79 (YCJA)</p> <p>3.2.1.3.</p> <p>3.2.1.4.</p> <p>3.2.1.5.</p> <p>3.2.1.6. The radios used to call for support have been pulled out of the use two to inconsistent functioning. This action had not been communicated effectively to management or to other staff.</p> <p>3.2.2. The first of the nonviolent injuries may have been the result of a pre-existing physical condition.</p> <p>3.2.3. The second of the nonviolent injuries was a bee or wasp sting requiring minor care by the first attendant.</p> <p>3.3. Review recommendations</p> <p>3.3.1. There were no specific recommendations for either of the nonviolent incidents. The committee did discuss whether staff should be expected to wear a brace when they had a pre-existing condition. s.13</p> <p>3.3.2. The OHS committee agrees with the recommendations proposed and laid out on the PSC 38 investigation form. The committee also has several other recommendations:</p> <p>3.3.2.1. s.79 (YCJA)</p> <p>3.3.2.2. s.13</p> <p>3.3.2.3. s.79 (YCJA)</p> <p>3.3.2.4.</p> <p>3.3.2.5. s.13</p> <p>3.3.2.6.</p> <p>3.3.2.7.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Concluded</p> <p>Continue to monitor</p>
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<p style="text-align: right;">s.13</p> <p>3.3.2.8.</p> <p>3.3.2.8.1 s.13</p> <p>3.3.2.9. The RCMP were called and responded; the staff assaulted agreed to press charges.</p> <p>3.3.2.10. Staff were offered CISD and attended the following week.</p> <p>3.3.2.11 s.79 (YCJA)</p>	
<p>4. Risk Management Issues</p> <p>4.1. Fire and Earthquake drills</p> <p>4.1.1. Christine reported that she met with Tim Sullivan about the status of the Earthquake preparedness, and that he referred her on to Cliff Lakes. To date Cliff has not gotten very far with the Drill aspect of this task.</p> <p><b>Action</b></p> <p>4.1.1.1. Christine will be taking on the OHS component of the Earthquake preparedness plan.</p> <p>4.1.2. Christine has registered the Maples for 'Shake Out BC' which is an earthquake drill activity. This event will take place on October 20<sup>th</sup> at 1020.</p> <p><b>Action</b></p> <p>4.1.2.1. Christine will run a planning meeting on October 14, and coordinate the actual event.</p> <p>4.1.2.2. Andy will check with Lou DeMaeyer at BCMHA to see if they are planning to participate, and connect him with Christine if there is any coordinating that might need doing.</p> <p>4.1.3. Andy has obtained the contact person at WSI who advised our Fire Warden that we should not be doing fire drills.</p> <p><b>Action</b></p> <p>4.1.3.1. Andy will contact this person and gather information.</p> <p>4.2. Louise White board lowering. – Arthur (From August)</p> <p>4.2.1. Arthur was able to confirm that Shelley West raised this issue; the board height was creating a falling hazard as people needed to climb up to access the top of the board. Shelley was to contact WSI and put in work order request, but this had not occurred. Arthur had told Louise to go ahead and request WSI lower the board. BF to next meeting to confirm remedy has occurred.</p> <p>4.3. Two way radio pilot (2011.09.20; 4.3)</p> <p><b>Discussion</b></p> <p>4.3.1. Christine completed her check of the radios and one was found to be faulty.</p> <p><b>Action</b></p> <p>4.3.1.1. See if we can return the radio under warrantee.</p> <p>4.3.2. There seem to be problems with radio charging. This might be due in part to lack of training. When the radios are working, the system works well.</p> <p><b>Action</b></p>	<p>Christine to report progress monthly</p> <p>Christine to report on event next meeting</p> <p>Andy report back next meeting</p> <p>Debra Orum will follow up</p> <p>Christine will ensure follow up</p>



<p>4.3.2.1. An orientation program will be developed and all staff will be shown how to use the radios, how to charge them and how to check for function (radio check). Staff will be required to sign off that they received this orientation and understood what they were shown.</p> <p>4.3.2.2. PCs will label the Radios so that staff will know what radios have been charged.</p>	<p>Program Coordinators</p>
<p>4.3.3. We also discussed the ability to carry the radios, given poor functionality of the belt clips. The committee agreed that staff should wear pants with pockets.</p>	<p>Program Coordinators</p>
<p><b>Action</b></p> <p>4.3.3.1. PCs will be directed to advise all line staff of this requirement.</p> <p>4.3.4. Marzie discussed her process of completing a radio check whenever she leaves the unit with a youth.</p> <p><b>Action</b></p> <p>4.3.4.1. Marzie will draft an amendment to the protocol outlining this practice standard.</p> <p>s.15</p>	<p>Marzie to complete by next meeting</p>
<p>4.4. WBC order updates</p> <p>4.4.1. Order 1.5 - (Thu 2011-06-02 16:52 and Thu 2011-06-30 15:39)</p> <p>4.4.1.1. Andy advised the committee that the PSC38 form had been updated and is now called the CF0649.</p> <p><b>Action:</b> Andy will update the instruction set in the injury package along the same lines as the recent update to the CF0653 instruction set by <b>October 21<sup>st</sup></b>.</p> <p>4.4.2. (Order 1.6 – Pending; this is a place holder, no action at this time)</p> <p>4.4.3. Order 2.0 -following are incident investigation training, the committee decided to add two additional columns to the form: 'Factors' and 'Recommendations'. Committee members were encouraged to provide instruction in clarification to staff on the front line about how to use this document.</p> <p><b>Action:</b> Andy will present the updated form in the next OHS meeting (<b>November 1</b>).</p> <p>4.4.4. Order 2.1 -due to the small turnout of union members, Andy suggested he send an e-mail confirming interest in membership in a subcommittee that will develop the Workplace Violence Prevention Program.</p>	<p>Andy</p> <p>Andy</p> <p>Andy</p>
<p>4.5. Violence prevention policy amendments/approval</p> <p>4.5.1. Two policies were reviewed, HS160 and HS150. The Committee had two small suggestions to make:</p> <p>4.5.1.1. During the discussion of HS160- Worker Conduct, Arthur raised a concern about the fourth item under staff responsibility, "4. Fully cooperate with any reassignment of work duties or location pending resolution of the complaint." Arthur felt that this was worded too strongly.</p> <p><b>Action:</b> Arthur will review the wording and supply an alternate to Ken. No explicit due date was set, but this was going forward to executive tomorrow, Wednesday, October 5.</p> <p>4.5.1.2. The committee recognized the use of the word 'staff' was overly narrow, and recommend that the word 'worker' used in all OHS related policies.</p>	<p>Arthur and Executive Comm.</p>



<p>4.5.2. The committee moved to accept these policies as presented with the understanding that the executive committee would adhere to the recommendations made.</p> <p>4.6. Environmental Risk Assessment (4.5 July 2011)</p> <p>4.6.1. The committee reviewed the Environmental Risk Assessment form presented in the Joint Workplace Violence Risk Assessment Course (BCGEU and PSA). The committee agreed to adopt this tool in order to complete our environmental risk assessment. The Program Coordinators and some members of the committee have received this training. Andy will instruct the Program Coordinators to complete this environmental risk assessment with the committee member by <b>October 19</b>.</p> <p>4.7. First Aid Protocols (4.8 July 2011)</p> <p>4.7.1. Christine advised the committee that this item had been resolved.</p>	<p>Program Coordinators and committee members from each unit.</p> <p>Concluded</p>
<p>5. <b>Training and Membership</b></p> <p>5.1. Distribution of minutes (BF July 2011)</p> <p>5.1.1. Natalie advised the committee that the PEA doesn't want to be copied on minutes from this committee.</p> <p>5.2. Incident investigation training – debrief and discusses action protocol.</p> <p>5.2.1. We clarified that everyone at the training is expected to participate in investigations. Program Coordinators will represent the employer; committee member will represent their unions. Shiftheads will generally complete the initial investigation when there is no PC on duty (CF0653 – Incident Investigation); the PC will continue the investigation with the union member and document it on the CF0649 (PSC38). Shiftheads will also complete the joint investigation if waiting for the PC would create a delay.</p> <p>6. <b>Other Business</b></p> <p>6.1. Staff Dogs on site (see August 2011 minutes)</p> <p>6.2. Smoking area (June 2011 – Jewels)</p> <p>6.3. Terms of Reference (20110906-6.5) – Debbie Pico (Jewels)</p> <p>6.4. Safety while transporting youth (20110511-4.8) – Jewels</p> <p>6.5. Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.1 above)</p> <p>7. <b>Next Meeting Date:</b></p> <p>7.1.1. Next date will be Tuesday November 1<sup>st</sup>, 2011 at 1300 to 1500.</p>	<p>Concluded</p> <p>Concluded</p> <p>BF BF BF BF BF</p>

Local OSH minutes – Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area

Local OSH Committee - Maples Adolescent Treatment Centre

- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- David Ephraim for posting in the department office.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary

DRAFT

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday November 1, 2011

	<i>Employer</i>	<i>Union/Employee</i>
Members:	Ken Moore, Director Andy MacDonald, Manager Response Serv. Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Mark Hadath, BCGEU, CCC Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Tracey Strain, BCGEU, CCC Rose Lance, UPN, Nurse
Guests:		Marzie De Pangher, BCGEU, CCC Debbie Pico, BCNU Coreen Wolanski, PSA

### Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management issues

Training and Membership

Other Business

### Call to Order

#### 1. Approve last Minutes

1.1. October 4<sup>th</sup> minutes

#### 2. Approve Agenda

2.1. Augment below

#### 3. Accident and Incident Reporting

3.1. Distribute accident and incident report (September incidents)

3.2. Discussion of trends and patterns

3.3. Review recommendations from investigation

#### 4. Risk Management Issues

##### 4.1. Fire and Earthquake Drills

4.1.1. Big Shakeout report/discussion – Christine (2011.10.04; 4.1.1)

4.1.2. Policy Review following from Earthquake Drill – EU110 and EU115.

4.1.3. WSI doesn't want us to touch fire panel – hold on drills until resolved.  
(2011.10.04; 4.1.3)

4.2. Louise White board lowering. – Arthur (From August); confirm remedy has occurred.

4.3. Two way radio pilot –general discussion and other options (2011.09.20; 4.3)

##### 4.4. WBC order updates

4.4.1. Order 1.5 - (Thu 2011-06-02 16:52 and Thu 2011-06-30 15:39)

4.4.1.1. Confirm change in form. - Andy

4.4.2. (Order 1.6 – Pending; this is a place holder, no action at this time)

4.4.3. Order 2.0 - Near Miss form; review update to form. - Andy

4.4.4. Order 2.1 - Workplace Violence Prevention Program confirm subcommittee membership and set meeting - Andy

4.5. Environmental Risk Assessment (2011.07.05; 4.5) – report from high-risk areas and any low risk areas that are complete. – Andy

4.6.

4.7.

**5. Training and Membership**

5.1. Training

5.1.1. Wellness training – Restorative Journal Writing – 19, 20, 26 & 27/10/2011

5.1.2. FoodSafe - 17/11/2011

5.1.3. NVCi recertification - 29/11/2011 and 13/12/2011

5.1.4. CPR for HCP – 01, 08, 15/12/2011

5.1.5. OSH Violence Risk Assessment - Nov 08, 11

5.2. Membership update

**6. Other Business:**

6.1. Staff Dogs on site (see August 2011 minutes)

6.2. Smoking area (June 2011 – Jewels)

6.3. Terms of Reference (20110906-6.5) - Debbie Pico (Jewels)

6.4. Safety while transporting youth (20110511-4.8) – Jewels

6.5. Safety barriers on units (20110511-6.5) – Jewels and Rose (partially overlaps with 6.4 above)

6.6.

**7. Next meeting date: November 2<sup>th</sup>, 2011**

7.1. Confirm next date \_\_\_\_\_



## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location address:** 3405 Willingdon, Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, November 01, 2011 at 1300 hrs  
**Work site jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher, Maples School Andy MacDonald, Manager Response Serv.	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Mark Hadath, BCGEU, CCC Marzie De Pangher BCGEU, CCC
<b>Regrets:</b>		Susan Cross, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Rose Lance, UPN, Nurse Debra Orum, BCGEU, Business Administrator
<b>Absent:</b>	Ken Moore, Director	David Ephraim, Psych, PEA Tracey Strain, BCGEU, CCC
<b>Guests:</b>		Coreen Wolanski, PSA Sharon Sall, BCGEU, CCC Tim Shearer, BCGEU, OA, minutes

Chair: Andy Macdonald  
Recorder: Tim Shearer

**Standing Agenda:**

Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC Issues  
Training and Membership  
Other Business

**Meeting commenced at 1315.**

	Action
1. Approve minutes 1.1) Andy reviewed October minutes. Arthur approved minutes.	Concluded
2. Approve Agenda 2.1) Agenda amended to add 4.6 and 6.6 below	Concluded
3. Accident and Incident Reporting 3.1) Distribution of Near Miss Reports for October have not been forwarded to OSH chairs. 3.2) Two restraints resulting in injury to staff: s.79 (YCJA)	BF

<p><b>Discussion:</b> s.79 (YCJA)</p> <p><b>Recommendation:</b></p> <p>3.3) Both incidents BF due to lack of investigation report by Program Coordinator. When completed, the report is to be forwarded to this OSH Committee.</p> <p>Incidents of injury to staff have generally decreased; 79% of injuries occur in Crossroads and all other injuries to staff have been non-violence related.</p>	<p>BF</p>
<p>4. Risk Management Issues</p> <p>4.1) Fire Drills and Earthquake Drills:</p> <p>4.1.1. Big Shakedown Report/Discussion – Andy</p> <p><b>Discussion:</b> Participants agreed this was a good starting spot and that the committee should continue to meet. The drill was well-received although some staff were unsure of what to do (e.g., location of assembly areas). The committee discussed concerns regarding staffs' limited knowledge of relevant policies and procedures. It was suggested that policies and procedures be printed and displayed on posters and that shift change devote time to discussion and promotion of knowledge. Merrillyn offered the use of the school's laminator for posters if we decided to move ahead with the idea.</p> <p><b>Action:</b> Christine will continue to chair the Emergency Preparedness Subcommittee with a focus on Earthquake and other disasters. Immediate tasks will be policy review, write up a summary of findings and recommendations to the Executive (see below for brief summary).</p> <p>4.1.2. Big Shakedown will be conducted province-wide twice a year.</p> <p><b>Discussion:</b> Some concerns that arose included accessibility of temporary shelters (tents stored under the stage in the gym), who was in charge, staff not knowing the physical layout of the complex and availability of rescue equipment.</p> <p>1) <b>Action:</b> Arthur suggested a wooden storage sheds as a possibility for emergency supply storage away from our brick buildings. Andy thought the idea worthy of merit and may look into the feasibility of finding out if we can fund it. Arthur volunteered to build it. Christine will ensure that these and other issues that arose are addressed in the EP Subcommittee.</p> <p>4.1.3. WSI and Andy will meet regarding use of fire bells during drill. WSI has concerns that alarms are silenced but not being reset following drills. Alarms could be checked during regular smoke detector checks. It was suggested that fire drills could be conducted without the bells. Fire drills are on hold until the issue is resolved with WSI next week.</p>	<p>BF</p> <p>Christine</p> <p>Arthur</p> <p>Christine</p> <p>BF - Andy</p>

4.2)	<p>White Board height Crossroads PC office 11.08.02(1)  <b>Discussion:</b> Unsure whether it has been done.  <b>Action:</b> Arthur will check his notes to see if he had the details.</p>	Arthur
4.3)	<p>Two Way Radio Pilot:  <b>Discussion:</b> Feedback regarding radios was well received. Some concerns regarding bulkiness and reliability. Andy suggested VOCERA.com, a Star Trek-like communicator, but there are concerns with its use in noisy locations. Communicators are smaller and less bulky than the present walkie talkies in use. The system needs update every three years. There are six walkie talkies in service on complex. They are bulky and work sporadically. They must be tested during the shift. PATS is used at BC Correctional Services. It requires a separate network and start-up expenses are \$50-60,000. Mike System has concerns with accessibility in crisis situations but is cheaper (\$22,000). The system provides the signal's location. IAU uses a push-button system. Proposals to Gail North for procurement.  <b>Action:</b> Andy will continue to update the committee with progress around this issue.</p>	Andy
4.4)	<p>WBC order updates  4.4.1. (Order 1.5: Initial -2011-06-02, last discussion 2011-10-04)  Updated instructions for the CF0649 (PSC8 replacement) are still not in place.</p> <p>Also review Envelope instruction/list  4.4.2 Order 1.6 place holder  4.4.3. Near Miss Form; PCs are not submitting forms. Recommended 8.5"x14" pages be used for printout; add Factors and Recommendations to the form.  4.4.4. Violence in the Workplace (first came up at May 11, 2011 Local OSH, last discussed at the September 20 Local OSH) subcommittee to be made up of OHS committee members. PCs and member teams to get their environmental workplace assessments done.  <b>Discussion:</b> Committee discussed the installation of a Dutch door in the Crossroads nursing office. The issue is unclear at this time but representatives from the BCNU and UPN will be coming for a tour of the facility and will be able to explain the issue in more detail. The committee discussed concerns around the safety of Dutch door in the staff office. Marzie will follow-up this discussion with staff at shift change regarding their perceptions around whether such a door would increase safety.</p> <p>4.5) Environmental Risk Assessment still to be done. Discussion first came up at July 5, 2011 Local OSH meeting, last discussed at the September 20, 2011 Local OSH meeting. OHS members to review the Environmental Risk template. How will MATC mitigate the risk factors of violence to staff? Review and approve the form and content for applicability to MATC.</p>	Andy



<p>4.6) Flooding in Cottage 1  <b>Discussion:</b> WSI has changed their inspection policy and will no longer perform preventative measures; will just deal with existing problems. Maples staff should be looking for problems and potential problems.  <b>Action:</b> Andy will contact WSI to arrange inspection of roofs' drains once most of the leaves are down.</p> <p>4.6.1. Snow removal on CATC parking lot  Watch where snow piles are placed. WSI is not as proactive as they have been in the past; watch for safety issues.</p>	<p>Andy</p>
<p><b>5. Training and Membership</b>  5.1 Distribution of minutes – <b>The PEA doesn't want copies of OSH minutes.</b>  5.1.1. Wellness Training – Restorative Journal Writing  5.1.2. FoodSafe Training November 17  5.1.3. NVCi recertification November 29 and December 13  5.1.4. CPR for HCP December 1, 8, 15  5.1.5. OSH Violence Risk Assessment November 8 for OSH member who have not had Violence Risk training</p> <p>5.2 Arthur to follow-up regarding pending BCGEU members' confirmation letters</p> <p><b>6. Other Business</b>  6.1 Not clarified yet</p> <p>6.2. Dogs on site - Review  <b>Discussion:</b> Discussed the benefits of having dogs on site (therapeutic effect) and the potential problems (staff or residents who are afraid of/allergic to dogs, distraction of staff to duties, potential biting/messing, etc. The committee will look into a process – certification regulations, need to look at under what circumstances they can be brought.  <b>Action:</b> No dogs on complex until resolved. Andy will advise PCs, Marilyn will advise teachers. Arthur will provide a page or so of ideascumulated from various discussions.</p> <p>6.2 Smoking Area – (20110906-6.4) Jewels  6.3 BCNU concerns will be discussed with the BCNU/UPN reps when they come for their tour.  6.4 Terms of Reference (20110511-6.5) – Debbie Pico (Jewels)  6.4.1 BF as queries not available for the committee to review.  6.5 . BCNU concerns will be discussed with the BCNU/UPN reps when they come for their tour.  6.6 Minutes Format – WorkSafe BC requires capture of old and new business and record of discussions from meetings. Arthur queried how to track repeating items (i.e., defibrillator). Suggested adding end notes to capture the issue.</p> <p><b>Next Meeting Date:</b>  Next date will be Tuesday December 6<sup>th</sup>, 2011 at 1300 to 1500.</p>	<p>Completed</p> <p>Arthur</p> <p>Arthur</p> <p>Arthur/Merrilyn</p> <p>Arthur</p>



## Local OSH Committee - Maples Adolescent Treatment Centre

### Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
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- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Attn: Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- PEA – Send to David Ephraim for posting in the department office and forwarding to PEA as per their instructions.
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH Master File – Admin. recording secretary

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, December 06, 2011 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Christine Brisebois, UPN, Nurse Mark Hadath , BCGEU, CCC Marzie De Pangher BCGEU, CCC
<b>Regrets:</b>	Arthur Bates, BCGEU, SPO	David Ephraim, Psych, PEA Tracey Strain, BCGEU, CCC Tim Shearer, BCGEU, OA
<b>Absent:</b>	Susan Cross, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Rose Lance, UPN, Nurse	
<b>Guests:</b>		Sharon Sall, BCGEU, CCC Sherry Parkin, BCNU Charles Ballantyne, UPN

Chair: Andy Macdonald  
Recorder: Tim Shearer

**NOTE: Review of November minutes**

*Standing Agenda:*  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC Issues  
Training and Membership  
Other Business

Meeting commenced at 1315.	Action
1. Approve minutes 1.1) Andy reviewed November minutes. Christine moved adoption of amended minutes.	Concluded
2. Approve Agenda 2.1) Agenda amended to add 6.4 and 6.5 below	Concluded
3. Accident and Incident Reporting 3.1) Distribution of Near Miss Reports for October have not been forwarded to OSH chairs. 3.2) Injuries to staff <b>Discussion:</b> Mark - summarized a female staff's fall on stairs to the Bifröst office as being partly due to poor lighting. <b>Recommendation:</b> s.13 <b>Discussion:</b> Christine reported slippery driveways and sidewalks, especially the road in front of Cottage 1. De-icer is available from Response 2 and could be applied as needed. Andy - WSI does not	Mark

<p>want us to salt sidewalks and roads. "Slippery" signs could be placed but clients would move and/or damage them. Andy - contractors plough the CATC parking lot and they should be reminded to move the snow down from Crossroads towards the road.</p> <p><b>Recommendations:</b> s.13</p>	<p>Andy</p>
<p><b>3.3) Discussion:</b> s.79 (YCJA)</p> <p>Staff should not put themselves at risk; they should wait to intervene. The impulse is to grab the client but staff should not get involved. If an incident occurs, no one wants to inform the parents but also, no one wants to inform an injured staff's family. Staff should be thinking about responsibility and self-protection. Andy - Forensic policy requires following at a safe distance to the edge of the property. Ken - we have a legal requirement of "duty to care." Andy - kids are here under the <i>Mental Health Act</i> and the sidewalk is the limit but if there is a risk we are responsible. Sherry - worker safety must be balanced with care. Charles - the RCMP has holding power to take at-risk clients for assessment. Christine - staff can call the RCMP, Andy MacDonald (Manager, Response Services), Ken Moore (Director), Tom Jensen (Manager, Treatment Services) or the on-call doctor.</p> <p><b>Recommendations:</b> s.13</p>	<p>Andy</p>
<p><b>3.4) Discussion:</b> s.79 (YCJA)</p>	
<p><b>3.5) Discussion:</b> Andy – Near Misses must be investigated. Christine - seeking a framework or template for investigating near misses. Sherry – Investigation should consider precursors to incidents. Mark – tracking near misses is a new process and a new recognized practise. Marzie – a verbal process; not formalized yet. Tracey – how are near miss investigations assigned? Sherry – should be a team (union, staff, PC and management). Look at the Act (Section 106). Andy – assignment is not needed; if you see it, fix it. Charles – a form can be assigned. Christine – who can do the investigation and who can do the form? Sharon – can we use our judgement? Sherry – the concept is "potential to do harm". Tracey – looking for patterns over time. Mark – OSH can look at patterns every 30 – 60 days. Sherry – there is an online course of 8 modules but it has not been released outside of the Health section. Charles – if staff feel training is not adequate get back to the OSH committee with suggestions. Marzie – who should be available and when? Andy – OSH committee, PCs and shift heads have been trained.</p> <p><b>Action:</b> Andy – all near misses to be recorded on a form that will be provided. A list of who is on-call to conduct investigations is to be maintained.</p>	<p>Andy</p>



4. Risk Management Issues	
4.1) Fire Drills and Earthquake Drills:	
<p>4.1.1. Big Shakedown Report/Discussion – Andy</p> <p><b>Discussion:</b> Participants agreed this was a good starting spot and that the committee should continue to meet. The drill was well-received although some staff were unsure of what to do (e.g., location of assembly areas). The committee discussed concerns regarding staffs' limited knowledge of relevant policies and procedures. It was suggested that policies and procedures be printed and displayed on posters and that shift change devote time to discussion and promotion of knowledge. Merrillyn offered the use of the school's laminator for posters if we decided to move ahead with the idea.</p> <p><b>Action:</b> Christine will continue to chair the Emergency Preparedness Subcommittee with a focus on Earthquake and other disasters. Immediate tasks will be policy review, write up a summary of findings and recommendations to the Executive (see below for brief summary). Christine will coordinate with Cliff to schedule a meeting and to collate recommendations.</p>	<p>BF</p> <p>Christine</p>
<p>4.1.2. Big Shakedown will be conducted province-wide twice a year.</p> <p><b>Discussion:</b> Some concerns that arose included accessibility of temporary shelters (tents stored under the stage in the gym), who was in charge, staff not knowing the physical layout of the complex and availability of rescue equipment.</p> <p>1) <b>Action:</b> Arthur suggested a wooden storage shed as a possibility for emergency supply storage away from our brick buildings. Andy thought the idea worthy of merit and may look into the feasibility of finding out if we can fund it. Arthur volunteered to build it. Christine will ensure that these and other issues that arose are addressed in the EP Subcommittee.</p>	<p>Arthur</p> <p>Christine</p> <p>BF - Andy</p>
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<p>clients upon admission and staff must enforce the rules. Charles – the message from staff regarding smoking has to be consistent; send an email reminder to all staff to remind them of rules and regulations.  <b>Action:</b> Andy – to check out costs, laws and feasibility of building a smoking structure. Andy will advise social workers to advise new admissions of the rules should these change.</p>	<p>Andy</p>
<p><b>6.3 Safety Transporting Youth</b>  <b>Discussion:</b> Sherry – no incidents reported regarding transporting kids but minor incidents can escalate; safety is a major concern. The vehicle is a place of work while transporting kids. Do a Point of Care risk assessment (i.e., is there a risk to staff and public; are communication and right control mechanisms available?) Christine – nurses do an MSE prior to taking kids in a vehicle. Sherry – barriers in vehicles are being used in other facilities. We have the right to refuse kids in vehicles. Christine – staff should have cell phones with them when off-site. Charles – employer should provide cell phones. Sherry – remember there is a law about handsfree use. Tracey – when going offsite maintain a safe ratio of staff to kids. Andy – before taking kids offsite use an assessment.  <b>Action:</b> Andy to check for availability of cell phones on each unit.</p>	<p>Andy</p>
<p><b>6.4 Terms of Reference (20110511-6.5) – Debbie Pico (Jewels)</b></p>	
<p><b>6.4.1 BF as queries not available for the committee to review.</b></p>	
<p><b>6.4 Safety Barriers</b>  <b>Discussion:</b> Sherry – during walkabouts at other facilities Dutch doors are being used. Mark – Dutch doors are good for safety and communication. Sherry – should the door swing in or out? Marzie – Crossroads seemed to like the idea.  <b>Action:</b> Sherry Parkin is arranging for Jody and Andy (and possibly other OHS committee members) to tour Abbotsford Hospital's Psych Emergency Ward to see how they have used a Dutch door for safety. This will occur late December or early January.</p>	<p>Sherry Parkin</p>
<p><b>6.5 BCNU concerns will be discussed with the BCNU/UPN reps when they come for their tour.</b></p>	
<p><b>6.5 Environmental:</b></p>	
<p><b>6.5.1 Heating in the School</b>  <b>Discussion:</b> Marilyn – heating is a problem in Desiree's office and some classrooms. Marilyn has called WSI and Kevin is working to resolve the problem and he will keep Marilyn informed.</p>	
<p><b>6.5.2 Lighting</b>  <b>Discussion:</b> Marilyn – lighting between the north door of the school and Cottage 1 parking lot is inadequate and unsafe. Marzie – the sidewalk from Breakaway to Dala is very dark at night.  <b>Action:</b> Marilyn will call WSI</p>	<p>Marilyn</p>
<p><b>6.6 Minutes Format – WorkSafe BC requires capture of old and new business and record of discussions from meetings. Arthur queried how to track repeating items (i.e., defibrillator). Suggested adding end notes to capture the issue.</b></p>	
<p><b>Meeting Adjourned: 1535h</b></p>	
<p><b>7. Next Meeting Date: Tuesday, January 10, 2012 at 1300 to 1500.</b></p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2  
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
- [coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)



## Local Occupational Health and Safety Committee

### MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, January 10, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Christine Brisebois, UPN, Nurse Marzie De Pangher BCGEU, CCC Tracey Strain, BCGEU, CCC Tim Shearer, BCGEU, OA
<b>Regrets:</b>	Arthur Bates, BCGEU, SPO	
<b>Absent:</b>	Susan Cross, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Rose Lance, UPN, Nurse	
<b>Guests:</b>		

Chair: Andy Macdonald [ *NOTE: ITALICIZED text is New and/or Carried Forward content from previous minutes* ]

Recorder: Tim Shearer Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting commenced at 1305.**

	Action
1. Approve minutes	
1.1) Andy reviewed December minutes. Ken moved adoption of amended minutes.	Concluded
2. Approve Agenda	
2.1) Agenda	Concluded
<i>Additions to Other Business:</i>	
<i>Canopy lighting</i>	
<i>Dogs on complex</i>	
<i>Dutch Door</i>	
<i>Cottage 1 door closer</i>	
<i>Defibrillator</i>	
<i>Violence in the Workplace</i>	
<i>Earthquake Preparedness</i>	
3. Accident and Incident Reporting	
3.1) Distribution of Near Miss Reports for October have not been forwarded to OSH chairs.	
3.2) Injuries to staff	
<b>Discussion:</b> Mark - summarized a female staff's fall on stairs to the	

<p>Bifröst office as being partly due to poor lighting.  <b>Recommendation:</b> s.13  <b>Discussion:</b> Christine reported slippery driveways and sidewalks, especially the road in front of Cottage 1. De-icer is available from Response 2 and could be applied as needed. Andy - WSI does not want us to salt sidewalks and roads. "Slippery" signs could be placed but clients would move and/or damage them. Andy - contactors plough the CATC parking lot and they should be reminded to move the snow down from Crossroads towards the road.  <b>Recommendations:</b> s.13</p>	<p>Mark</p>
<p>3.3) <b>Discussion:</b> Sherry -s.79 (YCJA)  Staff should not put themselves at risk; they should wait to intervene. The impulse is to grab the client but staff should not get involved. If an incident occurs, no one wants to inform the parents but also, no one wants to inform an injured staff's family. Staff should be thinking about responsibility and self-protection. Andy - Forensic policy requires following at a safe distance to the edge of the property. Ken - we have a legal requirement of "duty to care." Andy - kids are here under the <i>Mental Health Act</i> and the sidewalk is the limit but if there is a risk we are responsible. Sherry - worker safety must be balanced with care. Charles - the RCMP has holding power to take at-risk clients for assessment. Christine - staff can call the RCMP, Andy MacDonald (Manager, Response Services), Ken Moore (Director), Tom Jensen (Manager, Treatment Services) or the on-call doctor.  <b>Recommendations:</b> s.13</p>	<p>Andy</p>
<p>3.4) <b>Discussion:</b> Marzie .s.79 (YCJA)</p>	
<p>3.5) <b>Discussion:</b> Andy – Near Misses must be investigated. Christine - seeking a framework or template for investigating near misses. Sherry – Investigation should consider precursors to incidents. Mark – tracking near misses is a new process and a new recognized practise. Marzie – a verbal process; not formalized yet. Tracey – how are near miss investigations assigned? Sherry – should be a team (union, staff, PC and management). Look at the Act (Section 106). Andy – assignment is not needed; if you see it, fix it. Charles – a form can be assigned. Christine – who can do the investigation and who can do the form? Sharon – can we use our judgement? Sherry – the concept is "potential to do harm". Tracey – looking for patterns over time. Mark – OSH can look at patterns every 30 – 60 days. Sherry – there is an online course of 8 modules but it has not been released outside of the Health section. Charles – if staff feel training is not adequate get back to the OSH committee with suggestions. Marzie – who should be available and when? Andy – OSH committee, PCs and shift heads have been trained.</p>	

<p><b>Action:</b> Andy – all near misses to be recorded on a form that will be provided. A list of who is on-call to conduct investigations is to be maintained.</p>	<p>Andy</p>
<p>3.6) <i>Injury to Staff Reports</i></p>	
<p><b>Discussion:</b></p>	
<p><i>Car Accident</i></p>	
<p>Andy - review has not been done; not a lot can be done about someone else's inattention.</p>	
<p><i>Response 2 Social Worker</i></p>	
<p>Andy – Program Coordinator advised staff to clean up after using the S.W.'s office.</p>	
<p><i>Door shutting on Crossroad staff's hand</i></p>	
<p>Andy – Follow-up advised using the door handle rather than the door edge.</p>	
<p><i>Injury Pie Charts</i></p>	
<p>Andy – It is good that 74% of injuries were attended by First Aid</p>	
<p>Christine – why doesn't everyone call First Aid?</p>	
<p>Andy – some minor injuries are not being reported; some things don't hurt right away.</p>	
<p>Tracey – Incident Reports are done on assaults but not included in Near Misses.</p>	
<p>Andy – there's a Near Miss and reports being done to add to year end stats.</p>	
<p>Christine – were people not reporting or was First Aid not doing the forms?</p>	
<p>Andy – people don't report minor injuries.</p>	
<p>Andy – male/female proportions are fairly accurate. Crossroads is the place where injuries occur. Resident-related injuries are lower but still the main worksite hazard.</p>	
<p>3.7) <i>Near Misses</i></p>	
<p>Tracey – s.79 (YCJA)</p>	
<p>Tracey – the behaviour could not really have been anticipated; we don't always have control of kids' actions</p>	
<p>Ken – what prevented documentation of the situation?</p>	
<p>Tracey – there were so many things going on.</p>	
<p><b>Action:</b></p>	
<p>Andy – Tracey and Stephen to do a Joint Investigation Report</p>	
<p><b>Discussion:</b></p>	
<p>Tim – the door slamming rattled the Admin staff</p>	<p>Tracey</p>
<p>Tracey – Dr. Gubanov handled the situation very well.</p>	
<p>Andy – did anyone follow-up with Dr. Gubanov?</p>	
<p>Tracey – a follow-up or small debrief could have been done.</p>	
<p>Ken – those involved could have requested debriefing.</p>	
<p>Andy – after the adrenaline settled there is the responsibility of those affected to seek debriefing, formally or informally.</p>	
<p>Tracey – informal debriefing does take place here; I went to my supervisor.</p>	
<p>Andy – a debriefing may be an imposition; debriefing may not be necessary and calling somebody from outside may be intrusive.</p>	



<p>Recommendation: s.13</p> <p>Discussion: <i>Ken – do we have Near Misses for November?</i> <i>Andy – none available, none reported and no staff sent in reports.</i> Recommendation: s.13</p> <p>Discussion: <i>Chris – who will conduct investigations?</i> Action: <i>Andy will arrange it with the PCs.</i> Discussion: <i>Ken – How will Near Misses be reported?</i> Recommendation: s.13</p>	<p>Andy</p>
<p>4. Risk Management Issues 4.1) Fire Drills and Earthquake Drills:</p> <p>4.1.1. Big Shakedown Report/Discussion – Andy <b>Discussion:</b> Participants agreed this was a good starting spot and that the committee should continue to meet. The drill was well-received although some staff were unsure of what to do (e.g., location of assembly areas). The committee discussed concerns regarding staffs' limited knowledge of relevant policies and procedures. It was suggested that policies and procedures be printed and displayed on posters and that shift change devote time to discussion and promotion of knowledge. Merrillyn offered the use of the school's laminator for posters if we decided to move ahead with the idea. <b>Action:</b> Christine will continue to chair the Emergency Preparedness Subcommittee with a focus on Earthquake and other disasters. Immediate tasks will be policy review, write up a summary of findings and recommendations to the Executive (see below for brief summary). Christine will coordinate with Cliff to schedule a meeting and to collate recommendations.</p> <p>4.1.2. Big Shakedown will be conducted province-wide twice a year. <b>Discussion:</b> Some concerns that arose included accessibility of</p>	<p>BF</p> <p>Christine</p> <p>Arthur</p>

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<p><b>Action:</b> Andy will continue to update the committee with progress</p>	<p>Andy</p>

around this issue.	Andy – Tracey to write instructions for check-in.	Tracey
Discussion:		
Ken – is it a disciplinary issue? I am frustrated with the casual use.		
Chris – it is a necessary requirement of employment.		
Andy – we have enough; 8 on each unit.		
Tracey – I do not agree with disciplinary action for non-use. The Shift Head should model the behaviour.		
Ken – that is not an option; carry them or be disciplined.		
Tracey – rather than discipline, supervisors should be the models.		
Andy – if supervisors do not model behaviours, what should happen?		
Chris – my team is using the walkies – it has become a minimum standard.		
Marzie – neglecting walkies is indicative of laxness in other areas.		
Tracey – when all staff have walkies each staff is responsible for carrying one.		
Chris – will walkies be numbered? When doing check-ins the walkie's number can be used. FPH has a grid system to check for dead areas on complex. We could use a similar system and reception levels could be checked and announced when moving locations.		
Action: Tracey to write instructions for check-in. There will be two walkies per person; one with staff and one charging.		Tracey
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<p>for applicability to MATC.</p> <p>4.6) Flooding in Cottage 1  <b>Discussion:</b> WSI has changed their inspection policy and will no longer perform preventative measures; will just deal with existing problems. Maples staff should be looking for problems and potential problems.  <b>Action:</b> Andy will contact WSI to arrange inspection of roofs' drains once most of the leaves are down.</p> <p>4.6.1. Snow removal on CATC parking lot  Watch where snow piles are placed. WSI is not as proactive as they have been in the past; watch for safety issues.</p> <p>4.7 Lighting on Complex  <b>Discussion:</b>  <i>Chris - lighting on the canopy on the north side of the pool is poor.</i>  <i>Merrilyn – concerns about personal safety when leaving after hours due to poor lighting in Cottage 1 parking area.</i>  <i>Action: Andy will check with Deb regarding Security reports related to lighting.</i></p>	<p>Andy</p> <p>Andy</p>
<p>5. <b>Training and Membership</b></p> <p>5.1 Distribution of minutes – <b>The PEA doesn't want copies of OSH minutes.</b></p> <p>5.1.1. CISD – (now known as CID) Jody and developer are in contact. Updates are in progress</p> <p>5.1.2. FoodSafe Training November 17</p> <p>5.1.3. NVCI recertification November 29 and December 13</p> <p>5.1.4. CPR for HCP December 1, 8, 15; HCPs receive Bag Valve Mask</p> <p>5.1.5. OSH Violence Risk Assessment November 8 for OSH member who have not had Violence Risk training</p> <p>5.2 Arthur to follow-up with Sharon regarding pending BCGEU members' confirmation letters</p> <p>6. <b>Other Business</b></p> <p>6.1 Not clarified yet</p> <p>6.2. Dogs on site - Review  <b>Discussion:</b> Discussed the benefits of having dogs on site (therapeutic effect) and the potential problems (staff or residents who are afraid of/allergic to dogs, distraction of staff to duties, potential biting/messing, etc. The committee will look into a process – certification regulations, need to look at under what circumstances they can be brought. Merrilyn found certification related to the therapeutic use of dogs balanced with worker/client safety, a balance between comfort and fear. Dogs should be reviewed prior to use. Sherry – there are benefits; set up a policy related to hygiene, allergies etc.  <b>Action:</b> No dogs on complex until resolved. Andy will advise PCs, Merrilyn will advise teachers. Arthur will provide a page or</p>	<p>Completed</p> <p>Arthur</p> <p>Arthur</p> <p>Arthur</p> <p>Arthur/Merrilyn</p>

<p>some of ideas cumulated from various discussions.  Discussion:  <i>Marzie – there have been dogs on complex</i>  <i>Chris – we need guidelines/policy; there are potential benefits</i>  <i>Merrilyn – there is literature on benefits.</i>  <i>Marzie – is everyone aware of the policy? PCs have sent out a notice.</i>  <i>Tracey – dogs have to be prepared and trained prior to presence on complex.</i>  <i>Merrilyn – pre-screening is essential.</i>  <i>Tracey – some dogs here are being babysat.</i>  <i>Merrilyn – screening and identifying is necessary before bringing dogs in.</i>  <i>Arthur has the paperwork. Dogs are going into hospitals, etc.</i>  <i>Tracey – dogs are showing up here.</i>  <i>Andy – dogs here will be for a purpose, not just for convenience or babysitting.</i>  Action: <i>Chris will work with Merrilyn to establish guidelines.</i></p>	
<p>6.2 Smoking Area – (20110906-6.4) Jewels.  Discussion: <i>Christine – weather is drawing kids to doorways to smoke. She suggested a gazebo over the picnic table between R2 and Cottage 1.</i>  <i>Ken – there is no money to build a gazebo and there are regulations against minors smoking. Tracey – smoking rules should be set with caregivers and clients upon admission and staff must enforce the rules. Charles – the message from staff regarding smoking has to be consistent; send an email reminder to all staff to remind them of rules and regulations.</i>  Action: <i>Andy – to check out costs, laws and feasibility of building a smoking structure. Andy will advise social workers to advise new admissions of the rules should these change.</i></p>	Chris/Merrilyn
<p>Discussion:  <i>Chris – kids will smoke but how do to move them away from the Response 2 doorway? Do we have a designated smoking area?</i>  <i>Andy – designated smoking areas can be established indoors but we're looking into an outdoor designated area.</i>  <i>Ken – suggested the picnic table between R2 and Cottage 1 but the area may become a hotspot.</i>  <i>Marzie – Crossroads and Dala stand in the doorway and the smoke spreads through the units.</i>  <i>Andy – people will have to decide if we are a non-smoking site. Mental Health and Addictions opened as smoke-free but has smoking areas now.</i>  <i>Chris – how do we supervise the kids when smoking?</i>  <i>Andy – we won't be able to stop it; OSH must decide how we will protect staff from exposure. OSH is one side but clinical considerations arise. The question will not be resolved today.</i></p>	Andy
<p>6.3 Safety Transporting Youth  Discussion: <i>Sherry – no incidents reported regarding transporting kids but minor incidents can escalate; safety is a major concern. The vehicle is a place of work while transporting kids. Do a Point of Care risk assessment (i.e., is there a risk to staff and public; are communication and right control mechanisms available?) Christine – nurses do an MSE prior to taking kids in a vehicle. Sherry – barriers in vehicles are being used in other facilities. We have the right to refuse kids in vehicles. Christine – staff should have cell phones with them when off-site. Charles – employer should provide</i></p>	Merrilyn



<p>cell phones. Sherry – remember there is a law about handsfree use. Tracey – when going offsite maintain a safe ratio of staff to kids. Andy – before taking kids offsite use an assessment.</p> <p>Action: Andy to check for availability of cell phones on each unit.</p> <p>6.4 Terms of Reference (20110511-6.5) – Debbie Pico (Jewels)</p> <p>6.4.1 BF as queries not available for the committee to review.</p> <p>6.4 Safety Barriers</p> <p>Discussion: Sherry – during walkabouts at other facilities Dutch doors are being used. Mark – Dutch doors are good for safety and communication. Sherry – should the door swing in or out? Marzie – Crossroads seemed to like the idea.</p> <p>Action: Sherry Parkin is arranging for Jody and Andy (and possibly other OHS committee members) to tour Abbotsford Hospital's Psych Emergency Ward to see how they have used a Dutch door for safety. This will occur late December or early January.</p> <p>6.5 BCNU concerns will be discussed with the BCNU/UPN reps when they come for their tour.</p> <p>6.5 Environmental:</p> <p>6.5.1 Heating in the School</p> <p>Discussion: Marilyn – heating is a problem in Desiree's office and some classrooms. Marilyn has called WSI and Kevin is working to resolve the problem and he will keep Marilyn informed.</p> <p>6.5.2 Lighting</p> <p>Discussion: Marilyn – lighting between the north door of the school and Cottage 1 parking lot is inadequate and unsafe. Marzie – the sidewalk from Breakaway to Dala is very dark at night.</p> <p>Action: Marilyn will call WSI</p> <p>6.6 Minutes Format – WorkSafe BC requires capture of old and new business and record of discussions from meetings. Arthur queried how to track repeating items (i.e., defibrillator). Suggested adding end notes to capture the issue.</p> <p><b>Meeting Adjourned: 1505h</b></p>	
<p><b>7. Next Meeting Date: Tuesday, February 7, 2012 at 1300 to 1500.</b></p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)



Local OSH Committee - Maples Adolescent Treatment Centre

- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday, February 7, 2012 1300hrs

<b>Members:</b>	<i>Employer</i>	<i>Union / Employee</i>
	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Jewels Bainbridge, BCNU, Nurse Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA Marzie De Pangher BCGEU, CCC David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Rose Lance, UPN, Nurse Tracey Strain, BCGEU, CCC
<b>Admin Support</b>		Tim Shearer, BCGEU, OA
<b>Guests:</b>		

Call to Order

- 1) Approve January Minutes
- 2) Approve Agenda
- 3) Accident and Incident Reporting
  - 3.1 Distribute accident and incident report
  - 3.2 Discussion of trends and patterns
  - 3.3 Distribution of Near Miss Reports.
- 4) Risk Management Issues
  - 4.1 Fire drills – Arthur et al
  - 4.2 Emergency contact of units. Dala functional? BF from last time– Andy
  - 4.3 Art Room ventilation update. BF from last time. – Andy
  - 4.4 WCB orders updates? – Andy
  - 4.5 School mould update - Merrilyn
- 5) Training and Membership
- 6) Old Business
  - 6.1. Defibrillator update. - Andy
  - 6.2. Earthquake preparedness - Christine
- 7) New Business:
  - 7.1. Workplace Violence Prevention Plan
- 8) Next meeting date
  - 8.1) Set new date \_\_\_\_\_

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, February 07, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Christine Brisebois, UPN, Nurse Marzie De Pangher BCGEU, CCC Tim Shearer, BCGEU, O/ Mark Hadath BCGEU, CCC
<b>Regrets:</b>		Arthur Bates, BCGEU, SPO
<b>Absent:</b>	Susan Cross, Psych, PEA Natalie Franz, Psych, PEA	Tracey Strain, BCGEU, CCC Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Rose Lance, UPN, Nurse
<b>Guests:</b>		Debbie Picco BCNU Charles Ballantyne UPN

Chair: Andy Macdonald

Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting commenced at 1305.**

	Action
1. Approve minutes Andy reviewed January minutes. Ken moved adoption of amended minutes. Marzie seconded. <sup>1</sup>	Concluded
2. Approve Agenda 2.1) Agenda <i>Additions to Other Business:</i> <i>Stairs to Bifrost office</i> <i>De-icing</i> <i>Investigation – On-Call list</i> <i>Cigarette butts at Breakaway</i> <i>Divisional Joint Violence Prevention</i>	
<b>Accident and Incident Reporting</b>  2.2) <u><b>Injuries to staff</b></u>  <b>Discussion:</b> Andy – one male staff hurt his back while moving a large stack of chairs on a dolly.	



<p><b>Action:</b> The dolly has been labelled “use only seven chairs” Andy – WSI has been requested to remove the lip on the floor of the room where the dolly and chairs are stored.</p> <p><b><u>Injury to Clients</u></b></p> <p><b>Discussion:</b> Andy –</p> <p>Christine – one nurse still off work Andy – A nurse witnessing the scene went on STIIP and the other on WCB; three staff lost time at work. Seven staff attended Critical Incident Stress Debriefing (CISD). Dr. Evelyn Stewart has been consulted Ken – summarized Dr. Stewart’s credentials. She suggested</p> <p>Charles – Ken –</p> <p>Christine –</p> <p>Andy – Ken – should this be in the minutes? Andy – staff should be aware of the risks; staff can’t catch all the things but staff should be aware. Charles –</p> <p>Marzie – Debbie – why is this the proper facility? Ken –</p> <p>Mark – there is a conflict regarding room search policy. Ken – practise rather than policy. Andy – if policy is unclear it should be spelled out. Charles – relevance, education and communication are all relevant issues.</p> <p><b>Action:</b> Andy – Christine will undertake an investigation.</p> <p><b>Discussion:</b> Andy – most staff did not seek First Aid.</p> <p><b><u>Near Misses<sup>2</sup></u></b></p> <p><b>Discussion:</b> Andy – No Near Misses Ken – was fire alarms settled with WSI? Andy – has not met with WSI regarding alarms</p>	<p>s.79 (YCJA)</p> <p>Christine</p>
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<p><b><u>Emergency Contact with Units - Walkie-Talkies<sup>3</sup></u></b></p> <p><b>Discussion:</b> Christine: s.79 (YCJA)</p> <p>Mark – validated the use of walkie-talkies. Merrilyn – teachers have approved buying walkie-talkies. Andy – do we need something more pertinent to MATC? Engineers (PBA) have been consulted. Ken – engineer’s report due by March 31. Christine – walkie-talkies do a good job but sometimes there’s a lot of local interference; there is a risk of people turning down the volume and missing a call. Marzie – walkie-talkie use is supported by shift heads and this has resulted in wider use by staff. Christine – a grid is not yet completed; Response 2’s basement is out of range and sometimes intermittent. Marzie – reception in R2’s basement should be the same as Cottage 1’s basement. Walkie-Talkies were tested 7 km away and they worked fine. Andy – they work better in line of sight. Merrilyn – what does psychology do when they’re testing with a client in a closed room; walkie-talkies would be disturbing. Marzie – we don’t have keys to access Psychology.</p> <p><b>Action:</b> Merrilyn – will look into the Psychology office door being unlocked when with a client.</p> <p><b>Discussion:</b> Ken – another possibility could be a panic button at the school’s reception desk but the secretary is not always on site. Andy – a “screamer” could be provided.</p> <p><b><u>Mould in the School</u></b></p> <p><b>Discussion:</b> Merrilyn – WSI did not get back to her regarding old papers etc. being removed from the unused room; leaky pipes in the ceiling are mouldy. Andy – Merrilyn should follow up with WSI. Ken – invited Merrilyn to WSI meeting on Feb 9.</p> <p><b><u>Training and Membership</u></b></p> <p><b>Discussion:</b> Andy – CISD training packages are being developed by Toby Snelgrove.</p> <p><b><u>Emergency Preparedness</u></b></p> <p><b>Discussion:</b> Christine – Jody to coordinate Emergency Preparedness.</p>	<p>Merrilyn</p>
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### **Investigation On-Call List**

#### **Discussion:**

Andy: the on-call list has been sent out; Program Coordinators (PCs) are on-call; there are enough staff trained to cover all shifts.

### **Stairs**

#### **Discussion:**

Mark – treads have been installed but lighting is not brighter.

Andy – R2's basement stairs still need repairs.

### **Dogs on Site<sup>4</sup>**

#### **Discussion:**

Christine – presented some guidelines.

Merrilyn – distributed Canadian Canine Good Citizen Test (CCGCT) (see attached) a recognized program; there are three BC evaluators; cost is \$35 per dog.

Christine – dogs are calming and soothing for kids.

Marzie – 12 hour shifts make long commitments for looking after a dog.

Christine – if the dog has to be removed there has to be some place for the dog and owner to go.

Merrilyn – if there is a problem the dog can be removed.

Christine – there has to be a built-in deterrent to just babysitting a dog; people who are committed would have to meet CCGCT requirements.

Andy – if something happens during a shift the responsibility is to the job, not the dog.

Merrilyn – has brought her dog in and it works well; mature dogs work better.

Debbie – dogs' presence is therapeutic rather than a novelty.

Charles – are there safety issues? Positives or negatives of therapeutic issues are secondary.

Andy – in an emergency, looking after the dog is secondary to addressing safety issues on this worksite; there is concern regarding the volatility of the kids.

Charles – PCs could determine the state of the unit when deciding on the presence of dogs.

Marzie – proposed a time frame for presence of dogs.

Charles – there should be plans for how dog is to be cared for.

Christine – the condition of stability of the unit to be considered and assessed.

Andy – Program Coordinators have to know that they are onboard regarding dog presence

Christine – consultation with PCs is conditions-based, not carte blanche.

Merrilyn – how would this be decided?

Andy – the job will be given to the PCs to decide situational appropriateness.

Ken – dogs must be licensed etc.



### **Smoking on Complex<sup>5</sup>**

#### **Discussion:**

Marzie – during Adoption training last week people were smoking in the open doorway of Cottage 1

Tim – cigarette butts were thrown on sidewalks and road

#### **Action:**

Andy – place No Smoking signs at Cottage 1 and replace damaged No Smoking sign at the entrance to the CATC building.

#### **Discussion:**

Tim – cigarette butts around the door to Breakaway

Ken – will be meeting with Lou regarding a canopy over the picnic table located between R2 and Cottage 1.

#### **Action:**

Andy – place a heavy ashtray by the picnic table at Breakaway.

### **School Multipurpose Room**

#### **Discussion:**

Merrilyn – staff are uncomfortable in this isolated room; will request a lock on the outside door and a lock and deadbolt on the washroom door. Steve Sipos' door is usually open, allowing visibility of the classroom hallway; requesting a window in his door for visibility when his door is closed.

Ken – the multipurpose room will be discussed with WSI Feb. 9.

Andy – if the multipurpose room is being used a walkie-talkie should be available due to the isolation of the room.

Merrilyn – some bricks and copper is still missing from the exterior of the school.

### **Divisional Joint Violence Prevention Committee**

#### **Discussion:**

Andy – members are Sherry Parkin (BCNU), Charles Ballantyne (UPN), Judy McDonald (PSA), Alan Markwart, Alan Gallupe (PEA), Sheila Moyer (BCGEU), Agnes Tao (IAU), Andy MacDonald. The focus is on violence prevention; monthly meetings until June, possibly more. Policies reviewed related to violence prevention, training, modules to replace Nonviolent Crisis Intervention (NVCI); trying to get MATC included in the training.

Charles – gave a brief summary of NVCI; seeking to standardize training consisting of modules and tests. Classroom instruction models to practise nonverbal and self-defence skills and team responses to violence. The problem is that health authorities are hesitant to adopt until it's been tested and proven.

Christine – how long does it take to work through the modules?

Charles – about 20 minutes each, classroom takes longer; online modules designed to fit the availability of time and staff.

Andy – it's hard to find time and places to do training.

Andy – thanks to Marzie, Christine, Mark and Tracey for their work on the Workplace Violence Prevention Program (see attached). Use the I Alert system on CARIS to flag risks.

<p>Andy – set up a time to meet and include psychology around their availability to review package. Wants people to look at policies referenced; some new policies need to be developed; how do we make it easier to follow policies? Wants to have packages endorsed prior to the next Executive meeting.</p> <p>Ken – packages going to the Joint Violence Prevention group.</p> <p>Andy – review package contents and comment.</p> <p>Adjourned 1507h</p>	
<p><b>5. Next Meeting Date: Tuesday, March 6, 2012 at 1300h</b></p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Coordinator of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)

- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
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  - [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
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[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

<sup>1</sup> Format of Minutes –

Andy – we have been using BC Transit's format. Delete "carried forward" items. Next meeting use end notes.

#### **Injury to Clients Discussed 2012 03 06**

Discussion:

Andy –

PTSD resulted for two staff.

Christine – one nurse still off work

Andy –

A nurse witnessing the scene went on STIIP and the other on WCB; three staff lost time at work. Seven staff attended Critical Incident Stress Debriefing (CISD).

Dr. Evelyn Stewart has been consulted

Ken – summarized Dr. Stewart's credentials. She suggested

Charles –

Ken –

Christine –

Andy –

Ken – should this be in the minutes?

Andy – staff should be aware of the risks; staff can't catch all the things but staff should be aware.

s.79 (YCJA)

Charles –

It would be better if things come up after the fact.

Marzie –

Debbie –

Ken –

Mark – there is a conflict regarding room search policy.

Ken – practise rather than policy.

Andy – if policy is unclear it should be spelled out.

Charles – relevance, education and communication are all relevant issues.

#### **Action:**

Andy – Christine will undertake an investigation.

#### **Discussion:**

Andy –

most staff did not seek First Aid.



# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, March 6, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Ken Moore, Director Andy MacDonald, Manager Response Services	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Marzie De Pangher BCGEU, CCC Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Tim Shearer, BCGEU, OA Tracey Strain, BCGEU, CCC
<b>Regrets:</b>	Merrilyn Cook, Head Teacher Maples School	Jewels Bainbridge, BCNU, Nurse Mark Hadath BCGEU CCC Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Andy Macdonald

Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

Standing Agenda:

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting commenced at 1305.**

	Action
<b>1. Approve minutes</b> Andy reviewed February minutes. Natalie moved adoption of amended minutes. Marzie seconded. <sup>1</sup>	Concluded
<b>2. Approve Agenda</b>  2.1) Agenda <i>Additions to Other Business:</i> <i>Dogs on Complex</i> <i>Investigation – On-Call list</i> <i>Divisional Joint Violence Prevention</i> <i>AED Location</i>	
<b>3. Accident and Incident Reporting</b>  3.1) <b>Accident/Incident Report</b>  <b>Discussion:</b> Andy – 1 incident – finger being caught in a door jam Christine – attended with First Aid	

<p>Andy – s.79 (YCJA) staff injured in a restraint but a copy of the investigation is not present.          Andy – please help with reporting; more digging could be done by investigators; what actions precipitated the incident should be noted.          Tracey – were there two separate investigations?          Andy – Program Coordinator (PC) and shifthead did the investigation, partly around technique.          Tracey – look at Nonviolent Crisis Intervention (NVCi) and training how staff apply it.          Christine – Dan Aitken is a trainer and can show staff how to apply the techniques.          Andy – that’s the depth of investigation required; look at how to improve techniques.          Marzie – whose job is it to tell the staff?          Andy – feedback can be offered at the time.          Tracey – take some time before jumping into a restraint.          Marzie – when a client is spitting, can a towel be put on his head?          Christine – if the restraint is being done properly spitting can be avoided.          Donna – a towel can increase the client’s anxiety.          Christine – a towel over the face can be a blindfold.          Tracey – stick to the training we’ve received rather than a towel on the head; better to engage, soothe and talk to the client.          Donna – when the behaviour decreases then remove the towel; it’s not a permanent part of the intervention.          Christine – use of a towel can be a subject for discussion at the next meeting.          Andy – removing the towel can result in a bite; wait until the behaviour decreases; did towel increase or decrease the risk of injury?          Christine – are there other ways to decrease the risk? A towel would increase risk.</p>	<p>Andy</p>
<p><b>3.2) Injuries to Staff</b></p> <p><b>Hand Sanitizer in Eyes</b></p> <p><b>Discussion:</b>          Andy – the sanitizer pump has been replaced; that’s how the report should be done.          Marzie – s.79 (YCJA)</p> <p><b>Playing Catch</b></p> <p><b>Discussion:</b>          Andy – staff repeatedly throwing a football resulted in an injured shoulder.          Tracey – recommend warm-up and resting; not reported due to making a WCB claim for physio.          Andy – report everything.</p>	<p>BF</p>

<p><b>Assault by Youth</b></p> <p><b>Discussion:</b>  Christine – a question, could I attend to my own injury?  Andy – you should always have someone else attend; however, if it is minor fill out an Incident Report and an occurrence report if you are self-treating; ideally go to First Aid.  Arthur – you are not applying First Aid for the purpose of the First Aid form.  Christine –  Andy – the staff person went on vacation so no investigation was done.  Christine –</p> <p>Marzie – the incident took place on Feb. 27; there were a lot of other incidents on the weekend leading up to this event;</p> <p>Andy – if mistakes are made, learn from them.  Tracey – talk to the staff involved.  Natalie – staff's perception could change over time.  Tracey – we want to know how long the staff have been with us; how long the kid has been here; look for trends.  Andy – if we don't know the triggers; be aware of behaviours.</p> <p><b><u>Injury Report Summary</u></b></p> <p><b>Discussion:</b>  Andy – violent events have decreased.</p> <p><b>3.3 <u>Near Misses</u><sup>2</sup></b></p> <p><b>Discussion:</b>  Andy – Response 2; 3 incidents with the same kid; s.79 (YCJA)</p> <p>Marzie – there were incidents every day.  Andy – these were near misses rather than incidents.  Marzie – what about near misses with other kids?  Andy – that is not the area of this committee.</p> <p><b>3.4 <u>Incident Investigation</u></b></p> <p><b>Discussion:</b>  Tracey – who investigates near misses; what's the protocol for investigation; are we doing anything with recommendations?  Arthur – near misses have to be dealt with and developed with a step-by-step approach for reporting.  Andy – the near miss form could be enhanced.  Tracey – the form should be in proximity to staff.</p> <p><b>Action:</b>  Andy – recommend PCs post the Near Miss form in the staff office; form format to be updated.</p>	<p>s.79 (YCJA)</p> <p>Andy</p>
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**Discussion:**

Arthur – the process is new; we're working to make it better.

**4.0 Risk Management Issues**

**4.1 Fire Drills**

**Discussion:**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the building, i.e. the school.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

**4.2 Emergency Contact with Units - Walkie-Talkies<sup>3</sup>**

**Discussion:**

Andy – walkie-talkies are working wonderfully but some reports of crosstalk from outside radios.

Ken – report from engineers due the end of March.

Marzie – private chat could be better.

Andy – privacy channels activated.

Tracey – radio checks good.

Christine – too much talk.

Tracey – walkie-talkies should be used for movement and emergencies only.

Christine – channels are being switched; walkie-talkies used very well for support calls; concerns with too much support sometimes.

Marzie – there are concerns with kids hearing the radios.

Tracey – not too concerned about kids hearing.

Andy – staff can use codes.

Marzie – kids hearing the walkie-talkies can be stressful for them.

Arthur – earphones could be used.

**4.3 Divisional Joint Violence Prevention Committee Ratification<sup>4</sup>**

**Discussion:**

Ken – not quite ready.

Andy – there are timelines; read it and send me an email with comments by the end of the week (Friday p.m.). Concerns about working in isolation to be dealt with at the next meeting.

<p><b>4.4 Automated Electronic Defibrillator (AED)</b></p> <p><b>Discussion:</b> Andy – AED to be located in Cottage 1 Nursing Station. Christine – can be checked three times daily during nursing checks. Natalie – location and use where most needed.</p> <p><b>5.0 Training and Membership</b></p> <p><b>5.1 Training for Critical Incident Defusing</b></p> <p><b>Discussion:</b> Andy – Snelgrove finished review; training to shift heads at this time; they are doing defusing; if you're not trained the defusing doesn't happen. Tracey – we're doing it informally anyway. Andy – we are responsible to provide formal defusing; training costs about \$5000.</p> <p><b>6.0 Old Business</b></p> <p><b>6.1 Dishes Left in High-Risk Resident's Room</b></p> <p><b>Discussion:</b> Christine – dirty dishes to be removed from kids' rooms at bedtimes.</p> <p><b>6.2 Dutch Door in Crossroads – Other Options</b></p> <p><b>Discussion:</b> Andy – not happening; not able to install hinges in door frames; other option will make the doors too narrow; moving the doors will cost \$3000; could cut the window beside the door to make a sliding window. s.13</p> <p>Ken – the committee can make the recommendation. Christine – due to the present clientele it's not a necessity; staff don't care. Arthur – shelve it; the committee approved. Andy – Dan is asking for a window in the door of his office.</p> <p><b>6.3 Terms of Reference – Debbie Pico</b></p> <p><b>Discussion:</b> Andy – Debbie will speak to it when she next attends.</p> <p><b>6.4 Seclusion Room Floor in Cottage 1</b></p>	
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<p><b>Discussion:</b> Ken – the lip has been fixed.</p> <p><b>7.0 New Business</b></p> <p><b>7.1 Risk Assessment Report</b></p> <p><b>Discussion:</b> Andy – Sheri Parker provided a template</p> <p><b>Action:</b> Andy will summarize and forward to Tracey and Natalie Tracey and Natalie to co-write</p> <p><b>7.2 Format of Minutes</b></p> <p><b>Discussion:</b> Arthur – dates of discussions to be included; endnote codes added to repeat items.</p> <p>Adjourned 1509h</p>	<p>Andy, Tracey, Natalie</p>
<p><b>5. Next Meeting Date:</b> Tuesday, April 3, 2012 at 1300h to 1500h ACR</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coordinator of Response (for posting)
- Program Coordinator of Crossroads (for posting)
- Program Coordinator of Dala (for posting)



- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

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<sup>1</sup> Format of Minutes –

Andy – we have been using BC Transit's format. Delete "carried forward" items. Next meeting use end notes.

<sup>2</sup> Andy – Near Misses must be investigated.

Christine - seeking a framework or template for investigating near misses.

Sherry – Investigation should consider precursors to incidents.

Mark – tracking near misses is a new process and a new recognized practise.

Marzie – a verbal process; not formalized yet.

Tracey – how are near miss investigations assigned?

Sherry – should be a team (union, staff, PC and management). Look at the Act (Section 106).

Andy – assignment is not needed; if you see it, fix it.

Charles – a form can be assigned.

Christine – who can do the investigation and who can do the form?

Sharon – can we use our judgement?

Sherry – the concept is "potential to do harm".

Tracey – looking for patterns over time.

Mark – OSH can look at patterns every 30 – 60 days.

Sherry – there is an online course of 8 modules but it has not been released outside of the Health section.

Charles – if staff feel training is not adequate get back to the OSH committee with suggestions.

Marzie – who should be available and when?

Andy – OSH committee, PCs and shift heads have been trained.

**Action:** Andy – all near misses to be recorded on a form that will be provided. A list of who is on-call to conduct investigations is to be maintained.

<sup>3</sup> Christine – radios should be tested when staff move locations and have a feedback system (i.e., "loud and clear"). A grid could be created to determine the quality of reception.

Sherry – If there is no response, have a follow-up check-in.

Andy – Tracey to write instructions for check-in.

<sup>4</sup> No dogs on complex until resolved.

Andy will advise PCs; Marilyn will advise teachers.

Arthur will provide a page or some of ideas cumulated from various discussions.

**Action:** Christine will work with Marilyn to establish guidelines.

<sup>5</sup> Andy – we won't be able to stop it; OSH must decide how we will protect staff from exposure. OSH is one side but clinical considerations arise. The question will not be resolved today.

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Marzie – who should be available and when?

Andy – OSH committee, PCs and shift heads have been trained.

**Action:** Andy – all near misses to be recorded on a form that will be provided. A list of who is on-call to conduct investigations is to be maintained.

#### **Discussion: 2012 03 06**

Andy – No Near Misses

Ken – was fire alarms settled with WSI?

Andy – has not met with WSI regarding alarms

<sup>3</sup> Christine – radios should be tested when staff move locations and have a feedback system (i.e., “loud and clear”). A grid could be created to determine the quality of reception.

Sherry – If there is no response, have a follow-up check-in.

Andy – Tracey to write instructions for check-in.

#### **Emergency Contact With Units – Update on Walkie-Talkies**

##### **Discussion: 2012 03 06**

Christine s.79 (YCJA), the nurse had a walkie-talkie, used it and support was immediate.

Mark - validated the use of walkie-talkies.

Merrilyn – teachers have approved buying walkie-talkies.

Andy – do we need something more pertinent to MATC? Engineers (PBA) have been consulted.

Ken – engineer’s report due by March 31.

Christine – walkie-talkies do a good job but sometimes there’s a lot of local interference; there is a risk of people turning down the volume and missing a call.

Marzie – walkie-talkie use is supported by shift heads and this has resulted in wider use by staff.

Christine – a grid is not yet completed; Response 2’s basement is out of range and sometimes intermittent.

Marzie – reception in R2’s basement should be the same as Cottage 1’s basement. Walkie-Talkies were tested 7 km away and they worked fine.

Andy – they work better in line of sight.

Merrilyn – what does psychology do when they’re testing with a client in a closed room; walkie-talkies would be disturbing.

Marzie – we don’t have keys to access Psychology.



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**Action:**

Merrilyn – will look into the Psychology office door being unlocked when with a client.

Ken – another possibility could be a panic button at the school's reception desk but the secretary is not always on site.

Andy – a “screamer” could be provided.

<sup>4</sup> **Discussion: 2012 02 07**

Andy – members are Sherry Parkin (BCNU), Charles Ballantyne (UPN), Judy McDonald (PSA), Alan Markwart, Alan Gallupe (PEA), Sheila Moyer (BCGEU), Agnes Tao (IAU), and Andy MacDonald. The focus is on violence prevention; monthly meetings until June, possibly more. Policies reviewed related to violence prevention, training, modules to replace Nonviolent Crisis Intervention (NVCi); trying to get MATC included in the training.

Charles – gave a brief summary of NVCi; seeking to standardize training consisting of modules and tests. Classroom instruction models to practise nonverbal and self-defence skills and team responses to violence. The problem is that health authorities are hesitant to adopt until it's been tested and proven.

Christine – how long does it take to work through the modules?

Charles – about 20 minutes each, classroom takes longer; online modules designed to fit the availability of time and staff.

Andy – it's hard to find time and places to do training.

Andy – thanks to Marzie, Christine, Mark and Tracey for their work on the Workplace Violence Prevention Program (see attached). Use the Alert system on CARIS to flag risks.

Andy – set up a time to meet and include psychology around their availability to review package. Wants people to look at policies referenced; some new policies need to be developed; how do we make it easier to follow policies? Wants to have packages endorsed prior to the next Executive meeting.

Ken – packages going to the Joint Violence Prevention group.

Andy – review package contents and comment.

Discussion 2012 02 07

**Mould in the School**

**Discussion:**

Merrilyn – WSI did not get back to her regarding old papers etc. being removed from the unused room; leaky pipes in the ceiling are mouldy.

Andy – Merrilyn should follow up with WSI.

Ken – invited Merrilyn to WSI meeting on Feb 9.

**Training and Membership**

**Discussion:**

Andy – CISD training packages are being developed by Toby Snelgrove.

**Emergency Preparedness**

**Discussion:**

Christine – Jody to coordinate Emergency Preparedness.



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### **Investigation On-Call List**

#### **Discussion:**

Andy: the on-call list has been sent out; Program Coordinators (PCs) are on-call; there are enough staff trained to cover all shifts.

### **Stairs**

#### **Discussion:**

Mark – treads have been installed but lighting is not brighter.

Andy – R2's basement stairs still need repairs.

### **Dogs on Site<sup>4</sup>**

#### **Discussion:**

Christine – presented some guidelines.

Merrilyn – distributed Canadian Canine Good Citizen Test (CCGCT) (see attached) a recognized program; there are three BC evaluators; cost is \$35 per dog.

Christine – dogs are calming and soothing for kids.

Marzie – 12 hour shifts make long commitments for looking after a dog.

Christine – if the dog has to be removed there has to be some place for the dog and owner to go.

Merrilyn – if there is a problem the dog can be removed.

Christine – there has to be a built-in deterrent to just babysitting a dog; people who are committed would have to meet CCGCT requirements.

Andy – if something happens during a shift the responsibility is to the job, not the dog.

Merrilyn – has brought her dog in and it works well; mature dogs work better.

Debbie – dogs' presence is therapeutic rather than a novelty.

Charles – are there safety issues? Positives or negatives of therapeutic issues are secondary.

Andy – in an emergency, looking after the dog is secondary to addressing safety issues on this worksite; there is concern regarding the volatility of the kids.

Charles – PCs could determine the state of the unit when deciding on the presence of dogs.

Marzie – proposed a time frame for presence of dogs.

Charles – there should be plans for how dog is to be cared for.

Christine – the condition of stability of the unit to be considered and assessed.

Andy – Program Coordinators have to know that they are onboard regarding dog presence

Christine – consultation with PCs is conditions-based, not carte blanche.

Merrilyn – how would this be decided?

Andy – the job will be given to the PCs to decide situational appropriateness.

Ken – dogs must be licensed etc.

### **Smoking on Complex<sup>4</sup>**

#### **Discussion:**

Marzie – during Adoption training last week people were smoking in the open doorway of Cottage 1

Tim – cigarette butts were thrown on sidewalks and road

#### **Action:**

Andy – place No Smoking signs at Cottage 1 and replace damaged No Smoking sign at the entrance to the CATC building.

**Discussion:**

Tim – cigarette butts around the door to Breakaway

Ken – will be meeting with Lou regarding a canopy over the picnic table located between R2 and Cottage 1.

**Action:**

Andy – place a heavy ashtray by the picnic table at Breakaway.

**School Multipurpose Room**

**Discussion:**

Merrilyn – staff are uncomfortable in this isolated room; will request a lock on the outside door and a lock and deadbolt on the washroom door. Steve Sipos' door is usually open, allowing visibility of the classroom hallway; requesting a window in his door for visibility when his door is closed.

Ken – the multipurpose room will be discussed with WSI Feb. 9.

Andy – if the multipurpose room is being used a walkie-talkie should be available due to the isolation of the room.

Merrilyn – some bricks and copper is still missing from the exterior of the school.

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, April 3, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Marzie De Pangher BCGEU, CCC Natalie Franz, PEA, Psych Tracey Strain, BCGEU, CCC
<b>Regrets:</b>	Ken Moore, Director	Jewels Bainbridge, BCNU, Nurse Susan Cross, PEA, Psych David Ephraim, PEA, Psych Mark Hadath BCGEU CCC Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Arthur Bates  
 Recorder: Andy MacDonald  
*Standing Agenda:*  
 Review Minutes  
 Approve Agenda  
 Accident and Incident Reporting  
 Risk Management / BMAC Issues  
 Training and Membership  
 Other Business

Please print these minutes and bring a copy with you to the meeting.

**Meeting commenced at 1310.**

	Action
<b>1. Approve minutes</b> Minutes were adopted unanimously with some minor corrections. <sup>1</sup>	Changes to be made by Andy; item is concluded.
<b>2. Approve Agenda</b>  2.1) Agenda <i>Additions:</i> 4.7 Environmental Risk Assessment – Natalie and Marzie 5.1 Comm Training - Marzie	



<p><b>3. Accident and Incident Reporting</b></p> <p><b>3.1) Accident/Incident Reports – General overview</b></p> <p>3.1)a. Two injuries reported in March. Both involved female staff. One was on complex (outside GP office) and one was off complex (at a gas station). One was incurred by Resident Action. Although a Joint Investigation was completed, the union side was represented by the wrong union and was not a committee member.</p> <p>3.1)b. Trends:</p> <p>3.1)b.1. Only 50% of injured workers see first aid, despite at least one FA Attendant on each shift.</p> <p>3.1)b.2. 75% of injured workers are female; this is proportionally similar to the number of female workers on site.</p> <p>3.1)b.3. Crossroads continues to be where the majority of reported injuries occur (55%), with Response being the next most frequent (18%). Dala, Admin and Offsite each have one incident (9%).</p> <p>3.1)b.4. Residents only account for 42% of reported injuries; this is down from 53% in 2011. The same broad metric is used (resident activity caused the injury whether deliberate or not).</p> <p>3.1)c. No specific action required.</p> <p><b>3.2) Specific Incidents</b></p> <p><b>3.2)a. March 12 – vehicle door slammed</b></p> <p>3.2)a.1. Overview: Wind caught car door as staff person was leaning into the car. Door hit her in the face leaving a mark and mild bruising. No time lost, no First Aid sought.</p> <p>3.2)a.2. Discussion: Andy -- there was no investigation filed with either chair. Although this sounds like a fluke event, we should still determine whether the car involved has any problem with the mechanism that holds the door ajar -- especially if this is an employer supplied vehicle. If it is the employee's vehicle, we should suggest getting it fixed, but if it is the employers, we need to get it off the road for repair.</p> <p>3.2)a.3. Action: Andy will request the PC (B.A.) to conduct an investigation in concert with a BCGEU committee member. Discuss results next meeting.</p> <p><b>3.2)b. March 26 – assault by Resident</b></p> <p>3.2)b.1. Overview <span style="color: red;">s.79 (YCJA)</span></p>	<p>Concluded</p> <p>Andy</p>
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s.79 (YCJA)

**3.2)b.2. Discussion**

Andy – an employer investigation and a joint investigation were completed on this incident. However, the Worker Rep was a BCGEU steward who is not a member of this committee.

Christine – I have already talked to Stephen and we will be doing another investigation.

Andy – When you are doing these investigations, remember to focus on the basic causes the WCB uses. In this case one cause would be the “Dangerous Act of Another” but there might be others. Also, the recommendations need to address those basic causes. s.79 (YCJA)

The problem is that wasn't possible in this case (though in future you might plan differently).

General discussion about the event, what happened; read details from the investigations, the CARIS Incident Report and WSBC paperwork.

Communication of potential risk was discussed. There was excellent documentation of this risk in the chart, and behaviour notes. s.79 (YCJA)

can we better ensure that this information is communicated?

**3.2)b.3. Recommendations and Action**

s.13

Andy

Andy

**3.3) Near Misses**

<p>3.3)a. Response reported a situation where an unidentified person came to the unit to report s.79 (YCJA) This was at night. N5 called for nursing support with the radio and then followed this young man with some trepidation and did in fact find s.79 (YCJA)</p>	<p>Concluded</p>
<p>3.3)a.1. Christine was the Union committee member who contributed to the follow up investigation. The committee had nothing to add to the recommendations.</p> <p>3.3)a.2. Committee discussed flashlight option versus hardwired lighting. The disadvantage of wiring more lights is where to put them as it is impractical to cover the entire grounds. The better alternative was to ensure that workers have access to high quality flashlights. That said, the existing lighting is often poor and this could be upgraded with newer LED bulbs.</p> <p>3.3)a.3. <b>ACTION:</b> Andy will ensure that the lighting at the east end of the school is checked and recommend replacement of bulbs with LED – however, this is a WSI responsibility and they may choose to use CFB.  Andy will ensure the PCs:  ✓ Check to ensure their workers have adequate flashlights or that they order them from stores.  ✓ Workers are reminded to attend this sort of emergency prepared (equipment), and never alone.</p>	<p>Andy</p>
<p>3.3)b. s.79 (YCJA)</p>	<p>Andy</p>
	<p>Concluded</p>
<p><b>4. Risk Management Issues</b></p> <p><b>4.1) Fire Drills<sup>2</sup></b></p> <p><b>4.1)a. Discussion:</b>  Keith will liaise with WSI rep to conduct drills. Drills will once again be the s.15 as per policy.</p> <p><b>4.2) Walkie Talkie Engineer Report<sup>3</sup></b></p> <p><b>4.2)a.</b> Report is complete and will be presented at the next meeting. Essentially recommended moving to s.13 This</p>	



<p>will eliminate the current problem of other people on our channel. Also contained recommendations about add on equipment that would extend the functionality.</p>	
<p><b>4.3) Joint Divisional Violence report</b></p> <p><b>4.3)a.</b> Brief discussion of the meeting that morning's Joint Advisory Committee on Violence Prevention meeting.</p> <p>4.3)a.1. Reviewed a paper outlining protection of confidentiality and anonymity for the Staff Violence Survey (and other staff surveys). Copies of the questions used were also circulated to committee members.</p> <p>4.3)a.2. Brief overview of how the Maples tracks training, including OHS related training.</p> <p>4.3)a.3. Began an extensive review of the Workplace Violence Prevention Plan (WVPP). Several changes had been suggested prior to the meeting and most of there had been incorporated into the document. Some points remained unclear and formed the focus of the review.</p> <p><b>4.3)b. Action</b></p> <p>4.3)b.1. Andy will forward the updated document to the local J-OHS committee once this review is complete.</p>	<p>Concluded</p> <p>Ken/Andy</p>
<p><b>4.4) Automated Electronic Defibrillator (AED)<sup>4</sup></b></p> <p><b>4.4)a.</b> Continue discussion of where to mount/store</p> <p>Andy reported that after consultation with others (other OFAs, Coordinator of Nursing, PCs), and given Natalie's position that perhaps the AED should be mounted more centrally, it was thought that the AED would be better in the Crossroads Med Room. Crossroads is always occupied, is more central, and has people who could respond in an emergency, and so on. The OHS committee concluded that this meets our concerns around Accessibility and that it be 'on the count'. We also discussed Signage.</p> <p><b>4.4)a.2. Action</b></p> <p>Andy will research signs to direct people to the AED and report back next meeting.</p> <p>Andy will report when the AED is mounted, or on why there have been delays (reporting will end with successful mounting of the device).</p>	<p>Andy</p>
<p><b>4.5) Critical Incident Debriefing</b></p> <p>4.5)a. See 3.2)b.3 as this item was discussed as part of that incident review.</p>	
<p><b>4.6) Dan's office door window</b></p> <p>4.6)a. During Environmental Risk Assessment, Dan reported that his office door was a hazard. It opens into the hallway and has the potential for hitting people walking down the hall. It has a window installed, but it is small (&lt;6X6") and is very high on the door (Dan cannot easily look out). Changing the door swing would require extensive modification (re and re door frame). A larger window would allow people in the office to see traffic in the hall and open the door safely. Installation of a window in the Crossroads PC office door has been approved. Dan told to go ahead and make</p>	<p>Andy</p>

request. 4.6)b. Action 4.6)b.1. Andy will check with Dan to ensure that he requested the window through WSI and that it has been installed.	Concluded
4.7) School Alcove 4.7)a. The school discovered that when the building was last rekeyed, the doors to the alcoves were not. Therefore, they can't access the classrooms from outside. This poses an issue should staff need to access from the outside (support, fire rescue, etc.). 4.7)b. Action 4.7)b.1. Merrilyn will contact WSI and arrange for the doors to be properly keyed. Andy will approve costs if necessary.	Andy
4.8) Environmental Survey progress report <sup>5</sup> 4.8)a. Natalie and Tracey are still working on the environmental risk assessment summary report for inclusion in the Risk assessment. They plan to create a table from the data summarizing issues. 4.8)b. Action 4.8)b.1. Natalie and Tracey plan to have the table ready for next meeting.	
5. Training and Membership 5.1) Training for Critical Incident Defusing 5.1)a. Jody is negotiating inclusion in our 'OHS training' budget which is centrally held rather than our own much smaller budget. We are awaiting confirmation of training dates. 5.1)b. Action 5.1)b.1. Andy will report when the training will occur in the next meeting.	Merrilyn
6. 6.0 Old Business 6.1) Terms of Reference discussion <sup>6</sup> 6.1)a. Debbie Pico has not reported back on her concerns regarding ToR. Hold ToR annual review until we get her feedback.	Natalie & Tracey
7. 7.0 New Business	Andy
	Debbie Pico
Meeting Concluded: 1520 Next Meeting Date: Tuesday, May1, 2012 at 1300h to 1500h ACR	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coordinator of Response (for posting)
- Program Coordinator of Crossroads (for posting)
- Program Coordinator of Dala (for posting)
- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2  
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin, recording secretary
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

<sup>1</sup> Amendments to 2012 -03-06 Draft minutes:

- Susan Cross was not absent; 1 of the 3 PEA members will attend and the others will be considered to have sent their regrets.
- **s.22** was also moved to Regrets –**s.22**
- Item 3.1 “doorjam” was replaced with “door jam”
- Item 3.2 “Assault by youth” had several additions to the phrases to help make more sense.
- Item 3.3 “everyday” was replaced by “every day”
- Item 4.1 “electric sellenoids can open doors automatically” was replaced by “electric solenoids close doors automatically when the fire alarm goes.”
- Item 4.2 “Andy” was replaced by “Arthur” on the last line.

<sup>2</sup> 2012-03-06 Item 4.1

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the building, i.e. the school.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

<sup>3</sup> 2012-01-10 Item 4.3

Ken had mentioned during a discussion about the two way radio pilot that the Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.



<sup>4</sup> 2012-03-06 Item 4.4

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

<sup>5</sup> 2011-10-04 Item 4.6 E. R. Assessment tool approved; 2011-11-01 Item 4.5, 2011-12-06 Item 4.5, still waiting on completion. 2012-03-06 Item 7.1; summary report assigned.

<sup>6</sup> 2012-03-06 Item 6.3; 2012-01-10 Item 6.4; 2011-05-11 Item 6.5. The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OHS committee terms of reference. Debbie Pico will report back to the committee once she has the opportunity to review the ToR again.



# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, May 1, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Tim Shearer, BCGEU, OA Tracey Strain, BCGEU, CCC David Ephraim, PEA, Psych
<b>Regrets:</b>	Merrilyn Cook, Head Teacher Maples School Ken Moore, Director	Donna Jablonski, BCGEU, OA Natalie Franz, Psych, PEA Marzie De Pangher, BCGEU, CCC Jewels Bainbridge, BCNU, Nurse Mark Hadath BCGEU CCC Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Arthur Bates

Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting commenced at 1315.**

	Action
<b>1. Approve minutes</b> Minutes for April 2012 approved.	Concluded
<b>2. Approve Agenda</b>  2.1) Agenda Additions to Other Business: Risk Management Issues Investigation – On-Call list Divisional Joint Violence Prevention	



<p><b>3. Accident and Incident Reporting</b></p> <p><b>3.1) Accident/Incident Report</b></p> <p><b>Discussion:</b>          Andy – psychiatrist punched by client April 2; stuck on the head and face and glasses bent. Andy will ask Crossroads PC to re-forward his investigation form. The doctor is a contractor so there was no investigation done.          Arthur – the OSH committee to review the missing investigation report.</p> <p><b>3.2) Injuries to Staff</b></p> <p><b>Discussion:</b></p> <p><b>Assault by Youth</b></p> <p><b>Discussion:</b></p> <p><b><u>Injury Report Summary</u></b></p> <p><b>Discussion:</b></p> <p><b>3.3 <u>Near Misses</u></b></p> <p><b>Discussion:</b>          Andy – talked to Crossroads PC regarding Crossroads; PC has concerns related to staffs’ understanding of focus of reports.          Christine – will follow up to identify things being done well and why some things not being reported. She will try to drum up support from other UPN members to help with investigations; seeking training for accident investigations.          Arthur – no Close Call reports; discussion regarding the process for filling out Near Misses and support from other UPN members.</p> <p><b>3.4 <u>Incident Investigation</u></b></p> <p><b>4.0 Risk Management Issues</b></p> <p><b>4.1 Emergency Contact with Units - Walkie-Talkies *see attached Emergency Communication System Study Report</b></p> <p><b>Discussion:</b>          Andy – “Chevy vs Cadillac” options. The Chevy option is replacement of present walkie-talkies with a VHF licence that would eliminate interference.          Arthur – will Chevy have more wattage?</p>	<p>BF</p> <p>BF</p>
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Andy – increased wattage but decreased battery life. WSI recommends BPR 40 (Motorola). The advantage – if we want panic button system it can be added in.  
Christine – did WSI include our present walkie-talkies?  
Andy – adding the Nordicom “Cadillac version” (panic system) adds about \$40,000 to the cost of installation.  
Arthur – where does the \$40,000 go?  
Andy – it is an attachment that allows Nordicom to radio through to our radio.  
Andy – cost includes server, repeaters, transmitters and installation.  
Arthur – provide documentation, versions to compare; chat about accessing provincial OSH funds  
Andy – discussion with Ken and Alan about how to pay for it.

#### **4.2 Safety While Driving Clients**

##### **Discussion:**

Andy – we don’t have a policy on kids in staffs’ cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don’t call to check in we will call them. The question is, what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

Arthur – different circumstances require different actions.

Andy - this committee should come up with policy; circumstances will determine when and where to check in; consider levels of risk; unit staff and NRCP staff should be consulted. Sheri Parkin will send us a Point of Care Risk Assessment i.e., medications, history of violence, etc. and a draft of Vancouver Island Health Authority (VIHA)

Arthur – develop policy regarding government and personal vehicles transporting clients.

Tracey – when going on outings staff could use personal cell phones.

Andy – every unit should have a cell phone.

Tracey – requesting direction from Arthur regarding use of cell phones.

Christine – are new NRCP staff aware of the working alone policy?

Tracey – new staff has been briefed.

#### **4.3 Signage**

##### **Discussion:**

Andy – displayed AED sign (see attached); Crossroads’ sign will be modified; signs will be laminated and displayed around the site. No further comment from the committee.

#### **4.4 Workplace Violence Prevention Program Committee**

##### **Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

<p><b>4.5 Mould in Dala</b> <b>Discussion:</b> Christine – received a report from Dala staff regarding mould in their kitchen; WSI has been notified. The whole countertop may have to be replaced. Staff have concerns about breathing in black mould. Andy – when was WSI called? Christine – it sounds like it has been reported more than once. Arthur – allow Christine to follow-up with Dala PC before the end of the week.</p> <p><b>4.6 Review of Policy HS 150 Violence in the Workplace HS 160 Violence in the Workplace and Worker Conduct</b> <b>Discussion:</b> Arthur – made a recommendation for s.13 Andy – will send policy to OSH Committee; to be reviewed at June OSH; he will be unable to attend. Requested sending comments with other OSH members.</p> <p><b>4.7 Environmental Risk Assessment</b> <b>Discussion:</b> Tracey – have not been able to work on it due to increased workload. Arthur – please note scope of the work involved. Andy – it is imperative that we get onto it.</p> <p><b>5.0 Training and Membership</b></p> <p><b>5.1 Critical Incidents</b> <b>Discussion:</b> Andy – Peer Support Training; Toby Snelgrove is booked to come in the week of June 5-7; it will be a two-day session. Christine – WorkSafe BC uses it. Andy – it was partly developed here; our people will state their interest; there will be an email to staff to solicit interest. Tracey – do we have members from R2? Andy – someone to get a perspective of what's going on. Has Psychologists David, Natalie and Susan had the training? Check Learning Management System; we are entitled to 8 hours of training. Arthur – training is not likely to be denied.</p> <p><b>6.0 Other</b></p> <p><b>6.1 Terms of Reference</b> <b>Discussion:</b> Arthur – the committee should consider when OSH meets. Andy – there were some objections. David – a better day would be Wednesdays; will come with information from Psychology.</p>	
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<p><b>6.2 Compliance</b> <b>Discussion:</b> Andy – John Stevenson still has concerns regarding investigations and Near Misses; we are _____ finish Environmental Risk Assessment. We will present in June; happy with our progress; work on Near Misses and investigation of Near Misses and Risk Assessment. Tracey – is there anything we can do better? Andy – we have the reporting sheet but investigations are not always being done; the causes and recommendations are not always aligned. Christine – some clarity on follow-up is needed. Andy – things are being done so people are buying in. Arthur – witnessed violence during a Video Conference.</p> <p>Meeting adjourned 1435h.</p>	
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<p><u>Local OSH minutes - Distribution</u></p> <ul style="list-style-type: none"> <li>- Ken Moore, Director</li> <li>- Arthur Bates, Outreach</li> <li>- Shelley West, Dala</li> <li>- Rose Lance, Dala</li> <li>- Christine Brisebois, Response</li> <li>- Jewels Bainbridge, Float pool</li> <li>- Andy MacDonald, Manager of Response Services</li> <li>- Donna Jablonski, CIS</li> <li>- Marilyn Cook, Maples School</li> <li>- Program Coordinator of Response (for posting)</li> <li>- Program Coordinator of Crossroads (for posting)</li> <li>- Program Coordinator of Dala (for posting)</li> <li>- Program Coordinator of Bifröst (for posting)</li> <li>- Tracey Strain, Response</li> <li>- Admin posting – at Reception area</li> <li>- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1</li> <li>- BCNU - <a href="mailto:ohsreports@bcnu.org">ohsreports@bcnu.org</a></li> <li>- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2</li> <li>- <a href="mailto:cballantyne.upn@telus.net">cballantyne.upn@telus.net</a></li> <li>- John Stevenson, WCB, Prevention Division Support Services, <a href="mailto:John.Stevenson@worksafebc.com">John.Stevenson@worksafebc.com</a></li> <li>- Local OSH Master File – Admin. recording secretary</li> <li>- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby) <a href="mailto:coreen.wolanski@gov.bc.ca">coreen.wolanski@gov.bc.ca</a></li> <li>- Judy MacDonald, OHS Consultant, BCPSA, <a href="mailto:Judy.MacDonald@gov.bc.ca">Judy.MacDonald@gov.bc.ca</a></li> <li>- BCNU - Sherry Parkin, Violence Prevention Advocate – <a href="mailto:sparkin@bcnu.org">sparkin@bcnu.org</a></li> </ul>	
<p><b>5. Next Meeting Date:</b> Tuesday, June 12, 2012 at 1300h to 1500h ACR</p>	

**Amendments to 2012 03 06 Draft Minutes:**

Susan Cross was not absent; 1 of the 3 PEA members will attend and others will be considered to have sent their regrets.

s.22 was also moved to Regrets;s.22

Item 3.1 “doorjam” was replaced with “door jam”

Item 3.2 “Assault by youth” had several additions to the phrases to help make more sense.

Item 3.3 “everyday” was replaced with “every day”

Item 4.1 “electric sellenoids can open doors automatically” was replaced by “electric solenoids close door automatically when the fire alarm goes.”

Item 4.2 “Andy” was replaced by “Arthur” on the last line.

**4.0 Risk Management Issues**

**4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the school building.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

#### **4.4) AED**

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – it can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

#### **6.3) Terms of Reference**

The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OSH committee Terms of Reference. Debbie Pico will report back to the committee once she has the opportunity to review the Tof R again.

**2012 01 10**

#### **4.0 Risk Management Issues**

##### **4.1) Fire Drills and Earthquake Drills**

Ken had mentioned during a discussion about the two-way radio pilot that The Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.

##### **6.4) Terms of Reference**

**2011 05 11**

##### **6.5) Safety**



# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday, June 12, 2012 1300hrs

<b>Members:</b>	<i>Employer</i>	<i>Union/Employee</i>
	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Jewels Bainbridge, BCNU, Nurse Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA Marzie De Pangher BCGEU, CCC David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Rose Lance, UPN, Nurse Tracey Strain, BCGEU, CCC
<b>Admin Support</b>		Tim Shearer, BCGEU, OA

**Guests:**

Call to Order

1. **Approve May Minutes**
2. **Approve Agenda**
3. **Accident and Incident Reporting**
  - 3.1 Distribute accident and incident report
  - 3.2 Discussion of trends and patterns
  - 3.3 Discussion of Near Miss Reports.
4. **Risk Management Issues**
  - 4.1 Fire drills – Andy
  - 4.2 Emergency contact of units. Decision on Walkie-Talkies - Andy
  - 4.3 Workplace Violence Prevention Plan – progress report - Andy
5. **Training and Membership**
  - 5.1 Training for Critical Incident Response Andy
  - 5.2 Provincial Curriculum - Andy
6. **Old Business**
  - 6.1) Terms of Reference – Debbie Pico
  - 6.2) Mould in Dala - Christine
  - 6.3) AED Installation - Andy
7. **New Business:**
  - 7.1) Risk Assessment recommendations - Andy
  - 7.2) Pool Safety Plan - Marzie
  - 7.3) Smoking Pit - Tracey
  - 7.4) Signage and OHS Board - Christine
8. **Next meeting date**
  - 8.1) July 3, 2012 @ 1300-1500

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, June 12, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services	Christine Brisebois, UPN, Nurse Tim Shearer, BCGEU, OA Tracey Strain, BCGEU, CCC Natalie Franz, Psych, PEA Marzie De Pangher, BCGEU, CCC
<b>Regrets:</b>	Merrilyn Cook, Head Teacher Maples School Ken Moore, Director	Arthur Bates, BCGEU, SPO Donna Jablonski, BCGEU, OA Jewels Bainbridge, BCNU, Nurse Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Andy MacDonald

Recorder: Tim Shearer Please print these minutes and bring a copy with you to the meeting.

**Meeting commenced at 1313.**

	Action
<b>1. Approve minutes</b> Minutes for May, 2012 Add Distribution List to the last page of May minutes. Minutes Approved. Seconded by Christine.	Concluded
<b>2. Approve Agenda</b>  2.1) Agenda <i>Approve May Minutes</i> <i>Approve Agenda</i> <i>Accident and Incident Reporting</i> <i>Risk Management Issues</i> <i>Training and Membership</i> <i>Old Business</i> <i>New Business</i>	
<b>3. <u>Accident and Incident Reporting</u></b>  <b>3.1) Accident/Incident Report</b>  <b>Discussion:</b> Andy – investigation of (DQ) in May has been done by Marzie. Marzie – s.79 (YCJA) ; DQ chooses to be alone with the kids. Natalie – it is hard to judge what will happen; if a kid is going to hit staff, another	

staff being present may not matter.

Christine – we must be more diligent with Risk Assessments; identify triggers that could prevent incidents.

Andy – the reason for two staff being present is to help the victims and then to provide support.

Andy – s.79 (YCJA)

Christine –

Natalie – surprised that propane and tools are readily accessible.

**Discussion:**

Andy – s.79 (YCJA)

the completed Form 7 is not helpful.

Marzie – this was just an accident.

Andy – not violence-related; these things happen.

**Discussion:**

Andy – s.79 (YCJA)

Marzie –

and my hand bled; in

hindsight keys had been removed from the lanyard.

Andy – how are keys attached to your person?

Marzie – keys were in my pocket.

Andy – therefore there was compliance with the policy.

Andy – any recommendations?

Marzie – not really.

Natalie – keys could have been used as a weapon.

Marzie – s.79 (YCJA)

Andy – Level 2 First Aid was not called.

### 3.2) Trends and Patterns

See attached Injury Report

### 3.3) Near Misses Reports

**Discussion:**

Andy – Dala PC said Dala had no near misses. R2 PC reports staff are writing on the board but near misses are not being reported.

Christine – will work on getting Crossroads' near misses reported.

### 3.4) Investigation

**Discussion:**

Andy – investigated a near miss in June involving Social Worker<sup>s.22</sup> and a female Social Worker; Social Workers were travelling by plane to<sup>s.16</sup> to do a Social History.<sup>s.22</sup> felt uneasy and at risk about working on<sup>s.16</sup> An intoxicated man on the flight threatened<sup>s.22</sup> Another intoxicated man was seated at the emergency exit.

**Action:**

Issue a complaint to the airline and Transport Canada.

**Discussion:**



Andy – threatening is unusual but other MATC staff may be in the area again.  
Arthur has asked about a buddy system.  
Andy – recommended meetings be held in Prince George. The intoxicated men should not have been on the plane. Police were present and could have intervened but weren't asked. Our concern is staff safety. s.22  
Marzie – incident could have been reported to RCMP.  
Andy – security should be enforced better.

**Action:**

Andy – recommended reporting the incident to the local RCMP detachment; if safe transportation cannot be provided, staff have been reminded that they have the right to refuse unsafe work, even if that means that staff don't fly into s.16 or s.16 and request the principals meet in Prince George instead. Two-page Incident Reports to come to the OSH Committee.

**4. Risk Management Issues**

**4.1) Fire Drill**

**Action:**

Andy – conduct a drill on the second Thursday of each month.

**4.2) Emergency Contact with Units - Walkie-Talkies**

**Discussion:**

Andy – sought input from the Committee regarding recommendations; new walkie-talkies are close to the size of the units we have now; there is a need for a man-down system which was not initially seen as a priority and costs a lot more money.

Marzie – a panic button to identify locations?

Andy – a panic button will give the general location; can block the complex into areas but is not precise. The advantage, s.15

Tracey – even with our present system radio support is good.

Andy – cost is a factor

Christine – the biggest issue is feedback and outside radio interference. A call from MATC staff at the nearby casino was received but complex staff not able to reply. Improvement would be to add private channels.

Andy – we can upgrade as it becomes necessary.

Andy – a vote is recommended on Option 1 for prompt action by MATC Executive and hold Option 2 open.

**Action:**

Unanimous approval of Option 1 by Committee members.

**Discussion:**

Andy – the Joint Violence course recommended that people working alone (i.e., Cottage 1) can use “screamers”; they are cheap and can be issued to everyone working alone.

Tracey – who gets radios?

Andy – one can be provided to Admin to forward calls; First Aid should have one; the school will buy their own but be on our licence; everybody in the school will have a radio allocated by Merrilyn.

Tracey – have staff been briefed on how to make emergency calls? Calling around does not always work.

#### **4.3) Workplace Violence Prevention Plan – Progress Report**

**Discussion:**

Andy – committee on hold until November. He will continue to review concerns; no substantial changes made. Sheri Parkin and Andy will finish up small changes, mostly linguistic.

### **5. Training and Membership**

#### **5.1) Training for Critical Incident Response**

**Discussion:**

Andy – training completed last week, a good process.

Tracey – expressed concerns about who was invited to attend.

#### **5.2) Provincial Curriculum**

**Discussion:**

Andy - Mark, Stephen Sjoberg and Andy attended Provincial training; there are E Modules on the computer; modules are well done; modules and in-person training expand the advantages of the training. The Advanced Team has advantages over NVCI; many restraint programs had been reviewed, this was the preference. NVCI is very expensive so not feasible for MATC.

**Action:**

Andy – recommended training be adopted by MATC. Modules can be made available to specific staff (i.e., Psychology, Admin); we will continue with NVCI until all training is done. OSH Committee to ratify; E Modules will be distributed to OSH Committee.

### **6. Od Business**

#### **6.1) Terms of Reference**

**Discussion:**

Andy – Debbie Pico has not been heard from.

#### **6.2) Mould in Dala**

**Discussion:**

Christine – WSI was supposed to address it today; part of the kitchen counter is being replaced.

#### **6.3) AED (Defibrillator) Signage**

**Discussion:**

Andy – AED has been installed in Crossroads; equipment checks will be on audit.

**7. New Business****7.1) Discussion:**

Andy – distributed Natalie/Tracey's recommendations. See enclosed

**2011-2012 Violence in the Workplace Environmental Risk Assessment**  
**SUMMARY**

<b>DATA COLLECTION</b>					
	<b>School Bldg</b>	<b>Response 1</b>	<b>Response 2</b>	<b>Dala</b>	<b>Crossroads</b>
<b>Date(s) Assessed</b>	February 6, 2012	October 31, 2011	October 25, 2011	October 17, 2011 & November 14, 2011	February 1, 2012
<b>By Whom</b>	Merrilyn & Andy	Natalie & Andy		Roy & Marzie; Nicki and Bronwyn	Roy, Christine, & Louise
<b>Time of Day</b>	1000h-1130h	1000h-1045h	1340h	1500h	1100h

<b>LIGHTING</b>					
	<b>School Bldg</b>	<b>Response 1</b>	<b>Response 2</b>	<b>Dala</b>	<b>Crossroads</b>
<b>Is lighting evenly spaced?</b>	s.15				
<b>Places where lights not working?</b>					
<b>Light sufficient to identify face from 50ft?</b>					
<b>Access to light controls to blackout areas of the bldg?</b>					

**Recommendations:**

1. s.13

2.



s.13

3.

STAIRWELLS & EXITS					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Do exit doors identify where they exit?	s.15				
Are there places in stairwells to hide?					
Is stairwell/exit well lit?					
Can lights be turned off?					
More than 1 exit route?					
Any exit routes which restrict exiting?					
Do stairwell doors lock automatically <i>during</i> regular business hours?					
Do stairwell doors lock automatically <i>after</i> regular business hours?					

**Recommendations:**

1. s.13

2. s.13

3.

POSSIBLE ENTRAPMENT SITES					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Are there unoccupied rooms that should be locked?	s.15				
Can someone be hidden in:					
• Recessed doorways?					
• Unlocked storage area?					
• Stairwells?					
• Elevators?					
• Washrooms?					
• Client rooms?					
• Other?					

**Recommendations:**

1. s.13

2.

s.13

3.

4.

SIGHTLINES					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Are there structures obstructing view?	s.15				
Could someone hide behind something?					
What would improve sightline?					

**Recommendations:**

1. s.13

2.

3.

4.



ISOLATION					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Any areas feel isolated?	s.15				
Telephone/sign for emergency?					
How far is the nearest person?					
How many people around during audit?					
Easy to predict when people around?					
<b>Recommendations:</b> <ol style="list-style-type: none"> <li>s.13</li> <li></li> <li></li> </ol>					
MOVEMENT PREDICTORS					
	School Bldg	Response 1	Response 2	Dala	Crossroads
How easy would it be for someone to predict your patterns of movement?	s.15				
Is there an alternative route?					
Can you tell what is at the					

<p><b>other end of all walkways?</b></p>					
<p><b>Are there corners/alcoves where someone could hide and wait for you?</b></p>					
<p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. <span style="color: red;">s.13</span></li> <li>2.</li> <li>3.</li> </ol>					
<p><b>SIGNAGE</b></p>					
	<p><b>School Bldg</b></p>	<p><b>Response 1</b></p>	<p><b>Response 2</b></p>	<p><b>Dala</b></p>	<p><b>Crossroads</b></p>
<p><b>Upon entering building, are there signs to identify where you are?</b></p>					
<p><b>Are there signs showing where to get emergency assistance?</b></p>					

				CATC conf room arrow		
Are there exit signs?						
Are exits signs needed?						
Are signs to be visible to all?						
Are hours of operation visible?						
Impression of overall signage?						
<b>Recommendations:</b> 1. s.13						
BUILDING PERIMETRE						
	School Bldg	Response 1	Response 2	Dala	Crossroads	
Crime generators nearby (e.g., liquor stores, vacant lots)	s.15					
Nearby homeless people?						
Signs of vandalism?						



**Recommendations:**

1. s.13
- 2.
- 3.

SECURITY SYSTEM					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Is there a security system?	s.15				
Is the system tested on a regular basis?					
Is the security system adequate?					
Are there security guards available?					

**Recommendations:**

ACCESS CONTROL					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Is building connected to another building?	s.15				
If yes, is there access control?					
Is your building shared by others?					

If yes, is access controlled?	s.15
Do offices distinguish public vs. Private spaces?	

Recommendations:

1. s.13

EMERGENCY ASSISTANCE					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Has an emergency contact number been established for <i>regular</i> hours of operation?	s.15				
Has an emergency contact number been established for <i>after</i> regular hours of operation?					
Is the lighting adequate?					
Are emergency numbers posted on phones?					
Are emergency phones accessible in all areas?					

**Do workers have individual alarms?** s.15

**Recommendations:**

1. s.13
- 2.
- 3.

VEHICLE COMPOUND					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Are vehicles parked on-site after hours?	s.15				
Is there a secured vehicle compound?					
Have there been vehicle thefts from the compound?					

**Recommendations:**

1. s.13
- 2.
- 3.

WASHROOMS					
	School Bldg	Response 1	Response 2	Dala	Crossroads
Is public access to washrooms controlled?	s.15				
Can the lights be turned off?					

<b>Are washrooms checked before building is vacated?</b>	s.15				
<b>Is the washroom large enough?</b>					
<b>Recommendations:</b> 1.					
<b>MEDICATIONS &amp; FILES</b>					
	<b>School Bldg</b>	<b>Response 1</b>	<b>Response 2</b>	<b>Dala</b>	<b>Crossroads</b>
<b>Are medications kept in a locked room?</b>	s.15				
<b>Locks on drawers?</b>					
<b>Recommendations:</b>					
<b>AREAS OF IMPROVEMENT</b>					
<b>School Bldg</b>	<b>Response 1</b>	<b>Response 2</b>	<b>Dala</b>	<b>Crossroads</b>	
<div style="display: flex; justify-content: space-between;"> <span style="color: red;">s.13</span> </div>					
<b>Recommendations:</b> <div style="display: flex; justify-content: space-between;"> <span style="color: red;">s.13</span> </div>					



s.13

<b>OVERALL IMPRESSION</b>					
<i>How safe did you feel in each area listed below?</i>					
	<b>School Bldg</b>	<b>Response 1</b>	<b>Response 2</b>	<b>Dala</b>	<b>Crossroads</b>
<b>Parking Area(s)</b>	s.15				
<b>Perimeter of Building by day</b>					
<b>Perimeter of Building by night</b>					
<b>Main/Front entrance</b>					
<b>Other Entrances</b>					
<b>Stairwells</b>					
<b>Corridors/hallways</b>					
<b>In your building</b>					
<b>On your floor</b>					
<b>In a client room/classroom</b>					
<b>Client washrooms</b>					
<b>Other</b>					
<b>Other</b>					

**Discussion:**

Christine – can the fence around Dala's airing court be removed?

Andy – no.

Andy – when working alone at night security can be called to provide escort.

Andy – better signage is necessary.

Andy – security is inadequate.

Christine – how is the question of staff awareness of policies phrased?

**7.2) Pool Safety Plan**

<p><b>Discussion:</b> Marzie – new regulations apply to our swimming pool; the plan has to be in writing, renewal is yearly, testing to be done daily. Rec staff not aware of the regulations. Andy – hard to get a straight answer related to cleaning the pool and change rooms.</p> <p><b>Action:</b> Marzie- to look into the Regulations.</p> <p><b>7.3) Smoking Pit</b></p> <p><b>Discussion:</b> Andy – checked with PCs; support is up, tacitly supported by staff; looking at going non-smoking in August.</p> <p><b>7.4) Signs/Flyers/OSH Bulletin Board</b></p> <p><b>Discussion:</b> Christine – wants to put up new signs in washrooms and staff offices and distribute “Communicate Patient Info” to PCs. Marzie – all offices are supposed to have an OSH board. Christine – bulletin boards are present; there could be a section allocated to OSH.</p> <p><b>7.5) Response 2 Shed Collapse</b></p> <p><b>Discussion:</b> Marzie – it took 2 days to repair. Andy – not included as a Near Miss; it wasn’t occupied; dry rot was the cause; the brick construction is not the same as the cinder blocks in the main building.</p> <p>Meeting Adjourned 1525.</p>	
<p><b>5. Next Meeting Date: Tuesday, July 3, 2012 at 1300h to 1500h ACR</b></p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Dala
- Rose Lance, Dala

Local OSH Committee - Maples Adolescent Treatment Centre

- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coordinator of Response (for posting)
- Program Coordinator of Crossroads (for posting)
- Program Coordinator of Dala (for posting)
- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
  - [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)
  - [coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

**Amendments to 2012 03 06 Draft Minutes:**

Susan Cross was not absent; 1 of the 3 PEA members will attend and others will be considered to have sent their regrets.

s.22 was also moved to Regrets; s.22

Item 3.1 "doorjam" was replaced with "door jam"

Item 3.2 "Assault by youth" had several additions to the phrases to help make more sense.

Item 3.3 "everyday" was replaced with "every day"

Item 4.1 "electric sellenoids can open doors automatically" was replaced by "electric solenoids close door automatically when the fire alarm goes."

Item 4.2 "Andy" was replaced by "Arthur" on the last line.

### **3.0) Accident/Incident Reporting**

**2012 05 01**

Andy – s.79 (YCJA)

. Andy will ask

Crossroads PC to re-forward his investigation form. The doctor is a contractor so there was no investigation done.

Arthur – the OSH committee to review the missing investigation report.

### **Near Misses**

**2012 05 01**

#### **Discussion:**

Andy – talked to Crossroads PC regarding Crossroads; PC has concerns related to staffs' understanding of focus of reports.

Christine – will follow up to identify things being done well and why some things not being reported. She will try to drum up support from other UPN members to help with investigations; seeking training for accident investigations.

Arthur – no Close Call reports; discussion regarding the process for filling out Near Misses and support from other UPN members.

### **4.0) Risk Management Issues**

**2012 05 01**

#### **4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the school building.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

#### **4.2) Emergency Contact with Units - Walkie-Talkies**

**2012 05 01**

#### **Discussion:**

Andy – "Chevy vs Cadillac" options. The Chevy option is replacement of present walkie-talkies with a VHF licence that would eliminate interference.

Arthur – will Chevy have more wattage?

Andy – increased wattage but decreased battery life. WSI recommends BPR 40 (Motorola). The advantage – if we want panic button system it can be added in.

Christine – did WSI include our present walkie-talkies?

Andy – adding the Nordicom "Cadillac version" (panic system) adds about \$40,000 to the cost of installation.

Arthur – where does the \$40,000 go?

Andy – it is an attachment that allows Nordicom to radio through to our radio.



Andy – cost includes server, repeaters, transmitters and installation.

Arthur – provide documentation, versions to compare; chat about accessing provincial OSH funds

#### **4.3) Workplace Violence Prevention Program Committee**

**2012 05 01**

**Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

**Safety While Driving Clients**

**2012 05 01**

**Discussion:**

Andy – we don't have a policy on kids in staffs' cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don't call to check in we will call them. The question is, what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

Arthur – different circumstances require different actions.

Andy - this committee should come up with policy; circumstances will determine when and where to check in; consider levels of risk; unit staff and NRCP staff should be consulted. Sheri Parkin will send us a Point of Care Risk Assessment i.e., medications, history of violence, etc. and a draft of Vancouver Island Health Authority (VIHA)

Arthur – develop policy regarding government and personal vehicles transporting clients.

Tracey – when going on outings staff could use personal cell phones.

Andy – every unit should have a cell phone.

Tracey – requesting direction from Arthur regarding use of cell phones.

Christine – are new NRCP staff aware of the working alone policy?

Tracey – new staff has been briefed.

#### **4.4) AED**

**2012 04 03**

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – it can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

**2012 05 01**

**Discussion:**

Andy – displayed AED sign (see attached); Crossroads' sign will be modified; signs will be laminated and displayed around the site. No further comment from the committee.

#### **Mould in Dala**

**2012 05 01**

**Discussion:**

Christine – received a report from Dala staff regarding mould in their kitchen; WSI has been notified. The whole countertop may have to be replaced. Staff have concerns about breathing in black mould.

Andy – when was WSI called?

Christine – it sounds like it has been reported more than once.

Arthur – allow Christine to follow-up with Dala PC before the end of the week.

#### **4.0 Risk Management Issues**

##### **Fire Drills and Earthquake Drills**

**2012 01 10**

Ken had mentioned during a discussion about the two-way radio pilot that The Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.

##### **Environmental Risk Assessment**

**2012 05 01**

**Discussion:**

Tracey – have not been able to work on it due to increased workload.  
Arthur – please note scope of the work involved.  
Andy – it is imperative that we get onto it.

## **5.0 Training and Membership**

### **Critical Incidents**

**2012 04 03**

#### **Discussion:**

Andy – Peer Support Training; Toby Snelgrove is booked to come in the week of June 5-7; it will be a two-day session.

Christine – WorkSafe BC uses it.

Andy – it was partly developed here; our people will state their interest; there will be an email to staff to solicit interest.

Tracey – do we have members from R2?

Andy – someone to get a perspective of what's going on. Has Psychologists David, Natalie and Susan had the training? Check Learning Management System; we are entitled to 8 hours of training.

Arthur – training is not likely to be denied

### **6.3) Terms of Reference**

The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OSH committee Terms of Reference. Debbie Pico will report back to the committee once she has the opportunity to review the ToR again.

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday, July 2, 2012 1300hrs

**Members:**

<i>Employer</i>	
Ken Moore, Director	
Merrilyn Cook, Head Teacher Maples School	
Andy MacDonald, Manager Response Services	

<i>Union / Employee</i>	
Jewels Bainbridge, BCNU, Nurse	
Arthur Bates, BCGEU, SPO	
Christine Brisebois, UPN, Nurse	
Susan Cross, Psych, PEA	
Marzie De Pangher BCGEU, CCC	
David Ephraim, Psych, PEA	
Natalie Franz, Psych, PEA	
Donna Jablonski, BCGEU, OA	
Rose Lance, UPN, Nurse	
Tracey Strain, BCGEU, CCC	

**Admin Support**

Tim Shearer, BCGEU, OAs.22

**Guests:**

**Call to Order**

Meeting postponed as quorum was not met. Only 2 union members attended (David Ephraim for PEA and Marzie De Pangher for BCGEU).

**1. Approve May Minutes**

**2. Approve Agenda**

**3. Accident and Incident Reporting**

- 3.1 Distribute accident and incident report
- 3.2 Discussion of trends and patterns
- 3.3 Discussion of Near Miss Reports.

**4. Risk Management Issues**

- 4.1 Fire drills – Andy
- 4.2 Emergency contact of units. Report Andy
- 4.3 Workplace Violence Prevention Plan – progress report - Andy

**5. Training and Membership**

5.1

**6. Old Business**

- 6.1) Terms of Reference – Debbie Pico
- 6.2) Mould in Dala - Christine
- 6.3) AED Signage - Andy

**7. New Business:**

- 7.1) Pool Safety Plan - Marzie

**8. Next meeting date**

- 8.1) July 3, 2012 @ 1300-1500

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, July 3<sup>rd</sup>, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services	Marzie De Pangher, BCGEU, CCC David Ephraim, PEA, Psychologist
<b>Regrets:</b>	Ken Moore, Director	Jewels Bainbridge, BCNU, Nurse Christine Brisebois, UPN, Nurse Susan Cross, PEA, Psychologist Natalie Franz, PEA, Psychologist Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>	Merrilyn Cook, Head Teacher Maples School	Arthur Bates, BCGEU, SPO Tracey Strain, BCGEU, CCC
<b>Guests:</b>		

Chair: Andy MacDonald

Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

Standing Agenda:

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting failed to meet quorum (inadequate union representation), adjourned at 1315.**

**Meeting Rescheduled to:** Tuesday, July 17, 2012 at 1300h to 1500h ACR

### Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Merrilyn Cook, Maples School
- Program Coordinator of Response (for posting)
- Program Coordinator of Crossroads (for posting)
- Program Coordinator of Dala (for posting)
- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)



Local OSH Committee - Maples Adolescent Treatment Centre

- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)

# **AGENDA**

## **Maples Local Occupational Safety and Health Committee**

For Meeting: Tuesday, July 17, 2012 1300hrs

<b>Members:</b>	<i>Employer</i>	<i>Union / Employee</i>
	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Jewels Bainbridge, BCNU, Nurse Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA Marzie De Pangher BCGEU, CCC David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Rose Lance, UPN, Nurse Tracey Strain, BCGEU, CCC

**Admin Support**  
**Guests:**

Call to Order

- 1. Approve May Minutes**
- 2. Approve Agenda**
- 3. Accident and Incident Reporting**
  - 3.1 Distribute accident and incident report
  - 3.2 Discussion of trends and patterns
  - 3.3 Discussion of Near Miss Reports.
- 4. Risk Management Issues**
  - 4.1 Fire drills – Andy
  - 4.2 Workplace Violence Prevention Plan – progress report - Andy
- 5. Training and Membership**
  - 5.1
- 6. Old Business**
  - 6.1) Terms of Reference – Debbie Pico
  - 6.2) AED Signage – Andy
  - 6.3) Review incident in isolated community
- 7. New Business:**
  - 7.1) Pool Safety Plan – Marzie
  - 7.2) Threatening Phone Calls – Ken
  - 7.3) Move to a Non-Smoking Complex - Ken
- 8. Next meeting date**
  - 8.1) August 7, 2012 @ 1300-1500

# AGENDA

## Maples Local Occupational Safety and Health Committee

For Meeting: Tuesday, July 17, 2012 1300hrs

<b>Members:</b>	<i>Employer</i>	<i>Union / Employee</i>
	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Manager Response Services	Jewels Bainbridge, BCNU, Nurse Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Susan Cross, Psych, PEA Marzie De Pangher BCGEU, CCC David Ephraim, Psych, PEA Natalie Franz, Psych, PEA Donna Jablonski, BCGEU, OA Rose Lance, UPN, Nurse Tracey Strain, BCGEU, CCC

Admin Support  
Guests:

Call to Order

1. **Approve July Minutes**
2. **Approve Agenda**
3. **Accident and Incident Reporting**
  - 3.1 Distribute accident and incident report, discuss trends and patterns
  - 3.2 Discussion of Injury causing incidents.
  - 3.3 Discussion of Near Miss Reports.
  - 3.4 Discussion of action taken from previous meetings
    - 3.4.1 July meeting
      - 3.4.1.1 (3.2.3.1) – Action item re specific assault concerns (biting).
      - 3.4.1.2 (3.2.4.1) – Action item re appropriate footwear.
      - 3.4.1.3 (3.3.1.1) – Action item re Near Miss reporting.
4. **Risk Management Issues**
  - 4.1 Fire drills – Arthur
    - 4.1.1 Report on whether we have resumed our regular drills.
  - 4.2 Workplace Violence Prevention Plan – progress report – Andy
    - 4.2.1 Action item brought forward – circulation of Revised WVPP.
  - 4.3 Environmental Risk Assessment – update. Andy
5. **Training and Membership**
  - 5.1 Terms of Reference review.
6. **Old Business**
  - 6.1 AED Signage – Andy
    - 6.1.1 Report on action item from July meeting (6.2)a.1).
  - 6.2 Pool Safety Plan – Marzie
    - 6.2.1 Action Item from July 7.1)a.1 – Update of Pool Safety Plan
  - 6.3 Threatening Phone Calls – Ken
    - 6.3.1 July Meeting - Item 7.2)b.1 Draft trespasser procedure - Tracy
    - 6.3.2 July Meeting – Item 7.2)b.2 – Redraft of Bomb Threat policy – Andy
  - 6.4 Non-Smoking – update/discuss issues arising from move - Tracy

**7. New Business:**

7.1 Great Fallout – Earthquake drill – Marzie

**8. Next meeting date**

8.1) October 2, 2012 @ 1300-1500



# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, July 17<sup>th</sup>, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services Merrilyn Cook, Head Teacher Maples School	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse David Ephraim, PEA, Psychologist Marzie De Pangher, BCGEU, CCC Tracey Strain, BCGEU, CCC
<b>Regrets:</b>	Ken Moore, Director	Jewels Bainbridge, BCNU, Nurse Susan Cross, PEA, Psychologist Natalie Franz, PEA, Psychologist Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Arthur Bates

Recorder: Andy MacDonald

Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC Issues*

*Training and Membership*

*Other Business*

### 1. Approve May Minutes

1.1) Approved with changes:

1.1)a. s.13

1.1)b.

1.1)c.

### 2. Approve Agenda

2.1) Agenda approved as presented.

### 3. Accident and Incident Reporting

3.1 Distribute accident and incident report and Discussion of trends and patterns

3.1.1 3 incidents: 2 in Crossroads, 1 in Response, s.79 (YCJA)

3.1.2 Crossroads continues to be the unit with the most injuries, with Response 2<sup>nd</sup>.

3.2 Incident Reviews

- 3.2.1 June 1<sup>st</sup> incident; staff cut her finger while cutting vegetables for dinner. No additional recommendations.
- 3.2.2 s.79 (YCJA) – no additional recommendations made by the committee.
- 3.2.3 s.79 (YCJA)

3.2.3.1 **Action** – **Andy** will discuss with the Program Coordinators in the next PC meeting (**July 25<sup>th</sup>**).

- 3.2.4 June 21<sup>st</sup> incident: s.79 (YCJA) in the Response kitchen – a narrow space. No particular additional recommendations, but the committee wanted to underscore the importance of wearing proper footwear (the injured staff was wearing ‘Chinese slippers’).

3.2.4.1 **Action** – **Andy** will send out an all staff email and discuss in the next PC meeting (**July 25<sup>th</sup>**).

### 3.3 Discussion of Near Miss Reports.

- 3.3.1 No near misses reported, sadly this may be because all culminated in actual events.
- 3.3.1.1 **Action** – **Andy** will remind the PCs that Near Misses must be investigated and forwarded to the committee chairs prior to the first Tuesday of the Month (**by August 7<sup>th</sup>**).

## 4. Risk Management Issues

### 4.1 Fire drills

- 4.1.1 We don’t seem to be having drills as and when expected.
- 4.1.1.1 **Action** – **Arthur** will follow up with Keith Gagne (site Fire Marshall responsible for conducting the drills) and report back next meeting (**August 7<sup>th</sup>**).

### 4.2 Workplace Violence Prevention Plan – progress report

- 4.2.1 Andy has a teleconference scheduled with Sherry Parkin to finalize changes resulting from her feedback (July 18<sup>th</sup>).
- 4.2.1.1 **Action** – **Andy** will circulate the amended document to the committee; prior to their next meeting if possible, in time for Septembers meeting (**September 4<sup>th</sup>**) at the latest.
- 4.2.2 Andy waiting to hear back from Forensic Psychiatric Hospital to complete the Environmental Risk assessment.

## 5. Training and Membership

### 5.1 – No items.

## 6. Old Business

### 6.1) Terms of Reference

- 6.1)a. The committee decided that as we had not received any further input from the BCNU, that this item would be concluded; however, the ToR are due for review. The date for this review was set for the September meeting – September 4, 2012.

- 6.1)a.1. **Action – Andy** will remind the BCNU that they had concerns and that they should forward them to us for the September 4<sup>th</sup> meeting.
- 6.2) AED Signage
  - 6.2)a. Signs have been laminated and will be circulated and posted.
  - 6.2)a.1. **Action – Andy** will ensure this is done for next meeting (August 7<sup>th</sup>).
- 6.3) Review incident in isolated community
  - 6.3)a. Tracey raised a concern that s.16 might not get service due to an incident that happened while one of our SWs was traveling there. Essentially we all agreed that we need to balance provision of service with a workers right to refuse unsafe work; but Andy wanted it made very clear, that worker safety was the priority and that this employer would not require staff to engage in this community unless it was safe to do so.
  - 6.3)a.1. s.16
  - 6.3)a.2.

## 7. New Business:

- 7.1) Pool Safety Plan
  - 7.1)a. Almost done;
    - 7.1)a.1. **Action - Marzie** will send the book containing the plan back to WSI and send her updates to them. Report progress next meeting (August 7<sup>th</sup>).
- 7.2) Threatening Phone Calls
  - 7.2)a. A threatening message was left on the psychology department's voice mail. The person had actually confused us with the agency he was angry with, but non-the-less we needed to respond. The caller left his name and number so Ken Moore was able to provide this to the RCMP. They were able to find this person who is mentally ill and are dealing with him appropriately. However, Ken didn't feel that our policy gave him adequate direction.
  - 7.2)b. We discussed this and felt that there were two related concerns falling under the general topic of intrusive events and that we needed better policy around trespassers and 'Threatening calls'. We felt the current s.15
    - 7.2)b.1. **Action – Tracey** will draft a procedure for trespassers, which will include safety awareness for workers who might come across such people (ranging from an innocuous older couple who walk through the site, to drug dealers and pimps attempting to make contact with our residents). Due before September 4<sup>th</sup>.
    - 7.2)b.2. **Action - Andy** will forward the recommendation to amend the Bomb threat policy to the policy committee (August 7).
- 7.3) Move to a Non-Smoking Complex
  - 7.3)a. General discussion as some committee members weren't aware of this change to policy.

## 8. Next meeting date

- 8.1) August 7, 2012 @ 1300-1500

### Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach

Local OSH Committee - Maples Adolescent Treatment Centre

- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coordinator of Response (for posting)
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- Program Coordinator of Dala (for posting)
- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
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- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)



**Items brought forward or in Process:**

**4.0) Risk Management Issues**

**2012 05 01**

**4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the school building.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

**2012 06 12**

**Action:** Andy –conduct a drill on s.15

**4.3) Workplace Violence Prevention Program Committee**

**2012 05 01**

**Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

**Safety While Driving Clients**

**2012 05 01**

**Discussion:**

Andy – we don't have a policy on kids in staffs' cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don't call to check in we will call them. The question is what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

Arthur – different circumstances require different actions.

Andy - this committee should come up with policy; circumstances will determine when and where to check in; consider levels of risk; unit staff and NRCP staff should be consulted. Sheri Parkin will send us a Point of Care Risk Assessment i.e., medications, history of violence, etc. and a draft of Vancouver Island Health Authority (VIHA)

Arthur – develop policy regarding government and personal vehicles transporting clients.

Tracey – when going on outings staff could use personal cell phones.

Andy – every unit should have a cell phone.

Tracey – requesting direction from Arthur regarding use of cell phones.

Christine – are new NRCP staff aware of the working alone policy?

Tracey – new staff has been briefed.

**4.4) AED**

**2012 04 03**

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – it can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

**2012 05 01**

**Discussion:**

Andy – displayed AED sign (see attached); Crossroads' sign will be modified; signs will be laminated and displayed around the site. No further comment from the committee.

**4.0 Risk Management Issues**

**Fire Drills and Earthquake Drills**

**2012 01 10**

Ken had mentioned during a discussion about the two-way radio pilot that The Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.

#### **Environmental Risk Assessment**

**2012 05 01**

##### **Discussion:**

Tracey – have not been able to work on it due to increased workload.

Arthur – please note scope of the work involved.

Andy – it is imperative that we get onto it.

#### **6.3) Terms of Reference**

The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OSH committee Terms of Reference. Debbie Pico will report back to the committee once she has the opportunity to review the ToR again.

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, August 7th, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Merrilyn Cook, Head Teacher Maples School	
<b>Regrets:</b>	Ken Moore, Director Andy MacDonald, Manager Response Services.	Jewels Bainbridge, BCNU, Nurse Christine Brisebois, UPN, Nurse Susan Cross, PEA, Psychologist Natalie Franz, PEA, Psychologist Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse David Ephraim, PEA, Psychologist
<b>Absent:</b>		Arthur Bates, BCGEU, SPO Tracey Strain, BCGEU, CCC Marzie De Pangher, BCGEU, CCC
<b>Guests:</b>		

Chair:

Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

Standing Agenda:

*Review Minutes*

*Approve Agenda*

*Accident and Incident Reporting*

*Risk Management / BMAC issues*

*Training and Membership*

*Other Business*

**Meeting failed to meet quorum (inadequate management/union representation), adjourned at 1315. Meeting Rescheduled to: Tuesday, September 4, 2012 at 1300h to 1500h ACR**

### Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Merrilyn Cook, Maples School
- Program Coordinator of Response (for posting)
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Local OSH Committee - Maples Adolescent Treatment Centre

- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)  
[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)
- BCNU - Sherry Parkin, Violence Prevention Advocate – [sparkin@bcnu.org](mailto:sparkin@bcnu.org)



# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, September 4, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services	David Ephraim, PEA, Psychologist Marzie De Pangher, BCGEU, CCC Tracey Strain, BCGEU, CCC
<b>Regrets:</b>	Ken Moore, Director	Jewels Bainbridge, BCNU, Nurse Christine Brisebois, UPN, Nurse Susan Cross, PEA, Psychologist Natalie Franz, PEA, Psychologist Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>	Merrilyn Cook, Head Teacher Maples School	Arthur Bates, BCGEU, SPO
<b>Guests:</b>		

Chair: Andy MacDonald  
Recorder: Andy MacDonald

Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*  
*Approve Agenda*  
*Accident and Incident Reporting*  
*Risk Management / BMAC Issues*  
*Training and Membership*  
*Other Business*

**Call to Order:** 1335

**1. Approve July Minutes**

- 1.1) Approved as presented.
- 1.2) Note, no August meeting as there was insufficient representation; attempts to reschedule were unsuccessful due to leave and prior commitments.

**2. Approve Agenda**

- 2.1) Agenda approved as presented with two addition submissions: Discussion of change to Non-Smoking complex and the "Great Fallout" earthquake drill.

**3. Accident and Incident Reporting**

- 3.1 Distribute accident and incident report and Discussion of trends and patterns
  - 3.1.1 We noted that there were 5 incidents in July and one in August; but we also noted that a significant incident from August 31<sup>st</sup> was not on the report (possibly as this was just last Friday and wouldn't have been processed yet).
  - 3.1.2 Of the 5 July incidents, all but one were in Crossroads (the other was in Dala)

s.79 (YCJA)

- 3.1.3 Crossroads still reports the highest number of injuries.
- 3.1.4 The cause of injuries shows a change away from resident caused to other factors (58% were not related to resident violence).
- 3.1.5 Gender shows a slight proclivity for males reporting injury, but this is only slightly higher than expected.
- 3.1.6 A review of those cases not seen by first aid found that there was usually a reasonable explanation for why 1<sup>st</sup> aid wasn't sought – non-physical, away from the workplace, injured person was a nurse (self treated) and so on.
- 3.1.7 The days lost column hadn't been updated for August and so was inaccurate, but this isn't an issue until year end.

### 3.2 Incident Reviews

#### 3.2.1 s.79 (YCJA)

The injured staff reported that this would not likely have hurt anyone else, as it was not intentional, but hurt him as he had an "old injury" right where he was hit.

##### 3.2.1.1 **Recommendation:** s.13

- 3.2.2 July 31<sup>st</sup> at 1730 incident requires a joint investigation to be completed. However, some key factors were noted.

3.2.2.1 This was not the usual staff complement – the Crossroads staff were covered by staff from Response as the Crossroads staff were in a training session for the day.

#### 3.2.2.2 s.79 (YCJA)

the report). There was no joint investigation...so this will be clarified then.

##### 3.2.2.3 **Recommendation:** s.13

– Andy will direct the PCs, in the PC meeting September 5<sup>th</sup>, to have this discussion in Shiftchange.

- 3.2.3 3 workers were injured later on July 31<sup>st</sup>, at 1830 in Crossroads. This was triggered by staff managing a near miss incident (see below) and during their

s.79 (YCJA)

#### 3.2.3.1

3.2.3.2 The committee discussed whether the staff had sufficient resources to initiate a restraint and eventually concluded that there wasn't time to marshal more staff, and it seemed that there were enough to manage both situations – though only just.

#### 3.2.3.3 s.79 (YCJA)

3.2.3.4 A Joint Investigation has not yet been received by the committee and this may make things more clear.

#### 3.2.3.5 **Recommendations:**

3.2.3.5.1 Andy will remind the PCs s.13

3.2.3.5.2 Tracy will follow up with the Crossroads PC in terms of completing a Joint Investigation in both these incidents – report to be before the committee for next meeting (October 2<sup>nd</sup>).

- 3.2.4 We only had partial information available for the August 12 and August 31<sup>st</sup> incidents. Will be reviewed next meeting.
- 3.3 Discussion of Near Miss Reports.
  - 3.3.1 Several near misses were reported from Crossroads for both July and August. One near miss was reported by Response, though Tracy and Marzie (both from Response) say this is likely less than there should be.
  - 3.3.2 Specific near miss discussed was from July 31 in Crossroads at 1820. s.79 (YCJA)

The situation was managed well and the committee had nothing further to add to the action taken; however, this incident triggered a second which did result in injury to 3 staff. The committee discussed the need for staff to maintain awareness of each other and of individual residents. This helped form the action plan noted in 3.2.2.3 but also the need to expand this to a more generic practice.

- 3.3.3 Most of the other near misses were related to a particular resident and his unsafe behaviour. s.79 (YCJA) which was discussed by this committee.
- 3.3.4 The near miss reported by Response was of a worker finding herself alone with two youth who began fighting. She intervened but felt it was unsafe – as she was alone in the room (but not the building).
  - 3.3.4.1 This was a new worker and the need to highlight maintaining awareness was reiterated. Again, the PCs will be asked to follow-up (see 3.2.2.3).
- 3.3.5 **Recommendations:** Tracy raised the issue that workers don't seem to support each other or maintain general awareness of where they are and the relation of where the high risk youth are. She suggested that s.13

We discussed this in the context of a 'Primary model' focus potentially interfering with support of other staff – this isn't a problem with the model, more the rigid interpretation of it.

- 3.3.5.1 **Action:** Andy will discuss this with the PCs in the Sept 5<sup>th</sup> Program Operations Meeting, to have them follow up in SCs.
- 3.3.6 s.79 (YCJA)

Crossroads PC is addressing this with the staff group in terms of setting limits around inappropriate behaviour with clear and immediate consequences (e.g. time in room) and ensuring they then follow through.

- 3.3.6.1 **Action:** The committee will continue to monitor for adequate management plans and incidents.
- 3.4 Discussion of action taken since last meeting.
  - 3.4.1 July
    - 3.4.1.1 (July 3.2.3.1) Crossroads has clarified the additional risk elements in the CARIS alert. They have also instituted a change to the behaviour log where Alerts are added as appropriate (e.g. violence – bites).
    - 3.4.1.2 (July 3.2.4.1) – Not discussed, but completed.
    - 3.4.1.3 (July 3.3.1.3) – Not discussed, but completed.

#### 4. Risk Management Issues

- 4.1 Fire drills
  - 4.1.1 BF as Arthur was not here to report.
- 4.2 Workplace Violence Prevention Plan – progress report



- 4.2.1 **Action: Andy** will circulate the amended document to the committee by **September 7<sup>th</sup>**.
- 4.3 Environmental Risk Assessment
  - 4.3.1 Andy finally heard back from Forensic Psychiatric Hospital – they declined providing us with any information that would have helped to complete the Environmental Risk assessment.
  - 4.3.2 **Action: Andy** will complete by **next meeting**.
- 5. **Training and Membership**
  - 5.1 Terms of Reference
    - 5.1.1 Brought forward as there was no UPN representative and a relatively small union membership present.
      - 5.1.1.1 **Action: Andy** will circulate the ToR by email by **September 7<sup>th</sup>**, for review in next meeting.
- 6 **Old Business**
  - 6.1 AED Signage (July 6.2)a.1)
    - 6.1.1 Signs have been posted.
  - 6.2 Pool Safety Plan (July 7.2)a.1)
    - 6.2.1 Marzie confirmed that she completed her part of the plan and returned the document to WSL.
  - 6.3 Threatening Phone Calls (July 7.2)b.1 and b.2)
    - 6.3.1 b.1 – Tracy reported that she has not begun this task.
    - 6.3.2 b.2 – Andy reported that the recommendation to **s.13**
  - 6.4 Non Smoking – Discuss (July 7.3)a)
    - 6.4.1 No real discussion, but we agreed to maintain this item as a discussion topic while staff and residents continue to adjust to the change.
- 7 **New Business**
  - 7.1 Great Fallout – earthquake drill
    - 7.1.1 Marzie will liaise with Christine, Elisa Stewart and Jody Al-Molky around our participation this year.
      - 7.1.1.1 **Action: Marzie** will support Christine, as she is working weekends. **Marzie or Christine** will report back **next meeting**.

**Next meeting date**

October 2, 2012 @ 1300-1500

**Meeting closed: 15:00**



Local OSH minutes - Distribution

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**Items brought forward or in Process:**

**4.0) Risk Management Issues**

**2012 05 01**

**4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

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Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

**2012 06 12**

**Action:** Andy –conduct a drill s.15

**2012 07 17**

4.1 Fire drills

4.1.1 We don't seem to be having drills as and when expected.

4.1.1.1 **Action** – Arthur will follow up with Keith Gagne (site Fire Marshall responsible for conducting the drills) and report back next meeting (August 7th).

**4.3) Workplace Violence Prevention Program Committee**

**2012 05 01**

**Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

**Safety While Driving Clients**

**2012 05 01**

**Discussion:**

Andy – we don't have a policy on kids in staffs' cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don't call to check in we will call them. The question is what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

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Tracey – when going on outings staff could use personal cell phones.

Andy – every unit should have a cell phone.

Tracey – requesting direction from Arthur regarding use of cell phones.

Christine – are new NRCP staff aware of the working alone policy?

Tracey – new staff has been briefed.

**4.4) AED**

**2012 04 03**

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – it can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

**2012 05 01**

**Discussion:**

Andy – displayed AED sign (see attached); Crossroads' sign will be modified; signs will be laminated and displayed around the site. No further comment from the committee.

**2012 07 17**

6.2) AED Signage

6.2)a. Signs have been laminated and will be circulated and posted.

6.2)a.1. **Action – Andy** will ensure this is done for next meeting (**August 7th**).

#### **4.0 Risk Management Issues**

**2012 01 10**

Ken had mentioned during a discussion about the two-way radio pilot that The Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.

#### **Environmental Risk Assessment**

**2012 05 01**

##### **Discussion:**

Tracey – have not been able to work on it due to increased workload.

Arthur – please note scope of the work involved.

Andy – it is imperative that we get onto it.

**2012 07 17**

4.2 Workplace Violence Prevention Plan – progress report

4.2.2 Andy waiting to hear back from Forensic Psychiatric Hospital to complete the Environmental Risk assessment.

#### **6.3) Terms of Reference**

The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OSH committee Terms of Reference. Debbie Pico will report back to the committee once she has the opportunity to review the ToR again.

**2012 07 17**

6.1) Terms of Reference

6.1)a. The committee decided that as we had not received any further input from the BCNU, that this item would be concluded; however, the ToR are due for review. The date for this review was set for the September meeting – September 4, 2012.

6.1)a.1. **Action – Andy** will remind the BCNU that they had concerns and that they should forward them to us for the **September 4th** meeting.

# Local Occupational Health and Safety Committee

## MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, October 2nd, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services Ken Moore, Director Merrilyn Cook, Head Teacher Maples School	Marzie De Pangher, BCGEU, CCC Arthur Bates, BCGEU, SPO Tracey Strain, BCGEU, CCC
<b>Regrets:</b>		Jewels Bainbridge, BCNU, Nurse Christine Brisebois, UPN, Nurse Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>	Psychology	
<b>Guests:</b>	Keith Gagne	

Chair: Andy MacDonald  
Recorder: Arthur Bates  
*Standing Agenda:*  
Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

Please print these minutes and bring a copy with you to the meeting.

Call to order: 1310hrs

- 1) Approve September minutes
  - 1.1) Approved with the caveat that Marzie did not think she was suggesting that she take over from Christine for the Earthquake drill as per 7.11. Item will be amended.
- 2) Approval of agenda
  - 2.2) Draft agenda approved with some additions.
- 3) Accident and Incident Reporting
  - 3.1) Aug 31<sup>st</sup> event discussed as we did not have details for our last meeting. Committee understands how this event started as horse play, but recommends that Crossroads staff stick to established protocols for intervention when verbal requests are not working. s.79 (YCJA) Merrilyn said  
all School staff will be attending a workshop on this kind of safety event.



#### Accident and Incident reporting continued:

3.2) September 17<sup>th</sup> ankle twist. Not all information in yet. It appears this event took place on the inclined grass embankment on the Willingdon edge of our property. It is apparently attributed to inattention, but there is the question of the location and nature of dip in the grass. More information will be forth coming, so this item will be brought forward.

3.3) Follow up on 3.223 from last meeting. Tracey expressed it would be nice to have a mechanism to allow privacy while a youth makes a phone call while at the same time have the technology to ensure that other unauthorised calls are not made. Further to this event the installation of mirrors in Crossroads to enable better visibility on the unit's hallways was discussed.

3.4) Events after September 20<sup>th</sup> will be brought forward to next meeting as accident forms not yet in. Ken asks about times lines for these and there was some discussion on a reasonable timeline.

#### Near Miss reports:

3.5) s.79 (YCJA)

3.6) September 2<sup>nd</sup> Radio issue. s.79 (YCJA) With only 3 staff on, Radio used to call for support. There was no radio response and no show. Belief was that radios were turned down on other units as the noise they make can be annoying. Staff need to be apprised of the importance of radio contact.. Radio check logs need to continue to be used. Radio use protocol ought to be posted in each unit. New radios due any day now will have a vibrate feature.

3.7) Arthur reports learning of an aggressive event by a father to one of our social workers during a discussion in Outreach clinical. An event which clearly needed an investigation although none was done at the time. Problem seems to stem around the father 's unpredictability (can be stable and calm) and his ability to moderate his anger in the presence of males. Community social worker also frightened and concerned. Decision made to postpone integration meeting until OSH investigation completes, Care Plan not ready yet anyway. Will probably bring all players together to discuss and determine how to flag. Unit staff good at reporting, but other professionals may lack that experience.

3.8) Marilyn asks if she should fill out near miss reports. Answer yes. Andy will mail Marilyn some forms.

#### 4) Risk Management Issues:

4.1) Fire drill update: Arthur followed up with Keith, but since Keith was in the room for OSH computer equipment display he presented that CATC building is weak in fire drill execution; not easily following timelines. Also no fire marshal for doctor's offices, medical records or art room there. That needs resolution; Andy will speak to the PCs. Also West Admin office space (death row) technically does not have a Fire

marshall, although Carol has informally been taking this role. Should probably be assigned to François as he is a PC.

4.2) Environmental risk assessment. Andy circulates a chart of OSH violence events for the past 3 years breaking down to time of day. Shows most events take place in the early evening as expected. He has held off on the final draft so as to include this chart.

4.3) Joint divisional violence report final version. Document accepted by committee. Most of the changes were minor word use.

4.4) Earthquake preparedness. Marzie gave a report on the Maples version of an event to be held province wide on October 18<sup>th</sup>, playfully called the Big Shake. Looks like the Maples experience will be spearheaded by Christine, Marzie and Jodi. Some question yet on what it will look like.

4.5 SharePoint youth identifier site: Keith does a presentation on a SharePoint site he created to enable PCs to post a photograph of youth for non front line staff who may get exposed to youth they know little or nothing about. The site will feature a photograph and some key information on the youth and who to call.

The meeting was adjourned at about 1540 hrs due to other time commitments. The rest of the agenda items will be brought forward to the next meeting.

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, November 6, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
<b>Present:</b>	Andy MacDonald, Manager Response Services Ken Moore, Director Merrilyn Cook, Head Teacher Maples School	Christine Brisebois, UPN, Nurse Natalie Franz, PEA, Psychologist
<b>Regrets:</b>	Arthur Bates, BCGEU, SPO	Bainbridge, BCNU, Nurse Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse Marzie De Pangher, BCGEU, CCC Chantal Bourke, BCGEU, CCC
<b>Absent:</b>		Tracey Strain, BCGEU, CCC
<b>Guests:</b>		

Chair: Andy MacDonald  
Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

Standing Agenda:

Review Minutes  
Approve Agenda  
Accident and Incident Reporting  
Risk Management / BMAC issues  
Training and Membership  
Other Business

**Call to Order: 1315**

**1. Approve October Minutes**

- 1.1) Approved as presented.
- 1.2) Note, no August meeting as there was insufficient representation; attempts to reschedule were unsuccessful due to leave and prior commitments.

**2. Approve Agenda**

- 2.1) Agenda approved as presented with an addition submissions: review of Terms of Reference.

**3. Accident and Incident Reporting**

- 3.1 Distribute accident and incident report and Discussion of trends and patterns
  - 3.1.1 s.79 (YCJA)

Supervisor's OSH Incident Report noted no physical injury to the staff although First Aid should have been called. No investigation was conducted.

s.79 (YCJA)

**Recommendation:** s.13

s.79 (YCJA)

**Recommendation:** s.13

Andy – on November 2 a male nurse was hit on the nose. s.79 (YCJA)

Christine - unclear about how many staff were available to escort the client.

Ken – one refresher a year is not enough.

Christine – many intervention repetitions are required for the methods to become natural.

Natalie – by the time hands-on is needed the situation has already escalated.

**Recommendation:** Ken –s.13

Andy – Trends: 61% of incidents involved Crossroads  
56% of incidents involved residents  
74% of incidents involved female staff

### 3.2. Fire Drill

The policy is ready. Who is responsible in Death Row?

Merrilyn – during the last drill a Crossroads female client did not want to leave the school during the drill due to concerns that she might get into trouble if leaving the school without an escort.

### 3.3 Mirrors

Ken – talked to Dan Aitken regarding installing mirrors in Crossroads. Dan wants staff involved and physically present. He is concerned that staff will sit and watch the mirrors rather than interacting with clients.

Andy – mirrors are a good idea for visibility in Crossroads hallways.

Ken – mirrors would allow for increased visibility.

Andy – mirrors would have to be very large to be effective. Talked with Deb Orum (Business Administrator) regarding surveillance cameras. Wireless cameras were considered at 2 for \$348.



Ken – the ceilings are high enough to install mirrors.

Andy – staff should get out of the office and be present on the unit.

Natalie – there can be two processes, either cameras of get out of the office or a combination of both.

**Recommendation:** Andy - s.13

### 3.4 Walkie-Talkies

Ken – the radios have come out. The vibrate feature is not available. Are there staff concerns?

Christine – some staff are carrying the radios in their boots. Are they drop-proof?

Ken – do we need to provide belts.

Andy – NO!

### 3.5. Integration Meeting

Andy – gender was a significant part of the discussion.

Ken – minutes of the October meeting to be attached to the next OSH meeting.

Local OSH meeting, October 2, 2012:

“3.7) Arthur reports learning of an aggressive event by a father to one of our social workers during a discussion in Outreach clinical. An event which clearly needed an investigation but one was not done at the time. Problem seems to stem around the father’s unpredictability (can be stable and calm) and his ability to moderate his anger in the presence of males. Community social worker also frightened and concerned. Decision made to postpone integration meeting until OSH investigation completes, Care Plan not ready yet anyway. Will probably bring all players together to discuss and determine how to flag. Unit staff good at reporting, but other professionals may lack that experience.”

## 4. Risk Management

### 4.1 Shake Out

Ken – this year’s Shake Out was smaller than last year’s.

Christine – well accepted by staff; we are not to hold a doorjamb.

Merrilyn – do we have an earthquake supplies container? The school container update has been missed and should be done every three months.

Andy – the box in the school may not be an earthquake cabinet.

Ken – under the MOU we (MATC) are responsible to maintain the cabinet.

Christine – we keep meds etc. in another place; the cabinet contents are for survival. I suggest a shovel be added to the cabinet.

Merrilyn – the cabinet should have supplies.

Christine – there may be some charge to update supplies.

Andy – contents of the kit to last for a couple of days.

Christine – where is the key for the cabinet?

Natalie – what is being removed from the cabinet?

Merrilyn – it’s hard to keep the contents – things walk away.

## 5. Terms of Reference

Natalie – how are members of the OSH committee determined?

Christine – by each union’s contracts.

Local OSH Committee - Maples Adolescent Treatment Centre

Meeting adjourned at 1425h

Next meeting Tuesday, December 4, 1300h

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS
- Marilyn Cook, Maples School
- Program Coordinator of Response (for posting)
- Program Coordinator of Crossroads (for posting)
- Program Coordinator of Dala (for posting)
- Program Coordinator of Bifröst (for posting)
- Tracey Strain, Response
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - [ohsreports@bcnu.org](mailto:ohsreports@bcnu.org)
- UPN – Charles Ballantyne, Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- [cballantyne.upn@telus.net](mailto:cballantyne.upn@telus.net)
- John Stevenson, WCB, Prevention Division Support Services, [John.Stevenson@worksafebc.com](mailto:John.Stevenson@worksafebc.com)
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby) [coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)

**Items brought forward or in Process:**

**4.0) Risk Management Issues**

**2012 05 01**

**4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

Andy – drills have to be done monthly and evaluation done by PCs.

Arthur – it takes a long time for one person to check the school building.

Christine – fire happens real fast.

Donna – repetitive behaviours become reflex; in a real fire there will be injuries.

Arthur – mix up the drill practise.

Donna – all the doors need a key to get out.

Arthur – electric solenoids close doors automatically when the fire alarm goes.

Andy – fire drills to start the end of March; how the drills will be applied to be determined.

**2012 06 12**

**Action: Andy** –conduct a drill **s.15**

**2012 07 17**

**4.1 Fire drills**

4.1.1 We don't seem to be having drills as and when expected.

4.1.1.1 **Action – Arthur** will follow up with Keith Gagne (site Fire Marshall responsible for conducting the drills) and report back next meeting (**August 7th**).

**4.3) Workplace Violence Prevention Program Committee**

**2012 05 01**

**Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

**Safety While Driving Clients**

**2012 05 01**

**Discussion:**

Andy – we don't have a policy on kids in staffs' cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don't call to check in we will call them. The question is what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

Arthur – different circumstances require different actions.

Andy - this committee should come up with policy; circumstances will determine when and where to check in; consider levels of risk; unit staff and NRCP staff should be consulted. Sheri Parkin will send us a Point of Care Risk Assessment i.e., medications, history of violence, etc. and a draft of Vancouver Island Health Authority (VIHA)

Arthur – develop policy regarding government and personal vehicles transporting clients.

Tracey – when going on outings staff could use personal cell phones.

Andy – every unit should have a cell phone.

Tracey – requesting direction from Arthur regarding use of cell phones.

Christine – are new NRCP staff aware of the working alone policy?

Tracey – new staff has been briefed.

**4.4) AED**

**2012 04 03**

Andy – AED to be located in Cottage 1 Nursing Station.

Christine – it can be checked three times daily during nursing checks.

Natalie – location and use where most needed.

**2012 05 01**

**Discussion:**



Andy – displayed AED sign (see attached); Crossroads' sign will be modified; signs will be laminated and displayed around the site. No further comment from the committee.

**2012 07 17**

6.2) AED Signage

6.2)a. Signs have been laminated and will be circulated and posted.

6.2)a.1. **Action** – Andy will ensure this is done for next meeting (**August 7th**).

#### **4.0 Risk Management Issues**

**2012 01 10**

Ken had mentioned during a discussion about the two-way radio pilot that The Maples had commissioned an engineering firm to assess our communication needs. They will provide a report that advises us on what technology exists to meet our needs. They will make recommendations about the best solution. We will continue to use our three new walkie-talkies, two for each staff; one in use and one charging.

#### **Environmental Risk Assessment**

**2012 05 01**

##### **Discussion:**

Tracey – have not been able to work on it due to increased workload.

Arthur – please note scope of the work involved.

Andy – it is imperative that we get onto it.

**2012 07 17**

4.2 Workplace Violence Prevention Plan – progress report

4.2.2 Andy waiting to hear back from Forensic Psychiatric Hospital to complete the Environmental Risk assessment.

#### **6.3) Terms of Reference**

The BCNU representatives (Sherry Parkin and Debbie Pico) have expressed concern with some elements of the Local Joint OSH committee Terms of Reference. Debbie Pico will report back to the committee once she has the opportunity to review the ToR again.

**2012 07 17**

6.1) Terms of Reference

6.1)a. The committee decided that as we had not received any further input from the BCNU, that this item would be concluded; however, the ToR are due for review. The date for this review was set for the September meeting – September 4, 2012.

6.1)a.1. **Action** – Andy will remind the BCNU that they had concerns and that they should forward them to us for the **September 4th** meeting.

## Local Occupational Health and Safety Committee MINUTES

**Ministry:** Children and Family Development  
**Region:** Burnaby, British Columbia  
**Location Address:** 3405 Willingdon Ave, Burnaby V5G 3H4  
**Date of Meeting:** Tuesday, December 4, 2012 at 1300h  
**Worksite Jurisdiction:** Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
<b>Present:</b>	Ken Moore, Director Merrilyn Cook, Head Teacher Maples School	Christine Brisebois, UPN, Nurse David Ephraim, PEA, Psychologist Tracey Strain, BCGEU, CCC Arthur Bates, BCGEU, SPO
<b>Regrets:</b>	Andy MacDonald, Manager Response Services	Jewels Bainbridge, BCNU, Nurse Chantal Bourke, BCGEU, CCC Marzie De Pangher, BCGEU, CCC Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse
<b>Absent:</b>		
<b>Guests:</b>		

Chair: Arthur Bates  
Recorder: Tim Shearer

Please print these minutes and bring a copy with you to the meeting.

*Standing Agenda:*

*Review Minutes*  
*Approve Agenda*  
*Accident and Incident Reporting*  
*Risk Management / BMAC Issues*  
*Training and Membership*  
*Other Business*

**Call to Order: 1300**

**1. Approve November Minutes**

- 1.1) Approved as presented.
- 1.2) Note, no August meeting as there was insufficient representation; attempts to reschedule were unsuccessful due to leave and prior commitments.

**2. Approve Agenda**

- 2.1) Agenda approved as presented
- 2.2) Additions:
  - 3.1) – Fire Drills
  - 3.2) – Walkie-Talkies
  - 4.0) - MATC Risk Assessment
  - 4.2) – Emergency Cabinets

### **3. Accident and Incident Reporting**

Distribute accident and incident report and Discussion of trends and patterns

No statistics available at the time of this meeting.

#### **3.1. Fire Drill**

Ken – Payroll/Benefits Clerk is Fire Marshall for the West Wing of the Administration building; she has been informed.

#### **3.2 Walkie-Talkies**

Tracey – there is still some need for systematic check-ins and an improved follow-up/feedback process.

Arthur – this is something that the PCs need to oversee.

Tracey – procedures were distributed a while ago.

Christine – the walkie-talkies are excellent; it is the Shiftheads' responsibility to ensure implementation, not the PCs. Prefers check-ins use the staffs' names rather than the radio number.

Arthur – ownership should be at the local level.

Tracey – check-ins should continue to be structured.

Tim – is the radio or Security/First Aid cell phone given priority?

Andy – (questioned while preparing these minutes) the cell phone should be given priority because it is the clearer form of communication.

### **4. Risk Management**

#### **4.1 Shake Out**

Ken – next refresh date will be February, 2014.

#### **4.2 Emergency Cabinets**

Arthur – there are concerns regarding replacing water in the cabinets.

Christine – concerns about how to access cabinets; if there is an emergency outside, how do we get to the cabinets that are inside? There could be shovels and whistles included in the cabinets.

Arthur – shipping containers could store the cabinets.

Ken – the Executive Committee could look at storage of cabinets in the cottages' laundry storage sheds. The location of containers and electrical are concerns. Containers could go in the cage beside the school but will a container fit under the cage's roof? And should all of the emergency equipment be stored in one place? Also, stuff disappears from containers. A plastic seal could be attached that, when broken, would indicate that the container has been breached. A concern is that tents and sleeping bags are stored under the stage in the gym; accessibility is a consideration.

Tracey – is the storage structure safe and reliable?

Ken – because the R2 shed was not maintained it collapsed; Cottage 1's shed is OK.

Tracey – how about having stuff in two places.

Arthur – this could be a staged process; start with the current plans and expand to a shipping container in the future.

Tracey – how are these things paid for?

Ken – there is no money in the budget.

Arthur – Victoria has money for such things?

Ken – No. We would like to see some sort of portable generator but they are expensive.

Christine – expressed concern about the use of any sheds.

Arthur – Andy and he do walkabouts.

Christine – I would prefer that containers be in the school's cage.

**Recommendation** – Ken recommends the <sup>s.13</sup>

**Recommendation** – <sup>s.13</sup>

**5. Risk Assessment (Maples Adolescent Treatment Centre Risk Assessment 10/10/12)**

**Recommendation** - Arthur – the document be read and added to the January agenda so that the local OSH Committee accept the plan and refer it to the Executive Committee

**Recommendation** – Ken – <sup>s.13</sup>

Meeting adjourned at 1430h

Next meeting Tuesday, January 8, 1300h



Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
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[coreen.wolanski@gov.bc.ca](mailto:coreen.wolanski@gov.bc.ca)
- Judy MacDonald, OHS Consultant, BCPSA, [Judy.MacDonald@gov.bc.ca](mailto:Judy.MacDonald@gov.bc.ca)

**Items brought forward or in Process:**

**3.0) Accident and Incident Reporting**

2012 12 04

**3.3 Mirrors**

**Recommendation:** Andy -s.13

**4.2 Emergency Cabinets**

**Recommendation** – give consideration to shipping containers.

2012 11 06

**3.1.1 Recommendation:** s.13

**Recommendation:** Ken -s.13

**4.0) Risk Management Issues**

2012 05 01

**4.1) Fire Drills**

Andy – met with WSI; bell tests done near the end of the month; meeting to iron out details.

Donna – what is the logic of a complex-wide drill? Drill confined to one unit at a time, then complex-wide?

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Andy – fire drills to start the end of March; how the drills will be applied to be determined.

2012 06 12

**Action:** Andy –conduct a drill s.15

2012 07 17

**4.1 Fire drills**

4.1.1 We don't seem to be having drills as and when expected.

4.1.1.1 **Action** – Arthur will follow up with Keith Gagne (site Fire Marshall responsible for conducting the drills) and report back next meeting (August 7th).

**4.3) Workplace Violence Prevention Program Committee**

2012 05 01

**Discussion:**

Andy – Sheri made comments; changes not substantive; about half way through reviewing the document; safety while driving residents came out of discussions.

**Safety While Driving Clients**

2012 05 01

**Discussion:**

Andy – we don't have a policy on kids in staffs' cars for outings; unable to call for help while driving is not able to call for help, therefore this is working alone; working on policy for checking in. If staff don't call to check in we will call them. The question is what to do if there is no answer. Consider the whole range of what could happen in transit. There are questions about when and how to check in.

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a Point of Care Risk Assessment i.e., medications, history of violence, etc. and a draft of Vancouver Island Health Authority (VIHA)

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**2012 07 17**

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6.2)a.1. **Action** – Andy will ensure this is done for next meeting (**August 7th**).

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**2012 05 01**

#### **Discussion:**

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Arthur – please note scope of the work involved.

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**2012 07 17**

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4.2.2 Andy waiting to hear back from Forensic Psychiatric Hospital to complete the Environmental Risk assessment.

#### **Terms of Reference**

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**2012 07 17**

6.1) Terms of Reference

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6.1)a.1. **Action** – Andy will remind the BCNU that they had concerns and that they should forward them to us for the **September 4th** meeting.





Pages 196 through 207 redacted for the following reasons:

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s.13