

<p>give them a spare.</p> <ul style="list-style-type: none"> - Response did not do fire drill because Shift Supervisor Gayle Coelho was in a meeting. It is suggested an alternate is assigned in the Units. Elfi will Email Tom Jensen/Louise. - Noted the alternate Fire Warden, Barb Hustwick, is not able to do it. Suggest Tim Shearer become the alternate Fire Warden. If Tim performs as alternate Warden, then another staff member at Reception would become the Fire Marshall for the Admin. area. Elfi to Email request to Barb Susheski for approval. - Request that Fire Warden give "all clear" in a quiet manner to the Fire Marshalls, so the Marshall has a chance to silence alarm before staff re-enter building. - Noted Sonja Radmilovic is alternate Fire Marshall for Cottage 1 when Tim Sullivan is away. 	
<p>4.2 Radio Check awareness for North. There is a lack of cell phone coverage for Maples Rogers phones in some Northern regions, such that contact in some isolated areas is not possible (WCB 4.21). Arthur investigating further.</p>	
<p>4.3 Inoculations completed. Jody has information on number inoculated. Merrilyn expressed gratitude for School being included.</p>	Tim
<p>4.4 Vehicle Breakdown Protocol. Arthur got instruction sheets for vehicle glove boxes. Tim will locate lists for outside Lower Mainland and different procedures for Rental Cars.</p>	
<p>4.5 Complex Lighting – service delivery issue. Arthur requested outdoor lighting repair on Nov. 23rd, Dec. 8th and January 8th and it is still not repaired. WSI said all lights will be fixed soon. Andy will check at 8:00 next Monday to check on lighting.</p>	Andy
<p>4.6 Business Continuity Plan. Tim has available the MCFD Emergency Preparedness documents from the Internet. Andy is currently working on our emergency plan with Rick Faoro and will report at next meeting.</p>	Andy
<p>4.7 Bomb Threat. Occurred at 8:30 a.m. on Dec. 7/06. Merrilyn reported all her staff were accounted for except one. Police took charge once they arrived. Andy will do a debriefing of the event. A Critical Incident Debriefing meeting occurred on the next Monday for staff. Ken requested that a site map and emergency telephone numbers be added to the policy manual. Elfi will</p>	Elfi

update.	
<p>5. Report from Divisional OSH</p> <p>5.1 Next Divisional OSH is January 16, 2007, however Ken will not be attending. Tom Jensen will be the chair.</p>	
<p>6. Training and Membership</p> <p>6.1 Noted Bill Downs has resigned from this committee.</p> <p>6.2 New employee orientation. Shelley had recommended new staff get trained in Fire Safety, WHMIS (Lou could be trainer). Tim Shearer will take Train the Trainer for WHMIS.</p> <p>6.3 Other general training:</p> <ul style="list-style-type: none"> - Arthur noted Worksafe BC likely has a WHMIS course. - Arthur tabled some draft regulations from WCB on young workers that may well impact us. (<25 yrs old). <p>6.4 Free OSH training is available through Employers' Advisors at http://www.labour.gov.bc.ca/eao/ or (604) 713-0303.</p>	Tim
<p>7. Other Business</p> <p>7.1 First Aid Attendants. We lost s.22 Alison Bergum is slated for OFA Level 2 training on 15 January.</p> <p>7.2 Cleaning. Merrilyn received an E-mail re adequacy of cleaning.</p> <p>7.3 Andy and Arthur do complex wide safety walk-about on January 23 at 13:30.</p>	
<p>8. Next meeting date:</p> <p>Will be on Thursday, February 8, 2007 at 13:15. Tim to book room 21.</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: **FEBRUARY 8, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Tom Jensen, Coordinator of Residential Serv. Merrilyn Cook, Head Teacher, Maples School Tim Shearer, Office Assistant & OFA2	<u>Union</u> Arthur Bates, SPO
Absent:	Shelley West, CCC Ken Moore, Director Andy MacDonald, Coordinator of Operations	Gerald Hodges, BCGEU (Kitchen)
Chair:	Arthur Bates	
Recorder:	Elfi Marsh	

Standing Agenda:

- 8) Approve Agenda
- 9) Review Minutes
- 10) Accident and Incident Reporting
- 11) Risk Management & Business Continuity Plan
- 12) Report from Divisional OSH
- 13) Training and Membership
- 14) Other Business

	Action
9. Agenda approved.	
10. Previous Minutes of January 9, 2007 were approved as written.	
11. Accident and Incident Report 11.1 Report was distributed. No accidents or incidents were reported since December 18, 2006.	
12. Risk Management Issues 12.1 Fire Drill report from Elfi Marsh, Fire Warden. January Fire Drill completed without problems. Gina Lagura is the new alternate Fire Warden to replace Elfi if away. 12.2 Report to CQI. Tim Sullivan wants report from OSH showing accidents & incidents. Andy or Tom will report next CQI committee meeting.	

<p>12.3 Inoculations completed.</p> <p>Numbers inoculated were approximately over 100. Exact numbers are available from Jody.</p> <p>12.4 Vehicle Breakdown Protocol (breakdown of vehicle in isolated areas/after hours)</p> <p>A toll free number on the back of the gas card in the vehicle provides 24 hours emergency help. However, there is no explanation on the card of what the phone number does. Tim suggested putting a 1 page instruction sheet in the vehicle (being developed by Tim).</p> <p>Weekly vehicle check list is missing "safety check". Also questioned regularity of staff checking fluids.</p> <p>Recommend Tim ask Lou to acquire LED flashlights for vehicles.</p> <p>Recommend Management (Jim Brown) include emergency equipment on check list form (on maintenance log). Arthur to follow up with Jim.</p> <p>To keep Andy informed of any changed.</p> <p>12.5 Complex Lighting</p> <p>Street tower lights have been replaced. Arthur put in request to WSI to fix wiring problem to get lights fixed outside units (Outreach, Cottage 1 & 2 and Psychology).</p> <p>12.6 Business Continuity Plan – to B/F next meeting (Andy)</p> <p>12.7 Andy & Arthur walkabout (see attachment).</p> <p>Noted dim lighting. Suggested fluorescent screw-in bulbs in some locations. There is still some tree damage. Crossroads fence has structural issues, fixed with cables – could be a trip hazard, needs to be marked. Tim noted new garbage bin is left open by cleaners.</p>	<p>Tim</p> <p>Tim</p> <p>Arthur</p>
<p>13. Report from Divisional OSH</p> <p>13.1 Tom reported issues discussed were: Maples bomb threat (reviewed evacuation, cooperation between sites); fallen branches. Next DJOSH meeting is April 17, 2007 at 1:30 pm.</p>	
<p>14. Training and Membership</p> <p>14.1 New member Gerald Hodges, BCGEU (Kitchen).</p>	

14.2 OSH Training. Arthur will take update OSH course (incl. WCB reg. changes). OSH courses are available through both provincial govt. and BCGEU.	
15. Other Business 15.1 OFA update. Andy taking renewal of OFA2. Alison Bergum's training is on hold because of staffing shortages. 15.2 Cleaning. Merrilyn reported school toilet not cleaned for 3 days. Elfi to send copy of Task list to Merrilyn.	Elfi
16. Next meeting date: Will be on: Thursday, March 15, 2007 at 13:15.	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Operations
- Tim Shearer, Office Assistant
- Barb Susheski, Office Administrator
- Marilyn Cook, Maples School
- Gerald Hodges (BCGEU), FPS, Dietary
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifrost (for posting)
- Eugene Semple, CCC, Response 2
- Rick McNeil, Dietary
- Maxine Lee, FPS, Dietary
- Admin posting – at Security Desk
- Lunchroom posting - bulletin board
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH file - Elfi Marsh, 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: **MARCH 15, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:

Employer

Union

Arthur Bates, SPO
Shelley West, CCC

Absent: Merrilyn Cook, Head Teacher, Maples School
BCGEU (Kitchen)

Gerald Hodges,

Ken Moore, Director
Andy MacDonald, Coordinator of Operations
Tim Shearer, Office Assistant & OFA2

Chair: Arthur Bates

Guest: Tim Sullivan, Quality Assurance Officer

Recorder: Elfi Marsh

Standing Agenda:

- 15) Approve Agenda
- 16) Review Minutes
- 17) Accident and Incident Reporting
- 18) Risk Management & Business Continuity Plan
- 19) Report from Divisional OSH
- 20) Training and Membership
- 21) Other Business

	Action
17. Agenda approved.	
18. Previous Minutes of February 8, 2007 were approved as written.	
19. Accident and Incident Report 19.1 Report was distributed. Noted 2 Crossroads incidents (from same youth) and 1 Program incident in February 2007. Some discussion on the electronic incident reports. Questioned if employees need to report accidents on the incident report, since other forms in package provide this information, such as the Occurrence Report in the envelope package. Current electronic form interim until CARIS incident reports come on-line.	

<p>19.2 Yearly Review</p> <p>Shelley West presented statistics for 2006 trends. Tim suggested that this would make an excellent year end summary for the CQI committee as long as it could be submitted prior to the end of February. It might be helpful knowing which youth caused incidents if it could be done without identity. Most events were mid day, many around shift change. Large number from 2 youths in Crossroads/Dala. No particular monthly pattern is evident. A fair number of incidents in Gym, mostly due to training (i.e. progressive intervention). One incident of staff being traumatized. Thanks to Shelley for completing this report.</p> <p>Shelley to email report to Tim Sullivan and Arthur.</p>	
<p>20. Risk Management Issues</p> <p>20.1 Fire Drill report from Elfi Marsh, Fire Warden. Dala and Crossroads staff did not know they are to ring their own bell. School alarm did not reset, WS called to repair. Recommend putting instruction card on each fire panel. BF for assignment.</p> <p>Tim said COA standard (ASA 6.02) states fire drills should be held once per quarter on each shift (i.e. day, afternoon and night).</p> <p>Arthur proposed doing simulation drills with no alarm during late night drills. Shelley recommends units do their own drill. B/F discuss next meeting with Ken and Andy.</p> <p>20.2 Coffee tray weight. Weight of tray is excessive. Recommend use of a dolly using two staff. B/F discuss at next meeting.</p> <p>20.3 Working Alone Update. Ken provided Employers Policy – for review to Arthur. Arthur notes that some recommendations more stringent than our current practice.</p> <p>20.4 Vehicle Breakdown Protocol – B/F</p> <p>20.5 Vehicle Emergency Kit – B/F</p> <p>20.6 Complex lighting poor.</p> <p>Not confirmed if fixed yet (Cottage 1 & 2). Shelley to check on status.</p> <p>20.7 Business Continuity Plan. Jim Brown is delegated to this. Tim Sullivan advised COA standards ASE 7.01 to 7.03 on planning with neighbours. Annual simulations should be done to practice plan.</p>	<p>B/F</p> <p>B/F</p> <p>B/F</p> <p>B/F</p> <p>B/F</p> <p>Shelley</p>

<p>20.8 COA Standards Review</p> <p>Tim Sullivan gave Arthur a copy, recommended to OSH that Agenda items are coordinated with COA relevance to standing Agenda. AS, RPM and PQI sections should be reviewed.</p>	
<p>21. Report from Divisional OSH. Next meeting will be April 17th at 13:30.</p>	
<p>22. Training and Membership</p> <p>22.1 New member s.22</p>	
<p>23. Next meeting date:</p> <p>Will be on: Thursday, April 19, 2007 at 13:15.</p>	

Local OSH Committee minutes - Distribution

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- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Operations
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- Program Coord. Bifrost (for posting)
- Eugene Semple, CCC, Response 2
- Rick McNeil, Dietary
- Maxine Lee, FPS, Dietary
- Admin posting – at Security Desk
- Lunchroom posting - bulletin board
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH file - Elfi Marsh, 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: **April, 2007**
May, 2007
Work site jurisdiction: Maples Adolescent Treatment Centre

Present: Insufficient members to meet on April 19; the next date when the committee had sufficient members available was June 7, 2007. Meeting set for that date.

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Operations
- Tim Shearer, Office Assistant
- Barb Susheski, Office Administrator
- Marilyn Cook, Maples School
- Gerald Hodges (BCGEU), FPS, Dietary
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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: June 7th, 2007 at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:

Employer

Andy MacDonald, Response Services Coordinator
Merrilyn Cook, Head Teacher, Maples School

Union

Arthur Bates, SPO
Shelley West, CCC

Absent:

BCGEU (Kitchen)

Ken Moore, Director

Gerald Hodges,

Tim Shearer, Office Assistant & OFA2

Chair: Arthur Bates

Guest: None

Recorder: Arthur Bates

Standing Agenda:

- 22) Approve Agenda
- 23) Review Minutes
- 24) Accident and Incident Reporting
- 25) Risk Management & Business Continuity Plan
- 26) Report from Divisional OSH
- 27) Training and Membership
- 28) Other Business

	Action
24. Agenda approved.	
25. Previous Minutes of March 15 th , 2007 were approved as written.	
26. Accident and Incident Report No accident summary report available at the time of the meeting. To be carried forward.	BF
27. Risk Management Issues 27.1 Fire Drill report: Fire drills operating effectively. 27.2 Some suggestion has been made to the committee about practicing with alternate exits during drills as a real life situation	Awareness

<p>may require that. Decision that while there is some merit to this, it has potential to be confusing to some staff. That there is more merit to routine in a real crisis with the hope that common sense would ensure a safe exit. Notwithstanding that there is benefit from wardens knowing and studying alternate exits.</p> <p>Some question rose about the meaning and action to be taken by the flashing fire light in the CATC units. Shelley to investigate policy and report back.</p> <p>27.3 Coffee tray weight. Weight of tray is excessive to carry. Recommend acquisition and use of a dolly. Discussions lead to moving back the time line to establish coffee access in Room 8. Andy to investigate and report</p> <p>27.4 Working Alone Update. Arthur has acquired a Telus phone for Northern staff travel as Rogers has more limited areas. So far it is working. Will continue to investigate and report as needed.</p> <p>27.5 Vehicle Breakdown Protocol – B/F</p> <p>27.6 Vehicle Emergency Kit – B/F</p> <p>27.7 Business Continuity Plan. Some discussion of emergency phones. Committee may seek the input of Jim Brown.</p> <p>27.8 School ability to seek support: Merrilyn reported that with the loss of the School co-ordinator position there is now an unreliable link to the units. Reports of unanswered phones when unit called. Teacher are reporting a concern about wanting a safety plan in case two youth's fighting (etc), feeling unsafe in absence of same.</p> <p>27.9 Disease information protocol: School asking about being included in communicable disease protocol. Recent Scabies outbreak, school left not knowing what to clean, etc. Jody likely a good contact. Arthur to co-ordinate with Jody/Merrilyn.</p>	<p>Shelley</p> <p>Andy</p> <p>Complete</p> <p>Merrilyn to bring to programme co-ordinators meeting</p> <p>Arthur</p>
<p>28. Report from Divisional OSH. Last meeting will be April 17th , Arthur Chaired,</p> <p>28.1 Held April 17th, Arthur chaired. Topics included the bomb threat, WSI issues, electronic incident reports, Training, Business continuity plan.</p>	
<p>29. Training and Membership</p> <p>6.1 First Aid: Allison Bergum certified OFA2 First Aid. The roster for first aid is now done to the end of the year.</p> <p>6.2 New OSH Regulations: Arthur will copy Andy on new regulations regarding youth workers.</p>	

<p>6.3 Wellness Training: Discussion about reviving “When Working Hurts”. School also interested in participating in such a programme.</p> <p>30. Other Business:</p> <p>30.1 Maples Fitness and Health: Sun Run Discussed and recent Maples opportunities for staff.</p> <p>30.2 Cleanliness Issues: Continues to be an area of concern. Merrillyn to check to see if contact remain the same.</p> <p>30.3 Siestas: Information from a Vancouver Sun article circulated. Discussion of same. Issue of health, productively and safety in the absence of naps. SciAm article on same.</p> <p>30.4 OSH Committee as a vehicle for personal safety: Brought to the OSH committee the idea that we may be able to communicate to staff, perhaps by a leaflet attached to a pay stub, information which may be useful to establish an emergency awareness programme for staff’s homes.</p>	
<p>31. Next meeting date:</p> <p>Will be on: Thursday, July 5th at 13:15.</p>	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Operations
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- Local OSH file - Elfi Marsh, 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: **JULY 5, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Response Services Coord.	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	
	Tim Shearer, Office Assistant & OFA2	

Absent: Shelley West, CCC
Ken Moore, Director

Gerald Hodges, BCGEU (Kitchen)

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

- 29) Approve Agenda
- 30) Review Minutes
- 31) Accident and Incident Reporting
- 32) Risk Management & Business Continuity Plan
- 33) Report from Divisional OSH
- 34) Training and Membership
- 35) Other Business

	Action
32. Agenda approved.	
33. Previous Minutes of June 7, 2007 were approved as written.	
34. Accident and Incident Report 34.1 Report was distributed. Reviewed from February to June/07. Four events in June (incl. 2 in Admin.). No apparent patterns evident, except general absence of morning events.	
35. Risk Management Issues 35.1 Coffee tray hazard – Andy reported coffee service will be moved to Room 8 with Jody Coordinating. B/F next meeting. Need to purchase a cart. 35.2 Vehicle Breakdown protocol – Arthur/Tim. B/F next meeting 35.3 Vehicle emergency kids – Arthur. B/F next meeting	B/F B/F B/F

<p>35.4 Business Continuity Plan. Suggest suspend discussion until such time as we have further updates from Jim.</p> <p>35.5 School Issues:</p> <ul style="list-style-type: none"> - Marilyn attended a Program Coordinators' meeting. - School staff is concerned about safety from unstable youth. There is no Maples staff in school now – potential problem. Marilyn to continue to bring up at Program Coord. Meetings. - Scabies management – concern school staff at risk. Marilyn was told if there is no communication from Jody, then School staff should assume no danger exists. This committee supports availability of brochures from Feds should be made available on the sort of communicable diseases the Maples might experience. A positive communication is needed for disease management strategy. This committee would support posters in washrooms on effective hand washing. <p>35.6 Fire Drills.</p> <ul style="list-style-type: none"> - Elfi Marsh, Fire Warden, reported Fire Drills are satisfactory. Also discussed using alternate fire exits for drills. - Recommend using the nearest safe exit and meet at designated spot. - Fire Drill frequency (Andy). B/F next meeting. - Last fire drill 2 youths from Response entered the school when alarm was still sounding and refused to leave. Arthur recommended locking the door when Fire Marshall exits building, and Fire Warden to <i>quietly</i> tell Fire Marshalls when it's all clear. 	<p>B/F</p>
<p>36. Report from Divisional OSH</p> <p>36.1 n/a</p>	
<p>37. Training and Membership</p> <p>37.1 First Aid Attendant availability – Equitable distribution of responsibility for First Aid attendants is recommended.</p> <p>37.2 New OSH regulations for youth workers. Concluded. Arthur handed off to Andy/Jody. (new regulation for new workers to be educated on OSH regs <i>before</i> they start work).</p>	
<p>38. Other Business</p> <p>38.1 Wellness Training update. Andy reports Management planning further wellness training, but a different package as last time.</p> <p>38.2 Cleaning. First aid room and pool passed Andy's inspection. Cleanliness still an issue at the School. The cleaning contractor meets with Marilyn every Monday for one hour, which is quite</p>	

time consuming.	
38.3 Staff emergency awareness campaign. Andy reports Management supports idea. (Arthur & Shelley). B/F next mtg.	B/F
38.4 Complex Supervisor Coordinator no longer available. Marilyn questioned what happens after dark, concerned for safety working alone. Arthur recommended School implement a working alone policy. Marilyn to check Burnaby School district.	Marilyn
39. Next meeting date:	
Tuesday, August 7, 2007 at 13:15.	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Response Services Coordinator
- Tim Shearer, Office Assistant
- Kim Aasen, A/Office Administrator
- Marilyn Cook, Maples School
- Gerald Hodges (BCGEU), FPS, Dietary
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- Program Coord. Dala (for posting)
- Program Coord. Bifrost (for posting)
- Eugene Semple, CCC, Response 2
- Rick McNeil, Dietary
- Maxine Lee, FPS, Dietary
- Admin posting – at Security Desk
- Lunchroom posting - bulletin board
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- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH file - Elfi Marsh, 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: August 7, 2007 at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

	<u>Employer</u>	<u>Union</u>
Present:	Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, SPO
Absent:	Shelley West, CCC Ken Moore, Director Tim Shearer, Office Assistant & OFA2 Andy MacDonald, Response Services Coord.	Gerald Hodges, BCGEU (Kitchen)

NO QUORUM – MEETING CANCELLED.

Next meeting scheduled for September 27, 2007 at 1:15 pm.

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: **SEPTEMBER 27, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Ken Moore, Director	Arthur Bates, SPO
	Andy MacDonald, Response Services Coord.	
	Shelley West, CCC	
	Tim Shearer, Office Assistant & OFA2	

Absent: Marilyn Cook, Head Teacher, Maples School Gerald Hodges, BCGEU (Kitchen)

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

- 36) Approve Agenda
- 37) Review Minutes
- 38) Accident and Incident Reporting
- 39) Risk Management & Business Continuity Plan
- 40) Report from Divisional OSH
- 41) Training and Membership
- 42) Other Business

	Action
40. Agenda approved.	
41. Previous Minutes of August 7 cancelled, no quorum. Previous minutes of July 5, 2007 were approved as written.	
42. Accident and Incident Report 42.1 Report was distributed. 5 incidents occurred in June; 0 in July; 5 in August (self inflicted exertion related). 3 youth inflicted restraint injuries. 42.2 To request Carol to put running totals on form (i.e. last total and a (+) sign. 42.3 Arthur to check with WCB - clarify who can fill our First Aid WCB form. 42.4 Forms sometimes missing from package – to ask Carol is there a common element missed in package.	
43. Risk Management Issues	

43.1 Coffee tray hazard – B/F after move in November.	B/F
43.2 Vehicle Breakdown protocol – B/F. PHH Red Card in glove box, has toll free number on back.	B/F
43.3 Vehicles	
<ul style="list-style-type: none"> - Vehicle keys – s.13 Ken did not recommend, as misuse of spare keys could occur. s.13 - s.15 Note Kim and Tim have access to s.15 during daytime hours. After hours employees can call the unit to get gas card number. s.13, s.15 Andy will discuss with staff. - Vehicle emergency kits – Arthur. B/F next meeting. 	Andy
43.4 Business Continuity Plan. Suggest Jim attend next meeting to discuss.	B/F
43.5 School Issues: no report.	F
43.6 Fire Drills.	
<ul style="list-style-type: none"> - Missed drills - Elfi Marsh, Fire Warden, reported last Fire Drill was missed s.22 on the scheduled day, and alternate Barb Hustwick did not do them. Agreed Tim Shearer would become alternate Fire Warden in future. - Alternate fire exits – Tim Shearer recommended occasionally using alternate exits. Committee remained unresolved. 	
44. Report from Divisional OSH	
44.1 No report	
45. Training and Membership	
45.1 New OSH regulations for youth workers – policy and been written and implemented.	
45.2 Orientation training should include training on WCB Package completion. OSH Training for shift heads coming up could include it.	
46. Other Business	
46.1 Site cleanliness – contractors visited Sept 27 th . Some modest improvements were noted.	

<p>46.2 CQI – Next meeting Oct 18th (occurs 2-3 times/year). CQI wants updates on Accident & Incident reports. This committee should send our report. Tim Shearer agreed to speak on it at next CQI meeting. Tim to speak to Shelley and Tim Sullivan.</p> <p>46.3 Flu, Cold Prevention – promotional material received from PSA. Tim shearer to distribute posters.</p>	<p>Tim</p>
<p>47. Next meeting date:</p> <p>Tuesday October 23, 2007 at 13:15.</p>	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Response Services Coordinator
- Tim Shearer, Office Assistant
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- Marilyn Cook, Maples School
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- Local OSH file - Elfi Marsh, 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: **OCTOBER 23, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School Tim Shearer, Office Assistant & OFA2	<u>Union</u> Arthur Bates, SPO
Absent:	Andy MacDonald, Response Services Coord. Shelley West, CCC	Gerald Hodges, BCGEU (Kitchen)

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

- 43) Approve Agenda
- 44) Review Minutes
- 45) Accident and Incident Reporting
- 46) Risk Management & Business Continuity Plan
- 47) Report from Divisional OSH
- 48) Training and Membership
- 49) Other Business

	Action
48. Agenda approved.	
49. Previous Minutes of September 27, 2007 approved with change to section 6.2 (delete word "OSH" from "OSH training for shiftheads").	
<p>50. Accident and Incident Report</p> <p>50.1 Report was distributed. Two events in September, both caused by same youth who is now discharged. October incidents to be reviewed in November.</p> <p>50.2 Arthur reported on the Maples accident reporting package (envelope with various forms) and Form 7A.</p> <p>The front cover page on envelope should be revised to state "completion of Form 7A may be done by the OFA First Aid Attendant <u>or</u> any person who administers first aid" (e.g. staff with First Aid Level 1). B/F to next meeting, need Management approval and follow up.</p>	B/F

<p>51. Risk Management Issues</p> <p>51.1 Coffee tray hazard – Andy reported to Arthur that a coffee urn is being purchased and we have a cart for transport of heavy trays (location unknown – to investigate). Room 8 Coffee Service is being addressed.</p> <p>51.2 Vehicles – Emergency kits – B/F</p> <p>51.3 Business Continuation Plan – B/F</p> <p>51.4 School Issues: no report.</p> <p>51.5 Fire Drills.</p> <ul style="list-style-type: none"> - Missed drills - Elfi Marsh, Fire Warden, recommended Tim Shearer, Office Assistant, be appointed alternate Fire Warden in her absence, replacing Supervisor of Client Information. B/F bring Policy to next meeting. The Supervisor of Client Information will remain as the Fire Marshall for that area, with the Client Information Assistant as her alternate. 	<p>B/F</p> <p>B/F</p> <p>B/F</p>
<p>5. Report from Divisional OSH</p> <p>5.1 No report. DJOSH group will have to decide whether they will continue or disband given the move off site.</p>	<p>B/F</p>
<p>6. Training and Membership</p> <p>6.1 Training of Shiftheads will occur on regular basis in future. Could provide venue for this committee's OSH related activities.</p> <p>6.2 Harassment training coming up.</p>	
<p>7. Other Business</p> <p>7.1 Site cleanliness – No report</p> <p>7.2 Site Walkabout anticipated before end of year. Arthur to check out stream behind CATC building.</p> <p>7.3 Dala flood – came from stream behind CATC building from clogged grate. City of Burnaby will not clean grate. Ken proposed remove fence or put barrier to change water flow away from grate.</p> <p>7.4 Flu shots will occur on October 29, 30 & 31st.</p>	
<p>7 Next meeting date:</p>	

Tuesday November 13, at 13:15. and Tuesday, December 20, 2007 at 13:15	
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Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Response Services Coordinator
- Tim Shearer, Office Assistant
- Kim Aasen, A/Office Administrator
- Marilyn Cook, Maples School
- Gerald Hodges (BCGEU), FPS, Dietary
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifrost (for posting)
- Eugene Semple, CCC, Response 2
- Rick McNeil, Dietary
- Maxine Lee, FPS, Dietary
- Admin posting – at Security Desk
- Lunchroom posting - bulletin board
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- John Stevenson, WCB, Prevention Division Support Services, Fax 276-3247
- Local OSH file - Elfi Marsh, 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: **NOVEMBER 13, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Ken Moore, Director	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	

Guest: Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)

Absent: Andy MacDonald, Coordinator of Response Services
Shelley West, CCC
Tim Shearer, Office Assistant & OFA2

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

- 50) Approve Agenda
- 51) Review Minutes
- 52) Accident and Incident Reporting
- 53) Risk Management & Business Continuity Plan
- 54) Report from Divisional OSH
- 55) Training and Membership
- 56) Other Business

	Action
<p>52. Agenda approved.</p> <p>Welcome to guest Herbert Lam, Occupational Health and Safety Specialist from BCPSA. Herbert offers OSH advice to various ministries. Herbert to be added to minutes' distribution list.</p>	
<p>53. Previous Minutes of October 23, 2007 approved.</p>	
<p>54. Accident and Incident Report</p> <p>54.1 Report was distributed. Noted six incidents in October – no pattern apparent. One was serious with emotional trauma (accepted by WCB, in progress). Four incidents were not youth related.</p>	

<p>55. Risk Management Issues</p> <p>55.1 Coffee tray hazard. Ken reported a coffee cart is coming. Cottage 1 coffee service not decided upon yet.</p> <p>55.2 Business Continuation Plan – Arthur provided an update received from Jim Brown, specifically plans for emergency events such as earth quakes. Parameters addressed were Staffing availability, communications systems, portable power generation, portable heaters, alternative site use, emergency supplies. Protocol for the above may be ready by the new Year.</p> <p>55.3 Fire Drills. Protocol being looked at – should Warden or Marshalls give the “all clear” to return to building?</p>	
<p>5. Report from Divisional OSH</p> <p>5.2 DJOSH to decide if they will continue, given the move off site. Ken reported Provincial Services Division will discontinue in about 6 months. Maples will be bundled with Youth Forensics, who will report to a Regional Executive Director.</p>	B/F
<p>6. Training and Membership</p> <p>6.1 Membership amended. Removed Rick McNeil, Maxine Lee, Gerald Hodges from membership, due to kitchen moving off site.</p>	
<p>8. Other Business</p> <p>8.1 Site cleanliness – Marilyn reported BC govt. rep from Contract Management in Victoria visited site. Noted many tasks not completed, acceptability rate only about 40%. School to follow procedure of sending complaints directly to WSI. Rod Bell (BC gov) will visit this week.</p> <p>8.2 Flu shots – 147 shots completed on October 29, 30, 31. School expressed appreciation at being included. Some shots still available through Jody.</p>	
<p>8 Next meeting date:</p> <p>Thursday, December 20, 2007 at 13:15</p>	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- 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 Security Desk
- Lunchroom posting - bulletin board
- 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 file - Elfi Marsh, 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: **DECEMBER 20, 2007** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:

<u>Employer</u>	<u>Union</u>
Andy MacDonald, Coord. Response Services	Arthur Bates, SPO Shelley West, CCC

Absent: Ken Moore, Director
Merrilyn Cook, Head Teacher, Maples School
Tim Shearer, Office Assistant & OFA2

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

- 57) Approve Agenda
58) Review Minutes
59) Accident and Incident Reporting
60) Risk Management & Business Continuity Plan
61) Report from Divisional OSH
62) Training and Membership
63) Other Business

	Action
56. Agenda approved.	
57. Previous Minutes of November 13, 2007 approved as written.	
58. Accident and Incident Report 58.1 Report was distributed. Noted 5 incidents in November – 3 in Response, 2 in Dala. All appeared youth / aggression related.	
59. Risk Management Issues 59.1 Coffee tray issue concluded. 59.2 Business Continuation Plan – no report 59.3 Site Inspection. Arthur and Andy will do a walkabout on January 14th. 59.4 Fire Drills. Last drill cancelled because of bad weather.	

<p>59.5 Cleanliness. Arthur spoke to Merrillyn, reported a Victoria rep inspected school. New local supervisor in place but same cleaners. No garbage picked up one night. B/F next meeting.</p>	
<p>5. Report from Divisional OSH</p> <p>5.3 DJOSH – no report</p>	<p>B/F</p>
<p>6. Training and Membership – no report.</p>	
<p>9. Other Business</p> <p>9.1 Herbert Lam, OSH Specialist from PSA, did a tour of the Maples with Arthur.</p>	
<p>9 Next meeting date:</p> <p>Wednesday, January 30, 2008 at 2:00 p.m.</p>	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
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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: **January 2008 – no meeting in January – see
minutes of February 7, 2008**

Maples Site Inspection Report

Date of Inspection: Wednesday January 16, 2008

Present on Inspection: Andy MacDonald, Arthur Bates

Cottage One

- The paint is peeling on the sign identifying the building.
 - Recommend the sign be repainted.
- There are broken plastic plant containers outside the stairwell.
 - Advise program coordinator of that building to have these removed.
- One of the light fixtures, right rear as you face the door, is loose.
 - Have WSI repair the light fixture.
- In the back patio area, copper flashing has been stolen from the roof.
 - This has been reported to WSI and the RCMP. The program coordinator for this building has been advised to monitor this for further theft.
- There are number of fallen leaves on the back patio creating a slipping hazard.
 - Recommend having this area power washed.
- The blackberry bushes encroached on the patio area creating a tripping hazard as well is the obvious danger of thorns.
 - Recommend removal of all brambles from this area.
- Plants are growing into the concrete pad outside the west door of Response One.
 - Recommend that these should be cleaned out as a preventative measure before the pad cracks or shifts creating a tripping hazard.

Response

- The light shade is missing from the exterior lights on the east side of the girls' wing allowing access to wiring.
 - Recommend a repair to this light.
- Copper flashing has been stolen from the West side of the building the living room area in the north side of the girls wing.
 - This has been reported to WSI and the RCMP. The program coordinator has been advised to have his staff check for further theft on a regular basis.
- The Plexiglas box around the external fire panel is filled with cigarette butts and partially burned pieces of paper. This creates a fire hazard.
 - Recommend caulking around the box where it is affixed to the wall, as the space between the bricks provides enough room to push cigarette butts into the box.
- The light closest to the building on the left side as you face the front door is loose.
 - Recommend the light be repaired.

School building

- The light on the northeast corner of the school concourse is loose and melted.
 - Recommend the light be repaired.
- Most of the lights on the north side of the school (the plastic light shades are melted, not the metal housing).
 - Recommend the lights be repaired.
- Light outside the Outreach department door is loose and melted.

- Recommend the light be repaired.
- There are loose bricks at the top of the corner near the top of the ramp on the walkway on the North Side of the school. This is right by the ceiling support being for the walkway.
 - Recommend this area of the building be inspected. Recommend repair if necessary. Minimum repair required is to re-point the bricks.
- The sign identifying the school is rotten.
 - Recommend repair/replace the sign.
- The large metal rack (canoe rack) near the west entrance to the school is aesthetically displeasing as well as a potential safety hazard (it is black and at night would be easy to walk into; youth could climb it and fall).
 - Stephen Sjoberg will arrange removal.

CATC building

- On the east side of crossroads, we noticed that two of the Southwest windows were burnt and insecure.
 - Recommend replacing the external Plexiglas, and repair or replace any damage to internal panes of glass.
- Brambles are encroaching on the parking lot creating a tripping and scratching hazard.
 - Recommend cutting back the brambles.
- There is ice at the foot of the walkway leading from the Crossroads airing court.
 - Recommend that Crossroads monitor this and spread de-icer as necessary.
 - Investigate exterior maintenance contract to ensure walkways and parking lots are adequately cleared of snow and ice.
 - Recommend when clearing snow from the parking lot, that it is piled at the east side of the parking lot, because when the snow melts the water runs across the parking lot and freezes at night creating a slipping hazard.

Surrounding buildings and land

- There are number of wooden pallets behind the kitchen on the dock area.
 - Recommend immediate removal of these pallets as they present a fire hazard.
- The Southside of the park bridges are missing their reflectors.
 - Recommend painting with retro reflective paint rather than replacing the reflectors.
- Plants are obscuring the retro reflective paint on the east entrance to the tunnel.
 - Trim the plants around the East entrance to the tunnel. It's
- There are a number of fallen branches from in and around the Park area, many on walkways. These present a tripping hazard, especially at night.
 - Clear the fallen branches and dispose of them off site if possible.

General observations

- Walkway lighting remains inadequate. Many lights were out during an after dark inspection (February 13, 2008).
 - The lights at the East end of the school and several on the North side (East of the ramp) were out.
 - The two West most alcoves on the south side of the school were out as were some of the south-side walkway lights.

- Some of the lights outside the Admin entrance were out; all of the lights beside the pool (North side) were out.
- It seems that some of the lights were replaced with higher watt bulbs, but these may be why some of the plastic shades were melted. Requests have been made in the past to replace the incandescent bulbs with brighter compact fluorescent bulbs. WSI responded saying they weren't sure if this was possible. As one of the lights was missing its light shade, we were able to look inside and it seemed that there was more than enough room for at least a 23-Watt compact fluorescent light bulb.
 - Recommend all walkway lighting be upgraded to compact fluorescent lights. The benefits will be lower energy costs and increase safety for staff at night.
- One of the suggestions in the 2007 staff survey was to install an overhead light illuminating the Park area for staff leaving work at night through that area.
 - Either Arthur Bates or Andy MacDonald will check lighting in this area after dark within the next two weeks. As this area is essentially off the maples property, we will need to look at lighting solutions from our property illuminating that general area. Solutions cannot interfere with the occupants of the gray building. Solutions will be discussed in the OHS committee as they present themselves.
 - Andy was able to inspect this area at 2030-2100 on February 13. The moon was half-full and the sky was partly cloudy, this was not the darkest night, but is probably representative of a 'typical' night. The park in general was extremely well lit by the lights on the Grey building at the east end of the park, and the large walkway lights by the cafeteria. However, as the walkway lights on the east end of the school are all burned out (as were several on the walkway on the south side of the school – just past the cafeteria corner), this immediate area was dark enough not to notice branches on the walkway.
 - **Plan:**
 - Andy MacDonald will call WSI and report the walkway lights being burnt out.
 - Once the lights are replaced, he will re-inspect at night.
 - If this area is still lit poorly, Andy MacDonald will request a replacement light similar to the lights next to the cafeteria (North side) over the stairs. These lights were extremely bright, and because they were not recessed, cast good light to the side for several feet.
 - Until lighting is improved in that area, it is strongly recommended that staff leave the property along the main driveway or the walkway beside the cafeteria. These routes, though somewhat longer, have the benefit of being reasonably well lit.

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: **FEBRUARY 7, 2008** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Coord. Response Services	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	
	Tim Shearer, OA / OFA2	

Absent: Ken Moore, Director Shelley West, CCC

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:
Approve Agenda
Review Minutes
Accident and Incident Reporting
Risk Management & Business Continuity Plan
Report from Divisional OSH
Training and Membership
Other Business

	Action
60. Agenda approved.	
61. Previous Minutes of December 20, 2007 approved as written. Noted no meeting occurred in January.	
62. Accident and Incident Report 62.1 Report was distributed. Noted 8 events in January - seven youth/aggression related; one slipped on ice. Seven were female staff. By Unit: 5 from Dala; 2 Crossroads; 1 Art room.	
63. Risk Management Issues 63.1 Site Inspection <ul style="list-style-type: none"> - See copy attached. - Arthur will forward copy of report to WSI. - Overview included lighting problems, theft of copper 	

	<p>flashing, fire panel box, etc.</p> <ul style="list-style-type: none"> - Ice in parking area is caused by water melting from piles of snow from snowplow. Andy asked Crossroads to purchase and dispense salt. Arthur suggested getting permanent large box of salt for grounds. - Dumpster overflow onto pavement. Need to have staff instructed on proper placement of garbage and reminder to close dumpsters. - Use of pallets on walkway in swampy area behind Dala was suggested by Tim. Committee responded no because of liability issues. 	
63.2	<p>School Report.</p> <ul style="list-style-type: none"> - School sign at back is rotting, could be danger to kids. - Canoe rack possibly dangerous/unsightly - Andy to investigate with Stephen where canoes went. - Use of cage for recycling – containers should be well cleaned to avoid rodent problem. - Mice control is an ongoing battle. WSI to set live traps. - Cleaning: WSI's Contract Manager from Victoria never followed up on previous problems. Alpine requires reminders but is responsive. We should continue to address problems with Victoria. - New Employee Safety issues. School now required to do a review with new employees and TOC's, sign form "Health & Safety – New & Young Workers Rights & Responsibilities". Form is retained by School. <p>4.3 Business Continuation Plan – no report</p> <p>4.4 Fire Drills.</p> <ul style="list-style-type: none"> - Last drill Response unfamiliar with alarm bell procedure. Recommend member of OSH committee should observe a drill (2nd Tuesday of every month at 9:45 am). - Merrilyn questioned if new staff are informed about fire keys/panels. - Arthur to remove sign from Kitchen "Fire Key Test Box" and install in Cottage 1. 	
5.	<p>Report from Divisional OSH</p> <p>5.4 DJOSH – no report. It is uncertain if this committee will continue. Ken to determine in future.</p>	

<p>6. Training and Membership.</p> <p>6.2 Distribution list for members to reflect loss of moved Kitchen staff.</p> <p>6.3 Keith to be trained as OFA2. Confirmed we do need another person to help with vacation coverage. Also confirmed previous OSH minutes do state auxiliaries can be OFA2's.</p>	
<p>10. Other Business</p> <p>10.1 Staff Survey (report by Andy)</p> <ul style="list-style-type: none"> - Cleaning: <ul style="list-style-type: none"> - 35% of staff disagree units are cleaned well. - It was noted our cleaners are the same as the school's (Alpine) - Committee observed cleaning is just adequate, not high quality. Propose contacting WSI to improve quality of cleaning. - To review task list. - Performance measures should be defined – what do we want. Need a global statement. - Identified need for subcommittee/focus group to address: cleanliness, lack of comfort, safety, issues of gender, i.e. female staff don't feel as safe as males at work. - Should try to define "unsafe" and survey staff more on that issue. - Suggested using night security to escort staff to cars in dark. Noted Security is on 10 pm to 6 am, 7 days per week except stat holidays. - Agreed that Staff Survey be added to OSH Agenda for next few meetings. <p>10.2 New WCB Regulations (Tim)</p> <ul style="list-style-type: none"> - Reviewed WCB updates on First Aid, Working Along, etc. Confirmed regs do not impact the Maples. 	
<p>10 Next meeting date:</p> <ul style="list-style-type: none"> - Thursday, March 6, 2008 at 2:00 p.m. in the Admin Conference Room. 	

Local OSH Committee minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Kim Aasen, Business Administrator
- 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 file - Elfi Marsh, 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: **MARCH 5, 2008** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Coord. Response Services	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	
	Ken Moore, Director	
	Tim Shearer, OA / OFA2	

Absent: Shelley West, CCC

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda
Review Minutes
Accident and Incident Reporting
Risk Management & Business Continuity Plan
Report from Divisional OSH
Training and Membership
Other Business

Other Business		Action
64.	Agenda approved.	
65.	Previous Minutes of February 7, 2008 approved with changes – Point 4, site inspection: should say “salt”; school report, para. 6 add “Alpine requires reminders but is responsive” (remove “not able to do much”).	
3	<p>Accident and Incident Reporting</p> <p>65.1 3.1 Accident & Incident Report.</p> <p>65.2</p> <p>65.3 Report was distributed. Noted 6 events in February. 3 events were youth related, 2 were aggression related, one ice slip. Concerning ice, staff are advised to call WSI, they will send someone if we request snow/ice removal. Days missed - should we track previous years? - Arthur to speak to Carol.</p> <p>65.4</p> <p>65.5</p> <p>65.6</p> <p>65.7</p>	

<p>65.8 3.2 New WCB Forms.</p> <p>New Form 7 and 7A – now combined in one form, was reviewed. Andy will request Carol to pull all packages and distribute new.</p>	
<p>4. Risk Management Issues</p> <p>4.1 First Aid Signs</p> <p>First Aid signs to be updated by Elfi to show hours of 9:00 to 16:00 Mon to Fri excluding stats, and otherwise call Crossroads for an OFA1 or Nurse.</p> <p>4.2 Lighting</p> <p>Recommend emergency battery light be installed inside doorway to Stores room. Andy will ask Lou to order light.</p> <p>4.3 Fire Drill reporting</p> <p>Compliance rate for submitting forms is only 50%. School and Cottage 1 often do not submit form. Andy to follow up with Dan Aitken and Tim Sullivan. Marilyn reported it was difficult to count “who was in building” in school. Discussion that listing staff present can be problematic. Seems unnecessary as all rooms checked for occupancy. Andy to discuss with Program Coordinators.</p> <p>COA has new standards for fire drills. Should do drills at different shifts. Discussion on how to have midnights do “mock” drills.</p> <p>Bomb drill procedure discussed. Modify Fire Drill form to include bomb, earthquake procedures. Andy to see Jim regarding Business Continuity Plan.</p> <p>4.4 Emergency supplies/kits</p> <p>Marilyn reported lack of knowledge, needs direction. The school has an old first kit in their woodshop that needs updating. Marilyn to ask if School Board would pay to replenish emergency and first aid supplies at school.</p> <p>Person should be assigned to maintain Maples emergency box and list and to stock. In the past Lou stocked the emergency kits. BF</p> <p>4.5 Fire Key Test Box</p> <p>Arthur removed fire key test box from kitchen. He proposed to install one in the school (staff room), and one in Cottage 1.</p>	

<p>4.6 School Report</p> <p>Discussion about how the school has a right to know about any potential health concerns (e.g. scabies).</p> <p>Mice problem in school continues despite many traps. Requested WSI to spray counters with disinfectant by cleaners because of mice feces.</p> <p>Canoe racks have been removed from cage. Confirmed canoes were lent out to BCYCS but never returned.</p> <p>4.7 Business Continuation Plan – no report</p>	
<p>5. Report from Divisional OSH – no report.</p>	
<p>6. Training and Membership – no report.</p>	
<p>11. Other Business</p> <p>7.1 Staff Survey Results Investigation (Andy)</p> <p>There are areas of this survey which would be appropriate for an OSH subcommittee to explore and make recommendations. Andy will approach Shelley to see if she would be available to be, or be part of this subcommittee.</p>	
<p>11 Next meeting date:</p> <p>Tuesday, April 8, 2008 at 13:15 in Room 21.</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Kim Aasen, Business Administrator
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
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- 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 file - Elfi Marsh, 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: **APRIL 23, 2008** at 13:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Coord. Response Services	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	Shelley West, CCC
	Ken Moore, Director	
	Tim Shearer, OA / OFA2	

Absent:

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management & Business Continuity Plan

Report from Divisional OSH

Training and Membership

Other Business

Other Business		Action
66.	Agenda approved.	
67.	Previous Minutes of March 6, 2008 approved as written.	
3.	<p>Accident and Incident Reporting</p> <p>67.1 3.1 Accident & Incident Report.</p> <p>67.2</p> <p>67.3 Report was distributed. Noted 3 events in March, all aggression related at Crossroads.</p> <p>67.4</p> <p>67.5 3.2 New WCB Forms.</p> <p>New Form 7 and 7A – Andy to follow up with Carol on distribution of new forms.</p>	Andy
5.	<p>Risk Management Issues</p> <p>4.8 First Aid Signs. Elfi will print and distribute.</p> <p>4.9 Emergency Lighting for Stores. Andy to follow up with Lou to order light.</p>	<p>Elfi</p> <p>Andy</p>

<p>4.10 Fire Drill reporting</p> <p>Conducting evening drills to be discussed by Program Coordinators. Andy to follow up at next PC meeting.</p> <p>Propose change to Fire Drill Form. Decision made that recording names only serves to note who has had the exercise and knowing names can be facilitated by having them pre-recorded on the form. Elfi will update forms with names/check boxes.</p> <p>Noted school's compliance to fire drills improved.</p> <p>4.11 Bomb drills; discussed protocol on how to practice. Andy to research.</p> <p>4.12 Emergency supplies/kits - School</p> <p>Merrilyn to contact school board to determine who replenishes kits.</p> <p>Person should be assigned to maintain Maples emergency box and list and to stock. Perhaps the Stores personal. B/F</p> <p>4.13 School Report</p> <p>Cleanliness complaints surfacing again. Pool change rooms were dirty. Cleaning staff numbers seem inadequate for job. School was reminded complaints should continue to go to WSI.</p> <p>4.14 Grounds</p> <p>Broken glass reported at entrance, asked how report is made. Staff can report directly to WSI.</p> <p>4.15 Business Continuation Plan – no report</p>	<p>Andy</p> <p>Elfi</p> <p>Andy</p> <p>Merrilyn</p> <p>Andy</p>
<p>5. Report from Divisional OSH – no report.</p>	
<p>6. Training and Membership</p> <p>Safety and Health week is May 4th to 10th – posters to put up.</p>	
<p>12. Other Business</p> <p>7.2 Staff Survey Results Investigation (Andy)</p> <p>This committee should create a working group to address OSH survey issues (sense of safety, etc.) Shelley to explore issues on survey and meet with Andy to discuss.</p>	<p>Shelley, Andy</p>

<p>7.3 Adult Program – Building 28</p> <p>Ken reported the new tenants of building 28 want to install a fenced “airing court” behind the building. This may necessitate redesigning the pathway to accommodate. Maples school has concerns about their clients entering school.</p>	
<p>12 Next meeting date:</p> <p>Thursday, May 29, 2008 at 13:30 in Room 21.</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Kim Aasen, Business Administrator
- 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 file - Elfi Marsh, 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:	MAY 29, 2008 at 13:30 hrs	
Work site jurisdiction:	Maples Adolescent Treatment Centre	
Present:	<u>Employer</u> Andy MacDonald, Coord. Response Services Merrilyn Cook, Head Teacher, Maples School Ken Moore, Director Tim Shearer, OA / OFA2	<u>Union</u> Arthur Bates, SPO
Absent:	-	Shelley West, CCC

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
68. Agenda approved. Ken advised an ongoing item should be added to future agendas under Risk Mgmt: BMAC (<i>Burnaby Mental Health/Addictions Centre</i>) issues.	
69. Previous Minutes of April 23, 2007 approved as written.	
<p>3. Accident and Incident Reporting</p> <p>69.1 3.1 Accident & Incident Report.</p> <p>69.2</p> <p>69.3 Report was distributed. Noted only one incident in April (youth aggression).</p> <p>69.4</p> <p>69.5 3.2 New WCB Forms.</p> <p>Andy reported Carol said New Form 7 and 7A in packages should be in use by next OSH meeting.</p>	
<p>6. Risk Management Issues</p> <p>4.16 First Aid Signs. Elfi to distribute.</p>	Elfi

4.17 Emergency Lighting for Stores. Andy to follow up with Lou to get price on portable lights.	Andy
<p>4.18 Fire Drill reporting</p> <p>New forms will be used by School/Outreach/Psychology.</p> <p>Report Tim Shearer is alternate Fire Marshall and will conduct drills in Elfi's absence. Missed last drill because of absence.</p>	
4.19 Bomb drills. Andy developed new forms, to be sent out soon.	Andy
<p>4.20 Emergency supplies/kits</p> <p>School: Merrillyn to contact school board to determine who replenishes kits. Noted no heat protection blankets in school kits.</p>	Merrilyn
<p>Outdoor containers: Ken to follow up on emergency supply box to be located outside buildings in a container.</p>	Ken
<p>4.21 Business Continuation Plan</p> <p>Report expected soon from Jim Brown – Andy to follow up.</p>	Andy
<p>4.22 BMAC (Burnaby Mental Health/Addictions Centre).</p> <p>Arthur to keep this topic on future Agendas.</p> <p>Ken reported:</p> <ul style="list-style-type: none"> i. There could be ongoing health & safety issues from clients who will not be in a secure facility. ii. iii. s.13 iv. There will be only 30 clients for now until further renovations are done. v. There will be construction of new path/steps to Canada Way. vi. There will be construction of an airing court beside BMAC building to include gazebo. vii. There may be a possibility of a fence between BMAC and Maples. viii. There will be 24 hour security and video surveillance at BMAC. 	
5. Report from Divisional OSH – no report.	
<p>7. Training and Membership</p> <p>Keith Gagne is now an OFA First Aid attendant, which will improve vacation coverage problems.</p>	
13. Other Business	

<p>7.4 Staff Survey Results Investigation</p> <p>Shelley has been active on this and should have a report at next meeting.</p>	<p>Shelley</p>
<p>13 Next meeting date:</p> <p>Tuesday, June 10, 2008 at 13:30 in Room 21.</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Kim Aasen, Business Administrator
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
- Program Coord. Bifrost (for posting)
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- Admin posting – at Reception area
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- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH file - Elfi Marsh, 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:	JUNE 10, 2008 at 13:30 hrs
Work site jurisdiction:	Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Kim Aasen, Office Administrator Tim Shearer, OA / OFA2	<u>Union</u> Arthur Bates, SPO
Absent:	Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School Ken Moore, Director	Shelley West, CCC

Chair: Arthur Bates
Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda
Review Minutes
Accident and Incident Reporting
Risk Management / Business Continuity Plan / BMAC issues
Report from Divisional OSH
Training and Membership
Other Business

	Action
70. NO QUORUM. Meeting cancelled. Arthur to arrange a meeting date for July.	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- Andy MacDonald, Coordinator of Response Services
- Tim Shearer, Office Assistant
- Marilyn Cook, Maples School
- Kim Aasen, Business Administrator
- Program Coord. Response (for posting)
- Program Coord. Crossroads (for posting)
- Program Coord. Dala (for posting)
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- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH file - Elfi Marsh, 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: **JULY 24, 2008** at 13:30 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Manager, Response Services	Shelley West, CCC
	Merrilyn Cook, Head Teacher, Maples School	
	Kim Aasen, Office Administrator	
	Tim Shearer, OA / First Aid Attendant	

Absent: Ken Moore, Director Arthur Bates, SPO

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
71. Agenda approved.	
72. Previous Minutes of May 29, 2008 approved as written. Noted last meeting of June 10, 2008 was cancelled due to no quorum.	
3. Accident and Incident Reporting 72.1 3.1 Accident & Incident Report. 72.2 72.3 Report was distributed. 11 incidents occurred in May and June. 10 out of 11 were violence related from Crossroads. Andy to follow up with Francois re safety planning/risk management. 72.4 72.5 3.2 WCB Packages – Incident Reports Missing Carol reported to Andy that Online Incident Reports were often missing from package handed in by employees. Instructions on the envelope ask for the report, but few employees print and enclose them.	Andy

<p>Also noted information on Incident Reports are incomplete (e.g. state who was injured).</p> <p>Andy to follow with Nurses to complete report package when they administer First Aid.</p>	<p>Andy</p>
<p>7. Risk Management Issues</p> <p>4.23 Emergency Lighting for Stores. Lou has been directed to install lighting. Kim will follow up with him.</p> <p>4.24 Fire Drill reporting</p> <p>New forms are being used by School.</p> <p>Tim Shearer, alternate Fire Marshall, needs Safety Vest and Hat. Elfi to ask Lou to order.</p> <p>4.25 Bomb drills.</p> <p>Andy developed new forms, to be incorporated with Fire Drill Forms from Elfi. Kim noted the Admin/Reception staff should be briefed on procedures.</p> <p>4.26 Emergency supplies/kits at School: in progress - Marilyn to address in September.</p> <p>4.27 Outdoor containers: Ken to follow up on emergency supply box, waiting for cost feasibility.</p> <p>4.28 Business Continuation Plan: Report not received yet from Jim Brown</p> <p>4.29 BMAC (Burnaby Mental Health/Addictions Centre).</p> <p>Security guards are patrolling every ½ hour, 24 hours-a-day. Airing court fence has been installed. New pathway to road will be done.</p>	<p>Kim</p> <p>B/F</p> <p>B/F</p> <p>B/F</p>
<p>5. Report from Divisional OSH – no report.</p>	
<p>8. Training and Membership</p> <p>Welcome to Kim Aasen, Business Administrator, as a new member.</p>	
<p>14. Other Business</p> <p>7.1 Staff Survey – OSH Environment: - staff panel results</p> <p>Shelley discussed issues staff were panelled on. See document attached “OSH Environment – Staff panel results”. Issues included:</p>	

Not Responsive

s.22

Unit Resources

- A second van for unit, or ability for staff to use personal vehicles to ensure they are able to take outing with residents/primaries.
- Another van x2.
- More computers. NRCP office has one terminal shared by 3 staff. Staff unable to access remote terminals in empty offices.

Moral

- No acknowledgement of Nurses Appreciation Week.
- More social events.

Security/Safety

- Concern re: new drug treatment beds in building 28. What will this mean on complex, what sort of safety issues might be raised?
Units need access to treatment program contact information in case issues arise.
- Concern for safety for staff on complex at night. Area around cottage 1 noted to be dark & shadowy, especially in winter. After hours security by school/cottage 1
- More security on site would be helpful. No security presence felt, phone number not listed. Security personnel not seen, do not check in or maintain any contact with unit. Staff spoke fondly of s.22 and the role he played on complex. Perhaps security should do 'rounds' or scheduled unit checks, be present in parking lot at key times s.15 . Are escorts/supervision available upon request?
- Risk-Management: posting of minutes, communication of themes/planning to line staff.
- More communication/interaction between management & staff group to be aware of issues.
- Safeguards to keep youth off the roof. X2
- Bridge by park is very slippery when wet, signs are there, but perhaps surface should be treated with some sort of anti-slip surface.
- Close up tunnel by park, staff have been injured here.
- Regular snow removal & salting. Stores to stock salt for units.
- Cell phones for the units: particularly Crossroads for outing with legal residents.
- Issue arose regarding member who is expecting, no formal policy re: pregnancy & more dangerous aspects of job (client restraint, etc). Many high risk occupations appear to have standardized procedure related to pregnancy. Perhaps this should be investigated & formalized. Arthur/Shelley to explore labour law regarding same.

Training

- Auxiliary staff working without receiving core training first, particularly progressive intervention/non-violent crisis intervention.
- Auxiliaries: poor orientation, feel less safe due to insufficient orientation/information sharing.
- Mentoring opportunities? Pairing new hires up with well-versed staff for training/orientation.
- Wellness training – some staff have never had opportunity to attend this training.
- Nurses: training related to updating skills/knowledge as some skills aren't used regularly.
- Nurses: Education around new medications.

- Nursing: more reference books for nursing (medical books, medication manuals).
- ½ day sessions/seminars: to keep staff group in check around safety/wellness & ownership for such issues.
- Need for training – wellness/self-care, self-monitoring with on-going updates.

Cleanliness/Comfort

- Identified as an ownership issue.
- Cleanliness on units is poor, in part due to cleaning staff but some responsibility lies with unit staff. ?? Who is responsible for what? Ex. Overflowing garbage at dumpster, dirt/grime behind couches/under couch cushions.
- Breakaway does not get cleaned, requests to have bathroom sanitized made (x4) without resolution. Breakaway closed to staff/residents in order to have clean facilities for Breakaway Café activities.
- Furniture: treatment programs pleased with new sanitary furniture.
- Plush furniture requires regular cleaning (R2/Xrds), process requires special authorization and is not maintained regularly, can be done if unit staff take note & initiate process.
- Standardized unit checklist with items to be completed or signed off each shift.
- Recycling Program
- Air quality improvements: fresh air, windows that open.
- Duct cleaning.
- More natural light, more windows.
- Response has no air conditioning: very hot at night during warm weather, kids have difficulty settling, creating supervision/safety issues.
- Home improvements – to make things less institutional.
- Rats at Cottage 2: ? pest control.
- Regular cleaning maintenance schedule: cleaning staff are responsive to requests, but this should be standardized and not left to unit staff to raise concerns in order for tasks to be done, who is responsible for keeping this up?
- Brighten up units with kid-friendly colours.

Primary Care

- Incentives for doing community work: support/time off.
- More opportunities for community work as staff have encountered barriers & lack of compensation.

Process

- Who should staff approach with suggestions/concerns?
- Staff noted an unawareness of ‘who deals with what’, perhaps a job description posting would be helpful?
- Resources: process seems to be lacking with tasks rarely going smoothly. Ex. Who do you approach for what? There seems to be a lack of transparency in process. Even when you do know who to approach the process seems to

constantly change and this is rarely communicated. Ex. desks/phones, IT, training, spending authorities.

- Typically access to necessary resources can be achieved, once we discover who to go to, getting there however is frustrating.

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: **August, 2008**
Work site jurisdiction: Maples Adolescent Treatment Centre

In our July meeting we were unable to plan a meeting with sufficient members, therefore we planned to skip August and set the next meeting for September.

15 Next meeting date:	
Tuesday, September 9, 2008 at 13:15 in Room 21.	

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: **SEPTEMBER 9, 2008** at 13:30 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Manager, Response Services	Shelley West, CCC
	Tim Shearer, OA / First Aid Attendant	Arthur Bates, SPO
	Kim Aasen, Office Administrator	

Absent: Ken Moore, Director
Merrilyn Cook, Head Teacher, Maples School

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Inc

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
73. Agenda approved.	
74. Previous Minutes of July 24, 2008 approved as written.	
3. Accident and Incident Reporting 74.1 3.1 Accident & Incident Report. 74.2 74.3 Report was distributed. 7 events in July (6 were aggression related) and 6 events in August (all aggression related). B/F query re Crossroads resident safety planning (Shelley & Tom) Appears that Form 7's are being more consistently completed.	B/F
8. Risk Management Issues 4.30 Emergency Lighting for Stores. Kim to verify if completed by Lou.	Kim

<p>4.31 Fire Drill reporting</p> <p>Unclear who rings alarm bell in Dala/Crossroads. There is only one bell for both Units. Andy to check.</p> <p>Response shifthead did not know how to set/reset alarm.</p> <p>Tim to train Elfi on how to set alarms in unit at next fire drill.</p> <p>4.32 Bomb drills.</p> <p>New form being developed by Andy - B/F</p> <p>4.33 Emergency supplies/kits at School: in progress - Merrilyn to address in September. – B/F</p> <p>4.34 Outdoor containers: Ken to follow up on emergency supply box, waiting for cost feasibility. – B/F</p> <p>4.35 Business Continuation Plan: Report not received yet from Jim Brown. Waiting for completion by Executive Committee.</p> <p>4.36 Working Alone. New process called “Tiger-Tel”. Arthur to follow up, get more info.</p> <p>On-Site emergency communications phones – plan to get 2 more loaner cell phones, for a total of 3 loaners plus First Aid phone.</p> <p>Arthur suggested employees could charge use of their own personal cell phones on I-Expense.</p> <p>4.37 BMAC (Burnaby Mental Health/Addictions Centre).</p> <p>Andy reported Maples is meeting weekly with BMAC.</p> <ul style="list-style-type: none"> i.BMAC clients are escorted by staff when outside building. ii.New fence is up dividing Maples from BMAC. May increase fence along Canada Way to decrease traffic even more. iii.May get security guard at site entrance on Willingdon. iv.Population is now 23 at BMAC, with no further expansion planned. v.There was some discussion YDC may become a remand centre for women. 	<p>Andy</p> <p>Andy B/F</p> <p>Merrilyn B/F</p> <p>Ken B/F</p> <p>B/F</p> <p>Arthur B/F</p>
<p>5. Report from Divisional OSH – no report.</p>	
<p>9. Training and Membership</p> <p>6.1 Fire Drill training – Tim to train Elfi on alarms on complex.</p> <p>6.2 Tim to do research on getting a presentation from the Fire</p>	

Department for Response.	
<p>15. Other Business</p> <p>7.1 A fire event was reported last Friday – plastic trash can burned (probably by youth). Frequency of fire setting has recently increased from some youth.</p> <p>7.2 Cleaning – change rooms in gym are not covered in contract. Andy contacted Gail North to investigate. May be a Minor Service Request, which we did – but still not cleaned. B/F to review status.</p> <p>7.3 Staff Survey – OSH Environment Recommendations reviewed by Shelley.</p> <p>Shelley to email to Andy, Ken & members to review. B/F</p> <p>7.4 OFA Level 2 First Aid – we now have 5 qualified OFA's.</p>	<p>Andy B/F</p> <p>Shelley-B/F</p>
<p>16 Next meeting date:</p> <p>Tuesday, October 7, 2008 at 9:30 a.m.- Admin conference room</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- 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)
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- 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 file - Elfi Marsh, 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: **OCTOBER 7, 2008** at 13:30 hrs

Work site jurisdiction: Maples Adolescent Treatment Centre

Present:

<u>Employer</u>	<u>Union</u>
Andy MacDonald, Manager, Response Services	Arthur Bates, SPO
Kim Aasen, Office Administrator	
Tim Shearer, OA / First Aid Attendant	
Merrilyn Cook, Head Teacher, Maples School	

Absent: Ken Moore, Director Shelley West, CCC

Chair: Arthur Bates
Recorder: Elfi Marsh
Standing Agenda:
Approve Agenda
Review Minutes
Accident and Incident Reporting
Risk Management / Business Continuity Plan / BMAC issues
Report from Divisional OSH
Training and Membership
Other Business

	Action
75. Agenda approved.	
76. Previous Minutes of September 9, 2008 approved with correction to spelling of fire in 6.2.	
3. Accident and Incident Reporting 76.1 3.1 Accident & Incident Report. 76.2 76.3 Report was distributed. 4 events in September, all aggression related. 2 days work lost. 2males/2females.	
9. Risk Management Issues 4.38 Emergency Lighting for Stores completed. 4.39 Fire Drill reporting Unclear who rings alarm bell in Dala/Crossroads. Andy to check. B/F	Andy

<p>4.40 Emergency supplies/kits at School: in progress - Merrilyn to address. – B/F</p> <p>4.41 Outdoor containers: Ken to follow up on emergency supply box, waiting for cost feasibility. – B/F</p> <p>4.42 Business Continuation Plan: Report not received yet from Jim Brown. Andy to follow up. – B/F</p> <p>4.43 Working Alone “Tiger-Tel”: Tiger Tel is a contracted service to provide Working Alone call in services. Tiger Tel sets up employee profiles and provides the full service. Suggest Maples Policy use the name “Tiger Tel” instead of after hours.</p> <p>4.44 BMAC (Burnaby Mental Health/Addictions Centre).</p> <p>Andy reported :</p> <ul style="list-style-type: none"> i. Obtained estimate of \$50K for installing additional fencing along Canada Way and behind complex. This will direct foot traffic to main entrance driveway only. ii. Acupuncturist from BMAC will be available to Maples employees. Cost to staff will be for disposable needles only. Information to follow. iii. WSI is planning to replace the Fire Dept. panel box. 	<p>Merrilyn</p> <p>Ken</p> <p>Andy</p> <p>Andy</p>
<p>5. Report from Divisional OSH – no report.</p>	
<p>10. Training and Membership</p> <p>6.1 Fire Drill training – Tim to train Elfi on alarms on complex.</p>	
<p>16. Other Business</p> <p>7.4 Tim discussed visit from Fire Department to Response. Two youths attended talk. Fire Captain also visited Kim Aasen. It was noted by the fire department that the removal of a smoking mattress from Dala can have significant risks related to fumes.</p> <p>7.5 Andy to look into training from Fire Department from either: Dan Kilpatrick, Fire Chief (604-294-7562) or Jeff Wilson, Inspector (604-294-7195).</p> <p>7.6 Flu Shots – Jody informed Andy that Flu shots will be available the first week of November.</p> <p>7.7 Cleaning – change rooms in gym very seldom cleaned. Merrilyn reported mouse blood not cleaned from outside door, even though cleaners said they would do it. Problems continue. New cleaners starting in November.</p>	<p>Andy</p>

7.8	Lights outside are very dim. Arthur/Andy said they will look into some lights outside certain doors getting stronger bulbs.	
17	Next meeting date: Tuesday, November 4, 2008 at 1:15 p.m. Booked in Admin conference room	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
- 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)
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- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH file - Elfi Marsh, 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: **NOVEMBER 4, 2008** at 13:30 hrs

Work site jurisdiction: Maples Adolescent Treatment Centre

Present:

<u>Employer</u>	<u>Union</u>
Andy MacDonald, Manager, Response Services	Arthur Bates, SPO
Kim Aasen, Office Administrator	
Tim Shearer, OA / First Aid Attendant	

Absent:

Ken Moore, Director	Shelley West, CCC
Merrilyn Cook, Head Teacher, Maples School	

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
77. Agenda approved.	
78. Previous Minutes of October 7, 2008 approved.	
3. Accident and Incident Reporting 78.1 3.1 Accident & Incident Report. Report was distributed. 3 events in October, one youth aggression related with 16 days work lost on that incident. Arthur to investigate. Other 2 events were female. 3.2 Tim presented Arthur with WCB article on lifting.	
10. Risk Management Issues 4.45 Fire Alarm for Dala Crossroads (Andy) - B/F 4.46 Emergency supplies at School: in progress - Merrilyn to address – B/F 4.47 Outdoor emergency containers: Ken to follow up, waiting for cost feasibility – B/F	Andy Merrilyn Ken

4.48 Business Continuation Plan: Andy distributed Report from Jim Brown. Members to read and discuss at next meeting – B/F	All members
4.49 Working Alone “Tiger-Tel”: Arthur to contact Jim to re-word Policy replacing words “Working Alone” with “Tiger Tel”	Arthur
4.50 BMAC (Burnaby Mental Health/Addictions Centre). Andy reported they have 28 clients now which will increase soon.	
5. Report from Divisional OSH – no report.	
11. Training and Membership	
6.1 Fire Drill training – Tim to train Elfi on alarms on complex on November 18 th fire drill.	
6.2 Wall mount fire key test. Arthur to follow up.	Arthur
6.3 Alternate fire warden in units. Discussed, decided not needed. Currently have Tim and Elfi. Noted, however, that after hours drills should happen. Andy to discuss at PC meeting.	Andy
6.4 Fire Drills - will try using alternate exit doors at next drill.	
6.5 Fire Drills – Need to assign a fire marshall to check staff leave areas during drills – for Social Work, Stores, Art room and Doctors offices. Andy to discuss with PC’s.	Andy
17. Other Business	
7.9 Cleaning of gym change rooms. New cleaners are assigned to clean daily with new contract paid by the Maples.	
7.10 Flu shots – occurring November 3, 4 & 5 th .	
18 Next meeting date: Tuesday, December 2, 2008 at 1:15 p.m. Booked in Admin conference room	

[Attachment to minutes: “Business Continuity 2008” document – to come from Andy.](#)

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
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- Herbert Lam, Occupational Health and Safety Specialist, BCPSA (Burnaby)
- Local OSH file - Elfi Marsh, 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: **DECEMBER 2, 2008** at 13:30 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Manager, Response Services	Arthur Bates, SPO
	Merrilyn Cook, Head Teacher, Maples School	Shelley West, CCC
	Kim Aasen, Office Administrator	
	Tim Shearer, OA / First Aid Attendant	

Absent: Ken Moore, Director

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
79. Agenda approved.	
80. Previous Minutes of November 4, 2008 approved with change (remove "attach to minutes Bus. Cont. Plan").	
3. Accident and Incident Reporting	
80.1 3.1 Accident & Incident Report. Only 1 event at Crossroads, no apparent pattern.	
11. Risk Management Issues	
4.51 Fire Drills. Andy discussed Fire Alarm at Dala/Crossroads at last Program Coordinator meeting, will report after next drill – B/F Noted there is no Fire Marshall for Doctor's end of the CATC building. They do exit on their own.	Andy
4.52 Emergency supplies at School: Merrilyn reported School Board does not typically maintain emergency supplies. Box may belong to Maples. Merrilyn to report next meeting on contents – B/F	Merrilyn

<p>4.53 Outdoor emergency containers: Ken to follow up, waiting for cost feasibility – B/F</p> <p>4.54 Business Continuation Plan: Discussed by all members.</p> <ul style="list-style-type: none"> i. Arthur noted re emergency preparedness document review - determining who is present in building other than units may be problematic, such as here in the school or over in admin where visitors and sessional employees come and go with some unpredictability. ii. (1a) Not always clear who “person in charge” is. iii. (4b) Noted no supply box in Admin. area, however they do have an emergency orange bag. iv. (xiv 1) to update address/tel # of BYC on emergency list. v. (4a) duties of Lou, Stores Person – to discuss – B/F. vi. (6a) List of staff – kept in emergency supply cases. Admin to notify Lou of changes. <p>4.55 Building 28 – fencing issues in back will not be done this year (maybe next).</p> <p>4.56 Snow removal – piles of snow in wrong spot. Arthur requested WSI put at bottom slope of parking lot to eliminate ice problem.</p>	
<p>5. Report from Divisional OSH – no report.</p>	
<p>12. Training and Membership</p> <p>6.1 Violence in the Workplace – Assessing Risk. Training available Feb. 19th (Public Service Training). Andy suggested some admin staff could go.</p> <p>6.2 Tim & Elfi cross training completed for Fire Warden & inspecting fire alarm system.</p>	
<p>18. Other Business</p> <p>7.11 Speeding cars. Tim suggested sending complex wide email – reminder speed is 20 Km/hr on site.</p>	
<p>19 Next meeting date: Thursday, January 15, 2009 at 1:15 p.m. Booked in Admin conference room</p>	

Local OSH minutes - Distribution

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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:	January 9, 2009 at 13:15 hrs
Work site jurisdiction:	Maples Adolescent Treatment Centre

Present:	<u>Employer</u>	<u>Union</u>
	Andy MacDonald, Manager, Response Services	Arthur Bates, SPO

Absent: Ken Moore, Director
Merrilyn Cook, Head Teacher, Maples School

Shelley West, CCC
Kim Aasen, Office
Administrator
Tim Shearer, OA / First
Aid Attendant

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Inc

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

Other Business		Action
81.	Meeting cancelled as there was no quorum. Unable to set another date this month.	
20	Next meeting date: FEBRUARY 17, 2009 at 10:30. Booked in Room 21	

Local OSH minutes - Distribution

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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:	FEBRUARY 17, 2009 at 10:30 hrs	
Work site jurisdiction:	Maples Adolescent Treatment Centre	
Present:	<u>Employer</u> Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School Kim Aasen, Office Administrator Tim Shearer, OA / First Aid Attendant	<u>Union</u> Arthur Bates, SPO
Absent:	Ken Moore, Director	Shelley West, CCC

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Report from Divisional OSH

Training and Membership

Other Business

	Action
82. Agenda approved.	
83. Previous Minutes of December 2, 2008 approved.	
3. Accident and Incident Reporting 83.1 3.1 Accident & Incident Report distributed. No events in month of December/08. One new event in January (assault by resident), and two continued from previous injuries. 83.2 83.3 3.2 Shelley will be asked to do a year-end summary of incidents. 83.4	Shelley
12. Risk Management Issues 4.57 Fire Drills. Andy waiting for reply re who sets off drills at Dala & Crossroads – B/F New Emergency Drill form was distributed. Created by Andy/formatted by Elfi. Members to review.	Andy All members Elfi

<p>Last Fire Drill (Feb 10) had some problems.</p> <ul style="list-style-type: none"> i. Response not familiar with with sounding alarm. Proposed posters be installed at fire key stations. Propose staff be asked to use consistently same fire key station for a few months until familiar (e.g. to June/09). ii. Both Response and Bifrost started too early without approval from Fire Marshall. iii. School's alarm would not reset properly, which also happened at last drill. Andy said he would speak to Jay of WSI about it. Perhaps School should do another test. iv. New Fire Drill time – will now be 10:00, no longer at 9:45. Elfi to update Sharepoint calendar. <p>4.58 Fire Key Test Boxes – are now installed in School / Cottage 1. Arthur to install signs.</p> <p>4.59 Business Continuity Plan. Andy report not adopted by Management yet. This committee asked to review and provide feedback to him. Elfi will forward to members again by Email.</p>	<p>Andy Merrilyn</p> <p>Arthur</p> <p>Elfi</p>
<p>13. Report from Divisional OSH.</p> <p>Arthur will remove this heading from Local OSH standing Agenda in future.</p>	
<p>13. Training and Membership</p> <p>6.3 Violence in the Workplace – Assessing Risk training from PSA took place Feb. 19. Andy report course included common-sense information about workplace hazards, but did not address Maples' specific situations.</p> <p>6.4 First Aid Attendant – lost one OFA2 (Tarn Bachra). He will not be replaced as Andy feels there is enough coverage.</p> <p>Note Allison suggested all OFA2's do practice sessions once a month.</p>	
<p>19. Other Business</p> <p>7.12 Site Inspection Walkabout – Andy to schedule a walkabout with Arthur.</p> <p>7.13 Accreditation. Location of OSH Minutes – staff need to know they are stored on the S drive. Specific locations in units can be identified by Program Coordinators.</p> <p>7.14 Asbestos.</p> <p>Andy will distribute a report with information about Asbestos in our building. Jay visited Merrilyn re asbestos in Building 28.</p>	<p>Andy, Arthur</p>

<p>Noted some exposure identified in Maples buildings was from floor tiles (but only if tiles are cracked and “freeable” particles become loose). Most asbestos is around pipes, so is not accessible.</p> <p>School Board needs procedures (if asbestos is exposed) in terms of liability. Marilyn to report to Arthur.</p>	<p>Marilyn</p>
<p>21 Next meeting date: Tuesday, March 10, 2009 at 1:15 p.m. Booked in Room 21</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: **MARCH 10, 2009** at 1:15 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School Tim Shearer, OA / First Aid Attendant	<u>Union</u> Arthur Bates, SPO
Absent:	Ken Moore, Director Kim Aasen, Office Administrator	Shelley West, CCC

Chair: Arthur Bates

Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / Business Continuity Plan / BMAC issues

Training and Membership

Other Business

	Action
84. Agenda approved.	
85. Previous Minutes of February 17, 2009 approved.	
<p>3. Accident and Incident Reporting</p> <p>85.1 3.1 Accident & Incident Report distributed. One aggression related event for February, but no apparent days missed. Noted that January and February were all resident aggression related.</p>	
<p>14. Risk Management Issues</p> <p>4.60 Fire Drills</p> <p>Andy confirmed it appears Dala will silence alarms which are shared between Dala & Crossroads. Freeing Crossroads to attend to more youth supervision.</p> <p>Last Fire Drill (March 10th):</p> <p>i. Response alarm did not reset on the panel. WSI was called by Unit. Fire Company reports it is a switch turn problem. Switches in that unit must rotate only clockwise. But no need to go 360, just to the next "off" position after a few</p>	

<p>seconds.</p> <p>ii. School's key to alarm panel box was missing. Arthur will follow up to see about a new key from Carol, s.22</p> <p>iii. The CATC key boxes appear different and do not turn all the way around, Andy will investigate.</p> <p>4.61 Fire Key Test boxes now labelled. – completed by Arthur.</p> <p>4.62 Business Continuity Plan</p> <p>Reviewed edit suggestions from members (including Ken's) to draft Policy EU140. Andy to continue revisions with Elfi's assistance.</p> <p>Comments included:</p> <p>iv. Marilyn will seek information on document referred to (SD41 emergency preparedness document), as well as information on availability of schools to house our clients (policy may have changed with School Board).</p> <p>v. Generators are not yet available. Generator size discussion.</p> <p>vi. Staff Home Phone List – suggested putting the list on a Laptop as well as on CD's.</p> <p>4.63 BMAC Issues (report by Andy)</p> <p>vii. There was a rumour BMAC desires use of the old Cafeteria because their meal room is too small.</p> <p>viii. Criminal Record Check of their clients probably will not happen.</p> <p>ix. Parking passes now required – towing procedure to start very soon. Signage an issue.</p> <p>x. Checking grounds around BMAC – Marilyn asked if anyone would be checking site for needles around BMAC where clients or public might go (e.g. in wooded area).</p> <p>4.64 Emergency Boxes (white box or cabinet)</p> <p>xi. Arthur reported keys will/are removed. Arthur will investigate options with Lou, perhaps some other breakable box key box.</p> <p>- Survival Kit Contents Lists sent by Lou was reviewed.</p> <p>xii. Identified a need for additional water to be put in Emergency boxes or some other location.</p> <p>4.65 Asbestos in Psychology area</p> <p>xiii. Psychology staff requested of Arthur information about possible Asbestos release resulting from heater failure from soaking or steam/water pressure spray. Arthur following up with WSI.</p>	<p>Arthur</p> <p>Marilyn</p> <p>Arthur/Andy</p> <p>Arthur</p>
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15. Training and Membership – No Report	
<p>16. Other Business</p> <p>6.1 Staff Survey</p> <p>The Staff Survey was distributed to staff in January. It contained recommendations to OSH re staff safety, particularly females, and wants initiatives to improve safety.</p> <p>Members discussed ideas such as:</p> <ul style="list-style-type: none"> i. improving outdoor light bulbs, trimming trees around lights. ii. Marilyn said broken door lock in school is a safety concern. Jay from WSI said it was too expensive to fix (\$1,000) and only an 'occasional' problem. Members agreed it should be repaired. s.22 iii. Proposed initiating another <u>Safety Survey</u> (as done some years ago). Arthur to speak to Russell Ball about it. Also agreed to include the Maples School in the Safety Survey. <p>6.2 Working Alone</p> <p>Arthur is working with the policy review committee on issues related to Working Alone and specifically the call in Centre.</p> <p>Noted cell phone coverage was poor with Rogers in parts of the North. This is further being reviewed.</p> <p>6.3 Cleaning & Lights at School</p> <p>Marilyn reported a Supervisor came to do a Cleanliness inspection. He agreed the standards were below expected norms.</p> <p>Marilyn was told that lights located on high ceilings will not be replaced until WSI sorts out who may use ladders to do so.</p>	<p>Andy</p> <p>Arthur</p>
22 Next meeting date: Tuesday, April 7, 2009 at 1:15 p.m. Booked in Room 21	

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- Local OSH file - Elfi Marsh, recording secretary

March 2009

Survival First Aid Kit

EKIT1030

(Red Bag)

Content List

2	Triangular Bandage c/w 2 pins each
1	Ribbed bandage 3"x5 yd
10	Adhesive Dressing 3/4"x3"
5	Fingertip Dressing
5	Knuckle Dressing
5	Butterfly Closure
1	Burn Dressing Water-Jel (Sterile) 2"x6"
1	Abdominal Pad (Sterile) 10"x12"
1	Trauma Dressing (Non-sterile) 12"X16"
12	Sanitary Napkins
1	Pressure Dressing (Sterile) 4 1/2"x6"
4	Pressure Dressing (Sterile) 4"x4"
1pkg	Gauze Sponges (Sterile) 4"x4"
1pkg	Gauze Sponges (Sterile) 3"x3"
2	Eye Pads (Sterile)
1	Eye Stream (118 ml)
2pkg	Cotton Tipped Applicator (Sterile)
1	Telfa Pad (Sterile) 3"x4"
2	Roller Gauze 2"x5yd.
1	Hospital Tape 1"x10yd
5	Betadine Swab Aid
1	Betadine Ointment (20 gm)
1	Emergency Foil Blanket
1	Chemical Cold Pack
1	Mini Heat Pack (7 hr)
1	Universal Scissors
1	Splinter Forceps
1	Penlight Flashlight
1	Aluminum Splint
1pr	Latex Gloves
1roll	Antacid Tablets
1	Reader's Digest First Aid Manual
1	Nylon Water Resistant Bag
2	

F.A.S.T. Limited

8850 River Road, Delta, B.C. V4G 1B5

Tel: 604-940-3222 Fax: 604-940-3221

Toll Free: 1-888-710-3278

Rescue Kit
(Supports up to 50 Persons)
Yellow Bag
EKIT1010
Content List

- 2 Hard Hats (white) c/w Chin Straps
- 2pr Leather Palm Gloves
- 2 Safety Goggles
- 2 N95Particulate Respirator
- 3 Poly Emergency Blankets
- 1 Duct Tape
- 1 Poly Rope 1/4"x100'
- 1 Poly Rope 3/8"x 50'
- 2 Waterproof Matches
- 1 Multi-Blade Pocket Knife
- 1 Crow Bar
- 1 Sledge Hammer
- 1 Vise Grip
- 1 Radio AM/FM
- 2 Batteries "AA" Cell (Alkaline)
- 2 Flashlights
- 4 Batteries "D" Cell (Alkaline)
- 1 Signal Whistle
- 1 Nylon Water Resistant Bag - yellow

F.A.S.T. Limited
8850 River Road Delta, B.C.
V3M 6V5
Tel: 604 940-3222 Fax: 604 940-3221

FOOD/WATER/SURVIVAL SUPPORT KIT
(5 Persons for up to 3 days)
Blue bag
EKIT1020
Content List

45	Emergency Water Rations (125 ml) – 5 year shelf life
5	Emergency Food Rations (3600 cal) –5 year shelf life
1	Water Bag
50	Water Purification Tablets
5	Emergency Light Sticks (12 hr)
1	Candle (36 hr)
5	N95 Particulate Respirators
5	Emergency Foil Blankets
5	Garbage Bags
3	Storm Shelters
10	Toilet Tissue Personal
10	Benzalkonium Chloride Wipes
1	Nylon Water Resistant Bag - blue

F.A.S.T. Limited
8850 River Road, Delta, B.C. V4G 1B5
Tel: 604-940-3222 Fax: 604-940-3221
Toll Free: 1-888-710-3278

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: **APRIL 7, 2009** at 2:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Andy MacDonald, Manager, Response Services Tim Shearer, OA / First Aid Attendant Merrilyn Cook, Head Teacher, Maples School	<u>Union</u> Arthur Bates, SPO Shelley West, CCC
Absent:	Ken Moore, Director Kim Aasen, Office Administrator	

Chair: Arthur Bates / Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMAC issues

Training and Membership

Other Business

	Action
86. Agenda approved.	
87. Previous Minutes of March 10, 2009 approved.	
<p>3. Accident and Incident Reporting</p> <p>87.1 3.1 Accident & Incident Report distributed.</p> <p>87.2 3.2 Discussion of trends/patterns.</p> <p>Noted three events in March - two at Response, one at Crossroads. One event aggression related.</p> <p>Andy to follow up on why events of Jan. 28 at 18:30 and March 5 at 19:30 had no first aid administered but had days off work.</p> <p>87.3 3.3 Trends/patterns 2008 – Annual Report by Shelley.</p> <p>Shelley has started 2008 report, will include 2007 for PQI, including same information as previous years.</p>	<p>Andy</p> <p>Shelley</p>
<p>17. Risk Management Issues</p> <p>4.66 Fire Drills – no report.</p>	

<p>4.67 Fire Alarm update. Fire Panel box in school is left unlocked. Arthur to try to get duplicate key.</p> <p>4.68 Building 28 OSH updates – no report.</p> <p>4.69 Staff Lists in Emergency boxes. Not resolved yet – Arthur to investigate – B/F</p>	<p>Arthur</p> <p>Arthur</p>
<p>18. Training and Membership</p> <p>5.1 No business</p>	
<p>19. Other Business</p> <p>6.4 Building maintenance – air quality</p> <p>Staff report health problems, i.e. sore throat, allergies, because of poor air quality and dirt coming out of vents. Shelley stated Crossroads had particularly bad problems because it is locked-down.</p> <p>Note from Kim Aasen reported she had requested Ken Moore to contact WSI regarding problems in Admin building.</p> <p>Noted air vent filters are not changed on due dates by contractors. Arthur to contact WSI to enquire when filters are changed, ask for more frequent changes.</p> <p>6.5 School – Emergency Preparedness Plan</p> <p>Merrilyn showed the School Board’s Emergency Plan, which was a simple flip chart. She reported the Burnaby School Board’s official policy (confirmed by Principle Rennie Maierle) is they will NOT take clients from other institutions or the public in emergencies.</p> <p>Therefore Maples Policy EU140, 3., xiv., (3) should be changed.</p>	<p>Arthur</p>
<p>23 Next meeting date: Thursday, May 14, 2009 at 2:00 p.m. Booked in Room 21</p>	

Local OSH minutes - Distribution

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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: **May 14, 2009** at 2:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

Present:	<u>Employer</u> Andy MacDonald, Manager, Response Services Tim Shearer, OA / First Aid Attendant Merrilyn Cook, Head Teacher, Maples School	<u>Union</u> Arthur Bates, SPO
Absent:	Ken Moore, Director Kim Aasen, Office Administrator	Shelley West, CCC

Chair: Arthur Bates / Recorder: Elfi Marsh

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMAC issues

Training and Membership

Other Business

	Action
88. Agenda approved.	
89. Previous Minutes of April 7, 2009 approved after correction to spelling of name Rennie Maierle.	
<p>3. Accident and Incident Reporting</p> <p>89.1 3.1 Accident & Incident Report distributed.</p> <p>89.2 3.2 Discussion of trends/patterns.</p> <p>Noted three events in April. Two aggression related, two staff accidents.</p> <p>Andy followed up on why no first aid administered on events of Jan. 28/Mar 5, concluded one went directly to hospital, other was minor with no first aid requested.</p> <p>89.3 3.3 Trends/patterns 2008 by Shelley – no report. Arthur to check on Shelley's progress.</p>	Arthur

<p>20. Risk Management Issues</p> <p>4.70 School Board policy on emergency major disasters. She spoke with Doug Berardine, rep for School Board disaster response. He confirmed that schools are NOT a reception area for the public or Maples clients. The City of Burnaby would instruct the Schools on where reception areas were, however this could take up to 2 days to do. Merrilyn said Doug could speak to this committee if desired. Andy asked Merrilyn to include Jim Brown in any invitations for Doug to visit the Maples.</p> <p>4.71 Fire Drills – report from Fire Warden</p> <ul style="list-style-type: none"> ▪ Andy confirmed night time fire drills will be taking place in future pending policy development. ▪ Rec staff will complete drill forms, as they were missed in the past. Elfi will request a vest/hat be sent to Jordan Griggs in Rec. ▪ Elfi confirmed all alarm problems in drills will be referred to WSI to resolve. ▪ Time of drills at 10:00 – suggested putting time at top of Sharepoint calendar so staff have option of not booking meetings at drill time. ▪ Confirmed it is policy to have at least one drill per month. If cancelled, we will re-schedule it to the next Tuesday or Thursday. ▪ Tim Shearer will be alternate Fire Warden every 2nd month. Thank you Tim. <p>4.72 Building 28 OSH updates</p> <ul style="list-style-type: none"> ▪ BCMHA now has 90 clients. ▪ BCMHA & Maples now meet once every two weeks and will reduce to once a month in future. ▪ Road repair and speed bumps are being done today. ▪ Parking: Towing company is supposed to contact Jim Brown before they tow a vehicle. ▪ Jay from WSI can see Andy re using photocopy of passes. ▪ Arthur questioned what the colours mean on curbs. Sign at entrance to be inspected. <p>4.73 Recycling clutter</p> <ul style="list-style-type: none"> ▪ All recycling materials are overflowing in the School and the Cage. Andy agreed to speak to Jody to find staff to do it in Keith's absence. <p>4.74 Electrical problems at school</p> <p>Electrician from a company sent from WSI inspected school and determined it is a top priority to repair some hazards – such as paper room where extension cords and laminating machine are</p>	<p>Merrilyn</p> <p>Andy</p>
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<p>used. Electrician will contact WSI. Marilyn to keep Arthur informed.</p> <p>4.75 Shoe awareness</p> <p>Tim questioned safety of flip-flop shoes on staff. Andy said he usually sends a reminder each Spring on appropriate clothing.</p>	<p>Marilyn</p>
<p>21. Training and Membership</p> <p>5.2 Arthur to attend training on June 16th on OSH Regulations for Front Line Supervisors. Due to cost restrictions for training, he will use a government vehicle.</p>	
<p>22. Other Business</p> <p>6.6 Building maintenance – air quality</p> <p>Arthur verified with WSI that filters are supposed to be replaced twice a year. Staff can call WSI themselves if they notice dust accumulating.</p> <p>6.7 Speeding on grounds – speed bumps being installed</p> <p>6.8 Unknown people on site – identified unknown people appear to be cutting through site. Arthur reported fencing may be a possibility in future. Signage is being considered at this time.</p>	
<p>24 Next meeting date: Tuesday June 9th at 1300 hrs Booked in Room 21</p>	

Local OSH minutes - Distribution

- Ken Moore, Director
- Arthur Bates, Outreach
- Shelley West, Response
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- Kim Aasen, Business Administrator
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- Local OSH file - Elfi Marsh, 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: **June 9, 2009** at 2:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

	<u>Employer</u>	<u>Union/Employee</u>
Present:	Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU Careplan, Consultant Shelley West, BCGEU, CCC N21 Tim Shearer, OA / First Aid Attendant
Absent:	Ken Moore, Director	Kim Aasen, Office Administrator

Chair: Andy MacDonald / Recorder: Andy MacDonald

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMAC issues

Training and Membership

Other Business

	Action
90. Agenda approved.	
91. Previous Minutes of May 14, 2009 approved after correction to item 4.4, bullet 2. She felt this information was misleading and should be removed. Committee agreed to adopt the minutes with this item deleted. Merrilyn approved, Tim Seconded.	Andy
<p>3. Accident and Incident Reporting</p> <p>91.1 3.1 Accident & Incident Report distributed.</p> <p>91.2 3.2 Discussion of trends/patterns.</p> <ul style="list-style-type: none"> Noted three events in May. One related to aggressive client behaviour, two staff accidents. No particular pattern noted. Noted that for the incident of s.22 but due to return soon. This is the only injury with significant time loss so far this year. <p>91.3 3.3 Trends/patterns 2008 by Shelley</p> <ul style="list-style-type: none"> Report still not complete due to time pressures. Andy has authorized 2 hours OT if Shelley finds she can't get the time on the unit within the next 2 weeks. Needs to be complete by next meeting. 	Shelley/Andy

<p>23. Risk Management Issues</p> <p>4.76 Fire Drills/Trouble signal:</p> <ul style="list-style-type: none"> • Tim circulated a copy of an email he sent out after the May 21st Fire Drill. This drill showed very poor compliance, but also highlighted a number of issues related to training and communication. <ul style="list-style-type: none"> ○ None of the teachers knew where the key boxes were in the school, or how to operate them. Merrilyn will follow up. ○ Poor communication about exemptions (the school was not supposed to be part of the drill this time). ○ Andy has sent an email clarifying that Dala and Crossroads must both key their alarms, and that Dala would silence both at the end of the drill. • The trouble signal in the school remains a problem. The monitoring company was able to silence it remotely, but it can't be silenced from the panel. This light then shows on the main annunciator panel near the complex entrance. <ul style="list-style-type: none"> ○ PLAN: continue to monitor. This may signal a larger problem with the control panel, or with another part of the alarm system in the school. <p>4.77 Building 28 OSH updates</p> <ul style="list-style-type: none"> • Nothing new to report. Occupancy continues to hold near 90, and with the weather becoming better we may see more of their clients. • Tim reported that our residents were on the roof, and possibly urinating on residents of Building 28. <p>4.78 Recycling clutter</p> <ul style="list-style-type: none"> • While Keith is away, auxiliary CCC staff have been assigned to cover some of the recycling duties. However, they need to be reminded to check with Merrilyn at the school as nothing has been done with their non-confidential recycling for some time. <p>4.79 Shoe awareness</p> <ul style="list-style-type: none"> • Issue was discussed. Shelley related an interaction she had with a Response staff. This staff person advised Shelley that she could wear what she wanted so long as she understood she wouldn't be covered. • As the employee would incur a cost to the employer (backfilling absences, fines), this isn't true – the employer can and should send the person home to obtain proper footwear. • We also discussed interpretation of policy, as the policy says 'appropriate footwear.' The variety of jobs at the maples means that a wide range of 'appropriateness' exists – from sandals (that offer reasonable support and aren't likely to fall off) in the admin area, to steel toe shoes for our stockman. It is a judgement call to a degree, but closed toe shoes are the basic expectation. • Andy will send out a note clarifying this in a general way. 	<p>Merrilyn</p> <p>Merrilyn</p> <p>Andy</p> <p>Andy</p> <p>Merrilyn</p> <p>Andy</p>
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<p>4.80 Cleanliness</p> <ul style="list-style-type: none"> • Merrilyn wanted to discuss the on-going concern of cleanliness in the school. • This is a health issue as the lack of proper cleaning could lead to illness. • Merrilyn reports that she is unsure if anything beyond emptying the garbage cans is being done. Other administrative areas reported similar experiences. Shelley reported that the residential units are not experiencing the same poor quality; however, Andy reported that Response is often as dirty as the admin building – with old food stains on the walls, etc. <ul style="list-style-type: none"> ○ No clear resolution aside from continuing to complain about the service received. 	
<p>24. Training and Membership 5.3 BF Arthur's Training experience.</p>	<p>Arthur</p>
<p>25. Other Business 6.9 New signage addressing unknown people on site.</p> <ul style="list-style-type: none"> • There s a new sign directing people not authorized to keep out. It was noted that the sign is difficult to read as the writing is quite small and not very clear (dark grey lettering rather than black). • Effectiveness is unclear as reports of various members of the public are still being found walking around. 	
<p>25 Next meeting date: TBA to ensure that Arthur can attend.</p>	<p>Andy/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: **July 7, 2009** at 2:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
Present:	Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU Careplan, Consultant Tim Shearer, OA / First Aid Attendant
Absent:	Ken Moore, Director	Kim Aasen, Office Administrator Shelley West, BCGEU, CCC N21

Chair: Andy MacDonald / Recorder: Andy MacDonald

Standing Agenda:

Approve Agenda

Review Minutes

Accident and Incident Reporting

Risk Management / BMAC issues

Training and Membership

Other Business

	Action
92. Agenda approved.	
93. Previous Minutes of June 9, 2009 approved after correction to item 4.1 (trouble signal – should say Silence, not Reset)	
3. Accident and Incident Reporting 93.1 3.1 Accident & Incident Report distributed. 93.2 3.2 Discussion of trends/patterns. <ul style="list-style-type: none"> Noted 5 incidents – all aggression related 2 from Response, 3 from Crossroads. 93.3 3.3 Trends/patterns 2008 by Shelley <ul style="list-style-type: none"> Report not complete - Shelley not at this meeting. To B/F 	B/F Shelley
26. Risk Management Issues 4.81 Fire Extinguishers in School/ <ul style="list-style-type: none"> All school extinguishers were discharged. Request was placed with WSI to refill them and put latch on to make secure. Noted no BCB number was obtained. Merrilyn to register request with BCB and obtain number. 4.82 Fire Risk - Propane Indoors	Merrilyn

<ul style="list-style-type: none"> Propane tank in Breakaway. Andy to send memo, remind staff to keep propane outside. <p>4.83 School Fire Panel reset</p> <ul style="list-style-type: none"> Panel was reset remotely last time by the Alarm company. <p>4.84 Fire Drill training in School</p> <ul style="list-style-type: none"> Location and use of fire keys is not known by some school staff. Marilyn to review with staff and report next meeting. <p>4.85 Building 28 OSH updates</p> <ul style="list-style-type: none"> There is discussion of Bldg. 28 possibly using cafeteria. If this happens, windows will be frosted and door will be wired closed. New fence to go up - NW corner of cafeteria bldg. <p>4.86 Recycling clutter</p> <ul style="list-style-type: none"> Resolved by Keith. Marilyn noted there is still excess paper in the school, particularly in the hallways. A potential risk of fire was noted. Arthur to investigate regulations about paper in hallways of a school. <p>4.87 Unsafe Footwear</p> <ul style="list-style-type: none"> Andy sent email to staff reminding them of procedures. <p>4.88 Cleaning</p> <ul style="list-style-type: none"> Contractor told by Marilyn of continuing poor cleaning issues. 	<p>Andy</p> <p>B/F Marilyn</p> <p>Arthur</p>
<p>27. Training and Membership</p> <p>5.4 Arthur took s.22 – a refresher course by PSA (Herbert Lam), which was also attended by Nicki Reyda.</p> <p>5.5 s.22 – Bronwyn to take course soon.</p>	<p>Arthur</p>
<p>28. Next meeting date:</p> <p><u>Tuesday, August 4th at 10:00 a.m. in room 21</u></p> <p><i>*Meeting will probably be No Quorum. to set new meeting date.</i></p>	

Local OSH minutes - Distribution

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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: August 4, 2009 at 10:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
Present:	Ken Moore, Director Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU Careplan, Consultant Tim Shearer, OA / First Aid Attendant
Absent:	Andy MacDonald, Manager, Response Services	Kim Aasen, Office Administrator

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

	Action
94. Agenda approved.	
95. Previous Minutes of July 7, 2009 approved.	
3. Accident and Incident Reporting	
95.1 3.1 Accident & Incident Report not distributed. BF to next meeting.	B/F
95.2 3.2 Discussion of trends/patterns. BF to next meeting.	
29. Risk Management Issues	
4.89 Fire Extinguishers in School: <ul style="list-style-type: none"> All school extinguishers have been charged and placed in new 'break-glass-to-access' receptacles. Only one glass pane has been broken, but no extinguishers discharged. 	Completed
4.90 Fire Risk - Propane Indoors <ul style="list-style-type: none"> Propane tank memo has been sent. 	Completed
4.91 Fire Key use training in school: <ul style="list-style-type: none"> Location and use of fire key stations has been provided by Merrilyn. Will need to be reviewed occasionally. 	Completed

<p>4.92 Building 28 OSH updates</p> <p>Ken said they will meet again this Thursday, not a lot to update at this time, it's been quiet.</p> <p>4.93 Recycling flammables</p> <ul style="list-style-type: none"> • BF to next meeting as Arthur still investigating regulations about loose paper in containers. • Discussion of the concern around flammability. • Cardboard storage should be in the cage, preferably with a lid. 	<p>B/F Arthur</p>
<p>30. Training and Membership</p> <p>5.6 No business.</p>	
<p>31. Other Business:</p> <p>6.1 Footwear Update:</p> <p>Past minutes had indicated that Andy had sent an e-mail regarding suitable foot wear. Ken may pursue further if still indicated.</p> <p>6.2 Keys for Fire Panels:</p> <p>Arthur has acquired new keys for the various fire panels which had been missing keys. A spare key for master purposes has been supplied to Carol.</p> <p>6.3 Second hand smoke:</p> <p>Arthur raised the concern expressed by an employee on the presence of second hand smoke and some other concerns of fire safety. Discussion of response taken.</p> <p>6.4 Alternate Fire Warden:</p> <p>Tim Shearer has respectfully resigned. He suggested that Judi Lapalme may be interested in this position. Arthur suggested he pursue this. Thank you Tim for your service.</p> <p>7. Next Meeting Date:</p> <p><u>Thursday September 3rd, 2009 at 10:00 a.m. in room 21</u></p>	<p>Completed</p> <p>Tim</p>

Local OSH minutes - Distribution

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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: September 3, 2009 at 10:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union/Employee</i>
Present:	Andy MacDonald, Manager, Response Services Merrilyn Cook, Head Teacher, Maples School	Arthur Bates, BCGEU Careplan, Consultant Tim Shearer, OA / First Aid Attendant Kim Aasen, Office Administrator
Absent:	Ken Moore, Director	

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

	Action
96. Agenda approved.	
97. Previous Minutes of August 4 th amended to show Arthur as chair and recorder.	
3. Accident and Incident Reporting 97.1 3.1 Accident & Incident Report not distributed. BF to next meeting. We will then have to cover a few months. 97.2 3.2 Discussion of trends/patterns. BF to next meeting.	B/F
32. Risk Management Issues 4.94 H1N1 Maples Health and Safety Protocol: <ul style="list-style-type: none"> This committee invited Jody Al-Molky to discuss and review Maples plans for the H1Ni. Jody had been receiving regular updates via e-mail on this virus's progress. While this virus is now expected to have milder symptoms that first thought, it will still result in lost days at work and likely more than a standard flu, more like 5 versus 3 days. Maples will run its usual vaccination in November, but it is too early to say if a H1N1 vaccine will be available at that 	

<p>time. It may be that we will run two vaccinations, one for standard flu and one for H1N1 when it is available.</p> <ul style="list-style-type: none"> Youth who are infected with H1N1 will be separated for the duration of their infectious period. Further e-mails will go out along with a poster campaign in the fall. We will not use masks, but hand washing will be the priority. Suggestion the virus may have a life of 5 days on a surface. The Maples has a business continuity plan which will be activated as needed. <p>4.95 Recycling flammables</p> <ul style="list-style-type: none"> BF to next meeting as Arthur still investigating regulations about loose paper in containers. However as of this writing a call is into the Burnaby Fire department for consult. 	
<p>33. Training and Membership</p> <p>5.7 No business.</p>	
<p>34. Other Business:</p> <p>6.1 Alternate Fire Warden:</p> <p>Further discussion on alternative fire warden. Tim will pursue conversation with a couple of people identified as possible candidates.</p> <p>7. Next Meeting Date:</p> <p><u>Tuesday October 6th at 10:00 a.m. in room 21</u></p>	<p>Tim</p>

Local OSH minutes - Distribution

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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 6th, 2009 at 10:00 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

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

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

	Action
98. Approve last minutes	
99. Agenda developed and approved.	
3. 3.1 Accident and Incident Reporting from July through September 99.1 3.2 Discussion of trends/patterns. 4 events in July of which three aggression related. 5 events August all aggression related. 3 events September of which only one aggression related. 99.2 3.3 Yearly Summary: Shelley reports that she is back at this after being moved away from Crossroads and into Dala. She reports that she hopes to have it complete by year end.	BF
35. Risk Management Issues 4.96 Power Generator: <ul style="list-style-type: none"> Andy had asked Arthur to place this on the agenda, to discuss emergency power provision. Arthur produced a point based discussion paper which was distributed. (appended) 4.97 Recycling flammables <ul style="list-style-type: none"> Arthur followed up, spoke to Dan Philpatrick at Burnaby Fire 	

<p>department. Our lose paper recycling is fine.</p> <p>4.98 Flu Inoculations:</p> <ul style="list-style-type: none"> Given some research that suggests that inoculation with regular flu vaccine may increase susceptibility to the H1N1 regular inoculations have been postponed. <p>4.99 On site OSH related communications:</p> <ul style="list-style-type: none"> Merrilyn brought forward the issue of the fire department being called for what was later reported to be a fire on the school roof. Discussion ensued on protocol. To be brought to Programme Co-ordinators. 	<p>BF</p>
<p>36. Training and Membership</p> <p>5.8 Welcome Rose!</p>	
<p>37. Other Business:</p> <p>6.1 Alternate Fire Warden:</p> <p>Further discussion on alternative fire warden. Some thought it ought to be someone most likely to remain on site.</p> <p>7. Next Meeting Date:</p> <p><u>Thursday November the 5th 1400 Admin Conference room</u></p>	<p>BF</p>

Local OSH minutes - Distribution

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- Local OSH file - Elfi Marsh, 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: Thursday November 5th, 2009 at 1400 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

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

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

	Action
100. Approved last minutes	
101. Agenda developed and approved.	
3. 3.1 No Accident and Incident Report data, so we will bring forward. 101.1 3.2 Discussion of trends/patterns. 101.2	BF
38. Risk Management Issues 4.100 Flu vaccination update: <ul style="list-style-type: none"> H1N1 & current flu vaccination started on Tuesday the 3rd. It seems we have got about 40-50 people on Tuesday and again on Wednesday. No data yet on today. The reports of standard flu inoculation increasing susceptibility to N1N1 appears to have been bad information. Many Thanks to Jody for bringing this forward, and right after accreditation. Thanks also to our nurses Eunice, Nikki, Tamara, and our student nurses Georgia and Vanessa. 	

<p>4.101 Communication protocol on fires:</p> <ul style="list-style-type: none"> • There are three aspects to the school roof 'event' that play a central role; • There was no fire on the roof, and the Fire department need not have been called. • Any significant fire within the building would very quickly trigger the automatic alarm system. • Programme co-ordinators had expressed concern over developing protocol and policy for exceptional circumstances. Reasonable action was taken to notify the school of a youth on the roof, unfortunately it included fire errantly it its description. 	<p>Complete</p>
<p>39. Training and Membership</p> <p>5.9 No Business.</p>	
<p>40. Other Business:</p> <p>6.1 Alternate Fire Warden:</p> <p>Jordan and Lisa from programme will be the alternative fire Wardens.</p> <p>6.2 Sound levels in "Death Row":</p> <p>The committee is advised that the hallway in question suffers from a variety of sound sources, such as music from the weight room, conversations, doors and equipment. Options include area rugs, cubicle dividers, and possibly 'strong' blankets hung on walls. Tim to check with Lou.</p> <p>6.3) School Fire Panel:</p> <p>Merrilyn reports that work has begun to replace the aged fire panel in the school. The unit has provided errant trouble signals repeatedly. Probably indicates other panels will need replacement in time.</p> <p>7. Next Meeting Date:</p> <p><u>Tuesday December the 8th at 1030hrs in Admin Conference room</u></p>	<p>Complete</p> <p>Tim</p>

Local OSH minutes - Distribution

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- 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 file - Elfi Marsh, 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 8, 2009 at 10:30 hrs
Work site jurisdiction: Maples Adolescent Treatment Centre

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

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

	Action
102. Approved last minutes of November 5, 2009	
103. Agenda developed and approved	
3. Accident and Incident Reporting 3.1 No Accident and Incident Report data for November (probably not recorded yet). Reviewed October data. 103.1 3.2 Discussion of trends/patterns. 5 events in October (3 aggression related). Noted total of 33 days off in October (22 was one event) in Crossroads & Response. Noted for slip that signs were in place by cleaners on wet floor. 103.2	
41. Risk Management Issues 4.102 Winter Grounds Check & Lighting. Arthur and Andy will do a walk around and report back to Committee 4.103 Earthquake preparedness. Enquiry received from a staff member asking about earthquake drills. Andy to confirm with Jim on drill procedures (Policy EU110 has no instructions on drills).	Arthur, Andy Andy

<p>42. Training and Membership</p> <p>5.10 Current training this week includes CPR Level 1 and NVCI.</p> <p>5.11 Fire Warden duties.</p> <p>Jordan Griggs and Lisa Garrett are now the alternate Fire Wardens. Elfi Marsh identified problem as they cannot be easily reached at 9:30/10:00 a.m. to do drills. Elfi will contact them to find out availability and train them at next drill on January 12th.</p> <p>A new Fire Warden will need to be assigned after Elfi retires in January. Andy to delegate.</p> <p>5.12 Fire Drill Today. Noted School's fire bell sounds different after repair. Merrilyn will confirm with Jay if it's the correct ring.</p> <p>5.13 Membership. Elfi to add Rose Lance to distribution and attendance list on minutes & membership list. Ensure Herbert Lam's distribution is correct.</p>	<p>Andy</p> <p>Merrilyn</p>
<p>43. Other Business:</p> <p>6.1 Sound Levels – Client Records. Discussed options, to consider budgetary restrictions and continue pursuing creative solutions to sound problems from youth in workout room.</p> <p>6.2 Heat. School has had problems for 2 weeks. Don MacNamee has no heat, uses electric heater. Also sporadically no heat in Outreach, Psychology. Recommended Merrilyn continue calling WSI, using same BCB number.</p> <p>7. Next Meeting Date:</p> <p>Tuesday, January 5, 2009 at 10:30hrs in Admin Conference room</p>	<p>Merrilyn</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)
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- 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: March 19, 2013 at 1300-1500
Worksite Jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
Present:	Karla Braber Manager Community Services Andy MacDonald, Assistant Director	Arthur Bates, BCGEU, SPO Marzie De Pangher, BCGEU, CCC David Ephraim PEA Psychologist Erin Smith UPN, Nurse
Regrets:	Merrilyn Cook, Head Teacher Maples School	Jewels Bainbridge, BCNU, Nurse Chantal Bourke, BCGEU, CCC Christine Brisebois, UPN, Nurse Susan Cross, PEA, Psychologist (David's 2 nd Alternate) Natalie Franz, PEA, Psychologist (David's Alternate) Rose Lance UPN, Nurse
Absent:		Donna Jablonski, BCGEU, OA Tracey Strain, BCGEU, CCC
Guests:		Belynda Groom (nursing student)

“**Regrets**” refers to those staff who advised either or both Chairs that they would not be able to attend; “**Absent**” refers to those members who did not advise the chairs they wouldn’t be able to attend.

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
Training and Membership
Other Business

Call to Order: 1318

- 1) **Review Minutes of last meeting:**
 - a) **January 8**
Approved
 - b) **February 5**
Approved
- 2) **Items added to the agenda:**
 - a) 1 item added
 - i) Restraint support

3) Accident Incident Review

a) General (Patterns, trends or novel situations):

i) Review Injury Summary Sheet

b) Review of Specific Incidents (near misses and injuries):

January 24, 2013

s.22

s.79

February 15, 2013

Injury to staff s.22 reported on February 16 and the paperwork was done on February 18.

Marzie – ice and x-rays occurred 24 hours after the injury due to the injury not bothering the staff at the time. The staff saw her doctor later when the pain occurred; the staff may not have known how to do the paperwork. A review of procedures would be helpful.

Arthur – staff should be aware of their abilities and conduct some pre-activity preparation (stretching, etc.). Staff should know how to report injuries and do it contemporaneously.

Andy – the policy is clear about reporting injuries and staff physical fitness is the employer's responsibility.

Arthur – has stretching posters and will review the existing posters. The injury involved

s.22

Andy – recommended knowledge of the policy and will follow-up with Crossroads PC and Marzie.

c) Near Misses

No near misses reported

Andy – used the analogy of a grinder wheel that breaks; the incident must be reported until future dangers are dealt with. In regard to our clients, if there is a treatment plan, it means the hazard has been addressed; if a plan is in place follow it unless it doesn't work; then it is a near miss and should be reported so the plan can be reviewed.

Define near miss and review the concept with line staff.

Marzie – near misses could be discussed regularly.

Karla – will bring near misses forward to the Program Coordinators' meeting.

4) Risk Management (Drills, Inspections, VWPP):

a) Fire Drills

- i) no issues reported

b) Violence in the Workplace Prevention Plan (VWPP) and Environmental Risk Assessment implementation report

Marzie – to bring up Violence Prevention Plan Task Sheet at shift change.

Andy – lighting in stairwells (#5)

Arthur – LED lights (#1) and (#2) flashlights to be used after dusk.

Andy – will update the list; OSH members are to be prepared to report at the April OSH meeting.

c)

s.15

d) Pool Change Rooms

Added to cleaning staff responsibilities.

e) Cleaning

Staff to request cleaning via WSI then to OSH

Marzie – R2 cleaners don't have the equipment they need (a vacuum).

f) Wiring in the CATC building

Arthur – investigated the presence of aluminum wiring; none present on site due to the age of MATC buildings.

g) Support response – who should go?

Brought Forward

h) Appropriate sized cart

Brought Forward

5) Training and Membership:

a) Changes to Membership

- i) Welcome to Karla

6) Old Business

Terms of Reference brought forward to April.

7) New Business (not captured above)

Meeting adjourned: 1505h

Next meeting: April 9th, 2013 @ 1300 in the Admin Conference Room.

NEAR MISS SUMMARY
DECEMBER 2012

Date: 2012-12-26

Time 1900

Charted By: Nav Johal

Staff: Jordan, Nav, Lesley, Nicole, Christine, Chris, Ashley

Resident: s.22, s.79

Summary: s.79

s.79

Resolution: Heightened awareness regarding safety protocol by staff.

Date: 2012-12-28

Time: 1800

Staff on shift: Helena, Michelle, Jonathan, Gurpreet, Carlo, Erin, Chantelle

Resident: s.22, s.79

Charted By: Jonathan Harder

Summary: s.22, s.79

s.79

Resolution: s.22, s.79

Reviewed By: Roy Lucken

Items brought forward or in Process:

3.0) Accident and Incident Reporting

2013/01/08

4. Risk Management

Arthur – As Andy was away last time we missed the opportunity to review his very well written and formatted report regarding a Maples Risk Assessment. Arthur did have some questions regarding some comments and details within it, too be discussed in our next meeting.

Recommendation: Arthur proposed that the committee's review of the report be carried forward to our next Local OSH meeting in February.

Ken – proposed a special meeting to review of Accident/Incident Reports

Arthur – will check for availability to meet with Andy

Recommendation – Creation of an extraordinary OSH meeting to review Accidents/Incidents and Near Misses prior to our next scheduled meeting.

2012 12 04

3.3 Mirrors

Recommendation: Andy - engage PCs in continued discussion.

4.2 Emergency Cabinets

Recommendation – give consideration to shipping containers.

Recommendation – Ken recommends the OSH committee request this topic be placed on the next Executive agenda.

5.0 Risk Assessment (Maples Adolescent Treatment Centre Risk Assessment 10/10/12)

Recommendation - Arthur – the document be read and added to the January agenda and that the local OSH Committee accept the plan and refer it to the Executive Committee

Recommendation – Ken – the OSH Committee should ask the PCs to review its implementation.

2012 05 01

Discussion:

Andy – Sherry Parkin 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 –

s.13

s.13

Arthur – different circumstances require different actions.

Andy -

s.13

s.13

Sherry 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).

Local OSH minutes - Distribution

- Tom Jensen, Director
- Arthur Bates, Outreach
- Rose Lance, Dala
- Christine Brisebois, Response
- Jewels Bainbridge, Float pool
- Andy MacDonald, Assistant Director
- Karla Braber, Manager of Community Services
- Donna Jablonski, CIS
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- UPN – (Attn: Safety Officer – OHS minutes), Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)
coreen.wolanski@gov.bc.ca
- Diana Janke, WorkSafe Diana.janke@worksafebc.com

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 9, 2013
Worksite Jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
Present:	Karla Braber, Manager Merrilyn Cook, Head Teacher Maples School Andy MacDonald, Assistant Director	Arthur Bates, BCGEU, SPO Christine Brisebois, UPN, Nurse Marzie De Pangher, BCGEU, CCC David Ephraim PEA Psychologist Tracey Strain, BCGEU, CCC
Regrets:	Tom Jensen, A/Director	Jewels Bainbridge, BCNU, Nurse Susan Cross, PEA, Psychologist (David's 2 nd Alternate) Natalie Franz, PEA, Psychologist (David's Alternate) Donna Jablonski, BCGEU, OA Rose Lance UPN, Nurse Erin Smith UPN, Nurse
Absent:		Chantal Bourke, BCGEU, CCC
Guests:		

“**Regrets**” refers to those staff who advised either or both Chairs that they would not be able to attend; “**Absent**” refers to those members who did not advise the chairs they wouldn’t be able to attend.

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
Training and Membership
Other Business

Call to Order:

- 1) Review Minutes of last meeting:
 - a) March 9 approved with minor grammatical corrections.
 - i) Andy to make corrections and distribute.
- 2) Items added to the agenda:
 - a) “4a)ii” Fire Drill Procedures
 - b) “4e)” Radio Check-ins
 - c) “4f)” CATC Maps
 - d) “5b) OHS training
- 3) Accident Incident Review
 - a) General (Patterns, trends or novel situations):
 - i) Review Injury Summary Sheet
 - 2 injuries reported in March, one was violence related, one MSI related to lifting.

No particular pattern apparent, but really too early to say much.

b) Review of Specific Incidents (near misses and injuries):

i) March 4th

This incident related to

s.22

Due to the complicated mechanism of injury (no specific incident, not quite RSI), a PSA consultant was brought in to review the work area. (Note that this relates to item 5d, below). The employee had suggested a special cart, but a number of other recommendations were made by the consultant.

(a) For Scanning activities they are:

- (i) Bring an office chair into the scanning room for use at the table. When scanning many documents at a time, sit to remove staples and organize the documents all at once prior to scanning. If possible, hold the stack of documents to be scanned to reduce twisting from table to scanner.

1. Management is considering the purchase of a chair specifically for this room.

- (ii) Relocate the green cabinet in the scanning room to the left side of the scanner so the surfaces will be the same height. This will reduce the amount of bending and leaning forward required.

- (iii) Use a footrest for one foot if standing for prolonged periods to encourage proper curvature of the spine.

1. Management has installed such a foot rest in the scanning room.

- (iv) Where possible, alternate scanning duties with other work activities to help prevent MSI (e.g. one hour scanning, 30 min other duties, one hour scanning, etc.). If muscles fatigue, alternate posture (as mentioned above) and take a stretch break.

1. This is standard practice in the office.

(b) For Archiving activities they are:

- (i) Use the cart most appropriate to reduce the need to bend and lift taking into account the starting and ending heights of the boxes. Consider using a hydraulic cart such as those having a scissor lift ([hyperlink to examples was given](#)).

1. Management is in the process of purchasing such a lift.

- (ii) Don't overfill boxes. While there is no universal recommended weight limit, staff are encouraged to not lift beyond their limitations. An easy to use online lifting tool may be consulted before hand to provide guidance ([hyperlink given](#)). Most importantly, know your limitations and never lift heavy boxes alone – ask a buddy for help.

- (iii) Ensure boxes are stored at appropriate height and depth on shelves to prevent the need for bending, lifting and reaching (i.e. not too far overhead or too far below waist). In general, keep larger, heavier items close to waist height.

- (iv) Conduct refresher training for staff on how to lift safely. The WorkSafe BC Toolbox meeting guide may be consulted for guidance ([hyperlink given](#)).

- (v) Consider putting up safe lifting posters in areas where boxes are most likely to be lifted ([hyperlink given](#)).
 - 1. Posters are up in all locations where boxes are likely to be lifted.
- (vi) Where possible, alternate filing activities with other work activities to help prevent musculoskeletal injuries (e.g. 30 min filing, 15 minute other duties, 30 minute filing, etc.).
 - 1. This is standard practice in the office.

Management has endorsed all these recommendations and has either made changes or is in the process of buying equipment. Staff orientation is in process and posters are up. The OHS committee couldn't generate anything further and expressed appreciation for the thoroughness of the report.

ii) March 18

s.22, s.79

The committee concurred with the recommendations made by the investigators but did discuss several others:

- (a) The person in charge of a restraint should be a unit staff familiar with the situation being controlled, preferably the person who initiated the restraint. As per NVCI, there should only be one person in charge of the intervention and this person is the only one speaking to the youth. Unanimous endorsement by the committee.
- (b) When staff make errors in technique, they should get corrective feedback immediately (or soon after) so that they don't continue to add to the risk of this kind of intervention. This would allow immediate opportunity to practice correct technique. Unanimous endorsement by the committee.
- (c) Tracy brought up the idea of self defense training. She believes that the employer should provide such training beyond that taught in NVCI. Andy spoke to the need for people to practice several times a week, over the course of years, for such training to reach the level being discussed. This is not something the employer can provide, though the employer certainly supports staff to learn to defend themselves and practice frequently. However, the employer cannot afford to pay for such instruction several times a week, plus backfill staff to attend. Further this would mean the employer would need to

endorse a particular style or school of martial arts (the providers of self defense courses) and this is untenable. The recommendation for agency supplied self defence training was not endorsed by the committee. That said, Andy again reiterated that staff were welcome to take such courses. Merrilyn then added the idea of staff fitness that had been discussed in a previous meeting. Discussion was curtailed in the interests of time.

4) Risk Management (Drills, Inspections, VWPP):

a) Fire Drills

i) Walkie Talkie for the Fire Warden

The issue was raised as there are communication issues between the Fire Warden and the Fire Marshals during drills. Arthur proposed a solution, which was that the Fire Warden be issued a Walkie Talkie. This had been discussed by the Management team and approved in principal. That new Walkie Talkie will be purchased as part of the order for the new unit, and so is likely several months off. The plan is to have the Fire Warden use the Admin or First Aid Walkie Talkie during drills until the new Walkie Talkies are purchased.

ii) Fire Drill Procedures

Merrilyn raised the issue of potential confusion that could arise when the usual Fire Marshal is not available. She suggested a laminated instruction card for each FM. Fully endorsed by the committee.

(a) Plan:

(i) Merrilyn will draft cards and laminate them. Distribution was not discussed but as Merrilyn attends the POC, she could discuss with the PCs and work out a plan for distribution there.

(ii) Employer chair will then take this to policy committee for any amendments required.

b) VWPP and Environmental Risk Assessment implementation report

i) Progress review occurred – many items are complete or nearly complete. Andy will update the sheet. See attached task sheet for details.

c) Support Response

i) B/F

d) Appropriate Sized Cart

i) Discussed above.

e) Radio Check-ins

i) Christine asked for feedback on an idea for how to conduct Radio “check ins.” Essentially she suggested that names be used not radio numbers (full endorsement), and that a single person be responsible to conduct the check in (fully endorsed).

Plan:

(a) Christine will draft a process using the Crossroads SH as the person responsible for initiating the check in. Tracy said she had done some work on this previously and will send it to Christine.

f) CATC Maps

i) It was reported that the small unit maps (showing where exits and fire extinguishers are) are in error. The ‘You are here’ is incorrectly positioned on the map and often the unit title is in error.

Plan: B/F

- 5) Training and Membership:
 - a) New Committee Recorder
 - i) New admin person will be paneled shortly. Until then, Andy will do minutes when he is available.
 - b) Training available:
 - i) OHS Committee training is available on the 23 and 24 of April. Karla, Tracey, Erin and Chantal will be enrolled.
- 6) Old Business (not captured above, but includes f/u of incident recommendations):
 - a) Approve Terms of Reference
 - i) B/F
- 7) New Business (not captured above)
 - a) Discuss minutes format, proposals.
 - i) B/F

Meeting adjourned: 1505

Next meeting: May 7, 2013 at 1300 to 1500; Admin Conference Room

Items brought forward or in Process:

2013/03/19

8) Risk Management (Drills, Inspections, VWPP):

a) Violence in the Workplace Prevention Plan (VWPP) and Environmental Risk Assessment implementation report

Andy – will update the list;

OSH members are to be prepared to report at the April OSH meeting.

2013/02/05

9) Risk Management (Drills, Inspections, VWPP):

a) VWPP and Environmental Risk Assessment implementation report

- i) Implementation of a work plan for remedying concerns identified in the environmental risk assessment, and strategies in the Violence in the Workplace Prevention Plan was briefly discussed but brought forward to the next meeting due to time constraints and low turnout. David had provided Natalie with a spreadsheet identifying tasks that needed to be addressed (or noted is completed), but she didn't know where he had got it from.

Plan: Andy will ask David where he got the spreadsheet from, and if he has an electronic copy. If David doesn't know or doesn't have an electronic copy, and he will have a transcribed so we can update as items are completed.

Not Responsive

Not Responsive

Local OSH minutes - Distribution

- Tom Jensen, Director
- Arthur Bates, BCGEU
- Christine Brisebois, UPN
- Andy MacDonald, Manager of Response Services
- Donna Jablonski, CIS, BCGEU
- 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, BCGEU
- Chantal Bourke, BCGEU
- Erin Smith, UPN
- Admin posting – at Reception area
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- UPN – (Attn: Safety Officer – OHS minutes), Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- Local OSH Master File – Admin. recording secretary
- Sara Paquin, Occupational Health and Safety Specialist, BCPSA (Burnaby)
Sara.Paquin@gov.bc.ca
- Diana Janke, WorkSafe Diana.janke@worksafebc.com

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 7th, 2013 1300hrs
Worksite Jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
Present:	Karla Braber, Manager Merrilyn Cook, Head Teacher Maples School	Arthur Bates, BCGEU, SPO
Regrets:	Andy MacDonald, Assistant Director	Jewels Bainbridge, BCNU, Nurse Susan Cross, PEA, Psychologist (David's 2 nd Alternate) Natalie Franz, PEA, Psychologist (David's Alternate) Donna Jablonski, BCGEU, OA Marzie De Pangher, BCGEU, CCC David Ephraim PEA Psychologist
Absent:	Tom Jensen, A/Director	Chantal Bourke, BCGEU, CCC Rose Lance UPN, Nurse Erin Smith UPN, Nurse Tracey Strain, BCGEU, CCC Christine Brisebois, UPN, Nurse
Guests:		

“**Regrets**” refers to those staff who advised either or both Chairs that they would not be able to attend; “**Absent**” refers to those members who did not advise the chairs they wouldn’t be able to attend.

Chair: Arthur Bates
Recorder: Arthur Bates

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
Training and Membership
Other Business

Call to Order: Meeting did not meet quorum, so a new meeting proposed for May 21st at 1300

Local OSH minutes - Distribution

- Tom Jensen, 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
- Chantal Bourke, UPN
- Erin Smith, UPN
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- Local OSH Master File – Admin. recording secretary
- Coreen Wolanski, Occupational Health and Safety Specialist, BCPSA (Burnaby)
coreen.wolanski@gov.bc.ca
- Diana Janke, WorkSafe Diana.janke@worksafebc.com

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 21st, 2013 1300hrs
Worksite Jurisdiction: Maples Adolescent Treatment Centre

	<i>Employer</i>	<i>Union / Employee</i>
Present:	Karla Braber, Manager Merrilyn Cook, Head Teacher Maples School	Arthur Bates, BCGEU, SPO
Regrets:	Andy MacDonald, Assistant Director	Jewels Bainbridge, BCNU, Nurse Susan Cross, PEA, Psychologist (David's 2 nd Alternate) Natalie Franz, PEA, Psychologist (David's Alternate) Donna Jablonski, BCGEU, OA Marzie De Pangher, BCGEU, CCC David Ephraim PEA Psychologist
Absent:	Tom Jensen, A/Director	Chantal Bourke, BCGEU, CCC Rose Lance UPN, Nurse Erin Smith UPN, Nurse Tracey Strain, BCGEU, CCC Christine Brisebois, UPN, Nurse
Guests:		

“**Regrets**” refers to those staff who advised either or both Chairs that they would not be able to attend; “**Absent**” refers to those members who did not advise the chairs they wouldn’t be able to attend.

Chair: Arthur Bates
Recorder: Arthur Bates

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
Training and Membership
Other Business

Call to Order:

10) Review Minutes of last meeting:

- a) April 9, 2013 approved with corrections to spelling and a minor restructuring of the end of 3)b)ii)c) for clarity of which recommendation was not supported by the committee.

11) Items added to the agenda:

- a) None

12) Accident Incident Review

- a) **General (Patterns, trends or novel situations):**

- i) Distribute and Review Injury Summary Sheet
- b) Review of Specific Incidents (near misses and injuries):**
 - i) April 26th – s.22, s.79 Investigation
s.22, s.79 recommendations were read and the committee agreed with them. Arthur had discussed several additional recommendations with the Crossroads PC and the committee agreed to add these to the recommendations:
[Arthur to provide to Andy]
- 13) Both events of April 26th and April 27 appear to be missing the joint Accident investigation form. This could simply be a clerical supply problem.**
- 14) Risk Management (Drills, Inspections, VWPP):**
 - a) Fire Drills**
 - i) Fire Drill procedures card – Brought forward.- Marilyn
 - b) VWPP and Environmental Risk Assessment implementation report**
 - i) Reporting on progress and updating Task sheet - BF
 - c) Support response – who should go – Erin/Marzie BF**
 - d) Radio Check in procedures – Christine/Marzie - BF**
 - e) CATC Maps – Marzie/Christine - BF**
 - f) Emergency Supply storage – Andy - BF**
 - g) Installation of Mirror in units – Andy - BF**
 - h) Safety while driving clients – policy review (AD900, HS150, PE200, YC705) and tools (Interior Health Authority's Acute Care Aggressive Behaviour Assessment Scale). - Karla/Andy - BF**
- 15) Training and Membership:**
 - a) OHS training for Members update - BF**
 - b) Health and Safety week – Arthur reported that he had some postered printed for out non quorum meeting that May 5 to 11th was health & Safety week in BC.**
- 16) Old Business (not captured above, but includes f/u of incident recommendations):**
 - a) Approve Terms of reference - BF**
 - b) Discuss format for the minutes, proposals. - BF**
- 17) New Business (not captured above)**
 - a) None**
- 18) Next meeting scheduled for Tuesday June 18th.**
- 19) Meeting adjourned**

Local OSH minutes - Distribution

- Tom Jensen, Director
- Arthur Bates, BCGEU
- Karla Braber – Manager of Community Services
- Christine Brisebois, UPN
- Andy MacDonald, Assistant Director
- Donna Jablonski, BCGEU
- 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, BCGEU
- Chantal Bourke, BCGEU
- Erin Smith, UPN
- Admin posting – at Reception area
- BCGEU (Attn: OSH Minutes), 4925 Canada Way, Burnaby V5G 1M1
- BCNU - ohsreports@bcnu.org
- UPN – (Attn: Safety Officer – OHS minutes), Suite #200 - 508 - Clarke Road, Coquitlam, British Columbia, V3J 3X2
- Local OSH Master File – Admin. recording secretary
- Sara Paquin, Occupational Health and Safety Specialist, BCPSA (Burnaby)
Sara.Paquin@gov.bc.ca
- Diana Janke, WorkSafe Diana.janke@worksafebc.com