JOHS January 5, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order		
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS Monthly	Jan/16	Site inspection for	Inspection of the Medium SMU, Ops, Former	All OHS	Standing
Inspection		December 2015 and January 2016 completed.	Rec areas and Inspection of the Medium Programs Building completed prior to meeting. 5 items ongoing on Inspection Summary.	Members + WSI	Item
Staff Accidents / Injuries	Jan/16	Staff accidents/injuries from December 1/15 - January 4/16.	There were 2 staff accident/injuries reported. All staff returned to work. One recommendation - Increased special handling protocols.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jan/16	Monthly Tip to all Staff - Bullying & Harassment	Dec 2015 - M, Adam and H. Chiang produced a 'monthly tip schedule' (similar and inline with the monthly inspection schedule). Bev sent out January tip to JOHS members and will send it to all staff shortly.	J. Carr M, Adam H. Chiang	Standing Item
Healthcare area Risk Assessment	Dec/15	Healthcare Manager D. Romm is working on completion of Healthcare Risk Assessment.	March 2015 Risk Assessment completed. As per Ms. Romm, another Healthcare risk assessment is due in December 2015. She plans to use M. Draaisma's and her own feedback to finalize the Risk Assessment. Jan 2016 - still pending.	D. Romm	Ongoing
Discussion and Feedback for Safety Award Proposals	June/15	Proposal from the Safety Coordination board to promote/ present award for staff showing safety knowledge and practise	Suggestion from the JOHS committee to recognize a staff member that shows safety knowledge and practise, each month. Dec1/15 - Determined that a staff will be chosen each month as a part of the regular Monthly Inspection. A section to be added to the inspection report for staff nominations and then it will be discussed and one staff will be chosen at the monthly JOHS meeting.	Decision to remove from JOHS item (not a security/health issue) Forwarded as a suggestion to the wellness committee	Concluded
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because staff are unaware of what determines an A/I	There is a breakdown in communication with Accident Investigations and who is responsible to compete them. An Accident/Investigation flowchart was drafted. Ms. Mahoney has reviewed and will be sending the draft to each member that is involved in the A/I process for feedback. Once agreed upon, the flowchart draft will be brought to the next committee for committee review and approval.	S. Gemmill + B. Mahoney	Ongoing
Medium Staff Gym	Nov/15	The gym is disorganized and there are a lot of tripping hazards	Staff who need to use this gym (free weights, etc.) are finding many dangerous tripping hazards (unusable, old gym equipment and asset disposal are stored in the gym) Dec/15 - M. Harvey is working hard on this project	M. Harvey	Concluded
Reminder to staff - Icy cement	Dec/15		B. Mahoney informed CS' that if slippery parking lot is noticed to contact WSI or to call the contractor that comes in and de-ices/salts the parking lot in the mornings. B. Mahoney is going to email CS SSP so that she can inform SSP mobile to assess the area in the mornings and then call the de-icing contractor if required.		Ongoing

Page 1

JOHS January 5, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order		
		B. WCB Industrial First Aid	E 16 NO compositions would be different and formation to	(Name, Title of Ministry designate	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	and date)	- Sample Same
NEW BUSINESS					
JOHS Responsibilities	Jan/16		Revised at the January 2016 meeting and certain responsibilities were re-delegated C. Allen to make changes to the document and distribute to the committee.	All JOHS committee members	Ongoing

Next ACCW JOHS meeting - Tuesday, February 2, 2016

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2015 DATE OF PREVIOUS MEETING: 12 TIME: 11:45 a.m. YEAR MONTH DAY DATE OF MEETING: 2016 **TIME:** 11:45 a.m. 1 5 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. M. Adam (1) Ms. S. Gemmill (2) Ms. B. Mahoney (2) Ms. J. Carr (3) (3) (4) (4) (5) (5) (6) (6) (7) COMMITTEE MEMBERS ABSENT: (1) Ms. D. Bozinac (1) Ms. A. Barley (2) Ms. K. Dumitrescu (2) (3) (3) Ms. B. Cuff (4) (4) Ms. M. Harvey (5) Ms. P. Schlafen (5) (6) Ms. H. Chiang (6) (7) Ms. R. Dundas **GUEST** 1) Ms. D. Romm - H/C Manager 3) 4) 2) Mr. D. Kinder - WSI CHAIRPERSON: Ms. B. Mahoney RECORDING SECRETARY: C. Allen **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. Worksafe BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY January 5, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Secure Admin, Offices, Boardrooms, Muster, Training and Lunchrooms	The shelf that the microwave's sit on is too high which poses the potential of	Nov - M. Adam suggested and said there is space on the lower shelf in the back of the staff room. Staff will move the microwave and test it to see if it fits properly and see if a power outlet is available.	Nov 3, 2015	M. Adam	Ongoing
2	Medium SMU, Ops, Former Rec	Reported - Icy walkway from A&D to SMU (Path outside A&D door and SMU)	CO Cordero and CS Fillion were informed and will follow up	Dec 2, 2015	CO Cordero & CS Fillion	Ongoing
3	Medium SMU, Ops, Former Rec	required in SMI Lor OPS. This is not in	Staff feel that because inmates are in this space and open visits with children happen in this location, a spill kit should be available to them. The spill kit at Alder is readily available to them. Follow up required.	Dec 2, 2015	M. Adam to follow up on spill kit locations and required locations	Ongoing
4	Medium Program Building	long they can be left on for. Many small heaters are used in the eagle hut and Aboriginal Liaison requests them to be	Bev to send all staff email that states that during frisks, staff must enter the eagle hut and this will ensure someone is checking that the heaters are turned off.	Dec 2, 2015	B. Mahoney	Ongoing
5	Medium Program Building	Eagle Hut - Aboriginal Liaison stated that when they cook in the hut there isn't enough outlets for appliances and heaters to keep warm.	Electrical overload. There should not be this many outlets being used at one time. It was suggested to turn off heaters when using appliances to cook. Bev to speak with the Aboriginal Liaison about this. Suggestion that the CS turn heaters on roughly an hour before they use the eagle hut to warm it up ahead of time.	Dec 2, 2015	B. Mahoney	Ongoing

JOHS February 2, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS Monthly Inspection	Feb/16	Site inspection for February 2016 completed	Inspection of the Admission/Discharge Effects Room completed prior to meeting. No concerns brought forward. There are no ongoing items on the Inspection Summary.	All OHS Members + WSI	Standing Item
Staff Accidents / Injuries	Feb/16	Staff accidents/injuries from January 5/16 - February 1/16.	There was 1 staff accident/injuries reported. All staff returned to work. No recommendations.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Feb/16	Monthly Tip to all Staff	Using the 'monthly tip schedule' (similar and inline with the monthly inspection schedule) as a guideline, Ms. Mahoney sent out January tip to all staff. February tip to be sent out soon.	B. Mahoney	Standing Item
Healthcare area Risk Assessment	Dec/15	Healthcare Manager D. Romm is working on completion of Healthcare Risk Assessment.	March 2015 Risk Assessment completed. As per Ms. Romm, another Healthcare risk assessment is due in December 2015. She plans to use M. Draaisma's and her own feedback to finalize the Risk Assessment. Jan 2016 - still pending.	D. Romm	Ongoing
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because staff are unaware of what determines an A/I	There is a breakdown in communication with Accident Investigations and who is responsible to compete them. An Accident/Investigation flowchart was drafted. Ms. Mahoney has reviewed and sent the draft to each member that is involved in the A/I process for feedback. Once agreed upon, the flowchart draft will be brought to the next committee for committee review and approval. Feb/16 - Still waiting for feedback.	S. Gemmill + B. Mahoney	Ongoing
Reminder to staff - lcy cement	Dec/15	Suggestion for a reminder to go to staff regarding using caution when walking outside on slippery surfaces/cement.	B. Mahoney informed CS' that if slippery parking lot is noticed to contact WSI or to call the contractor that comes in and de-ices/salts the parking lot in the mornings. B. Mahoney is going to email CS SSP so that she can inform SSP mobile to assess the area in the mornings and then call the de-icing contractor if required.	B. Mahoney	Concluded
JOHS Responsibilities	Jan/16	JOHS Responsibilities list is outdated (Last updated Nov 2014) and needs revision	-	All JOHS committee members	Concluded

No New Business for February 2016

JOHS February 2, 2016

Subject for Discussion		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target		
	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and date)	Completion Date		
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry				
		C. Factories Act (Occupational Environment)	second Level OH&S Committee	and date)			
Next ACCW JOHS meeting - Tuesday, March 1, 2016							

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2015 DATE OF PREVIOUS MEETING: TIME: 11:45 a.m. YEAR MONTH DAY TIME: 11:45 a.m. DATE OF MEETING: 2016 2 2 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. S. Gemmill (1) Ms. M. Adam (2) Ms. B. Mahoney (2) Ms. M. Harvey (3) (3) (4) (4) (5) (5) (6) (6) (7) COMMITTEE MEMBERS ABSENT: (1) Ms. D. Bozinac (1) Ms. A. Barley (2) (2) Ms. K. Dumitrescu (3) Ms. B. Cuff (3) (4) (4) Ms. J. Carr (5) Ms. P. Schlafen (5) (6) (6) Ms. H. Chiang (7) Ms. R. Dundas **GUEST** 1) No guests 3) 4) CHAIRPERSON: Ms. M. Adam RECORDING SECRETARY: C. Allen **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY February 2, 2016

AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
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Feb 2016 - No items ongoing on the inspection summary

Subject for		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS					
Monthly Inspection	Mar/16	Site inspection for March 2016 completed. The inspection of the Secure Laundry, Library and Seg Upper & Lower to be completed prior to the April meeting.	Inspection of the Medium Laundry & Kitchen completed prior to meeting. 6 items were added to the Inspection Summary for follow up. C. Allen forwarded a copy of the Inspection Report to CS SSP and WSI for follow up.	All OHS Members + WSI	Standing Item
Staff Accidents / Injuries	Mar/16	Staff accidents/injuries from February 2/16 - February 29/16.	There were 2 staff accident/injuries and 1 contractor Accident/Injury reported. All staff returned to work. No time loss s.15 was removed from the janitors closet. No further recommendations required.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Mar/16	Using the 'monthly tip schedule' (similar and using the monthly inspection schedule as a guideline), the DW Programs will send out a tip to all staff, monthly.	Ms. Mahoney will send out the March 2016 tip today (Tip - Slips & Trips). April tip TBD.	B. Mahoney	Standing Item
Healthcare area Risk Assessment	Dec/15	Healthcare Manager D. Romm is working on completion of the Healthcare Risk Assessment.	March 2015 Risk Assessment completed. As per Ms. Romm, another Healthcare risk assessment is due in December 2015. She plans to use M. Draaisma's and her own feedback to finalize the Risk Assessment. March 2016 - still pending. ACCW is the next on the list for a site visit but there is no confirmed date scheduled.	D. Romm	Ongoing
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons.	S. Gemmill + B. Mahoney	Ongoing

Subject for	n	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
NEW BUSINESS					
Secure Garbage Piling up in the Connection Corridor		Garbage is piling up in the connection corridor which creates a safety concern. s.15	B. Mahoney and P. Schlafen are going to look at the schedule and see if there is an options to increase the amount of pick up times (in particular during and after the weekend, when the garbage has increased the most). Suggestion to utilize the Medium Rec Officer (53) or the Medium Prowl Officer (88).	B. Mahoney + P. Schlafen	Ongoing
s.15	Mar/16	s.15	B. Mahoney to speak with CS SSP, S. Olson.	B. Mahoney + S. Olson	Ongoing
Minimal Staffing Levels at medium, s.15 s.15	Mar/16	s.15	B. Mahoney explained that it is the CS' responsibility to communicate with one another and ensure sufficient staff coverage when staff are being pulled or on break. Break times can be adjusted upon CS' request in order to ensure sufficient staff coverage. It is also the CO's responsibility to communicate to their CS' when they feel unsafe/unsecure, when staffing levels are low or if they feel overworked. It is ultimately the CS' decision how and when to cover the units with additional staff, to change break times or to lock down the unit if necessary. B. Mahoney to communicate this to CS' and ensure it is known where the responsibility lies. Additional suggestion for 97		Ongoing
Hazmat	Mar/16	s.15	to be added as a primary responder. This will be brought forward to the 1.1 Union meeting. Reoccurring informative emails have been distributed to staff, but this issue often repeats itself. Committee discussed new ways to deliver the information to staff in order to ensure they understand the process. B. Mahoney has delegated Ms. Chiang to make a short video with instructions to show staff the proper steps.	B. Mahoney + H. Chiang	Ongoing
Epipens	Mar/16	P. Schlafen noted that a number of epipens expire this year and it is unclear if there is a spreadsheet with information on the epipens.	D. Romm to create a spreadsheet to keep track of the epipens and their locations and expiry dates.	P. Schlafen + D. Romm	Ongoing
Cannot see inmates or staff's facial expressions when inmates	Mar/16	s.15 s.15 Request for a multi-way mirror or dome mirror to see this area as well as the staff's face better.	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval.	B. Mahoney + D. Bozanic	Ongoing

Next Meeting - Thursday, April 5th, 2016 at 11:45AM in the Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2016 DATE OF PREVIOUS MEETING: TIME: 11:45 a.m. YEAR MONTH DAY DATE OF MEETING: 2016 TIME: 11:45 a.m. 3 1 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. B. Mahoney (1) Ms. P. Schlafen (2) Ms. C. Spry (2) Ms. D. Bozanic (3) (3) Ms. B. Cuff (4) Ms. J. Carr (4) (5) (5) Ms. R. Dundas (6) (6) Ms. H. Chiang COMMITTEE MEMBERS ABSENT: (1) Ms. A. Barley (1) Ms. K. Dumitrescu (2) Ms. M. Adam (3) Ms. M. Harvey (3) (4) (4) (5) (5) (6) (6)(7)**GUEST** 1) Kinder, D. - WSI 3) 2) Romm, D. - Healthcare 4) CHAIRPERSON: Ms. B. Mahoney **RECORDING SECRETARY:** C. Allen / A. Bordeleau **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY February 2, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Medium Laundry &	There is no cover on the s.15 s.15 Metal pieces and wiring are exposed (Inmate break room in kitchen)	WSI to look into options to cover and secure the s.15	Mar-16	WSI / CS SSP, Ms. Olson	Follow up required
2	Kitchen		WSI to look into options to secure the s.15 and close up the gap	Mar-16	WSI / CS SSP, Ms. Olson	Follow up required
3	Medium Laundry & Kitchen	There are three s.15 that are unlocked and all easily accessible to inmate kitchen workers	Suggestion to add a lock to the door of the s.15 (WSI)		WSI / CS SSP, Ms. Olson	Follow up required
4	Medium Laundry & Kitchen	Inmates are able to access the s.15 that is in the Janitor Closet	Daryl is going to move the s.15 to a more secure area	Mar-16	WSI / CS SSP, Ms. Olson	Ongoing
5	Medium Laundry & Kitchen	There is an old eyewash station in the kitchen area. The solution is expired.	If kitchen workers require an eye wash station they use on of the newer ones that is near by. This old one can be removed.	Mar-16	WSI / CS SSP, Ms. Olson	Concluded
6	Medium Laundry & Kitchen	Fire Extinguishers are passed expiry date	Daryl confirmed that new fire extinguishers are on their way and should arrive tomorrow (March 2)	Mar-16	WSI / CS SSP, Ms. Olson	Concluded

Subject for		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS					
Monthly Inspection	Apr/16	Site inspection for April 2016 completed. The inspection Medium Units to be done prior to the May meeting.	Inspection of SEG, Library and Laundry completed prior to meeting. 5 items were added to the Inspection Summary for follow up. A. Bordeleau forwarded a copy of the Inspection Report to CS SSP and WSI for follow up.	All OHS Members + WSI	Standing Item
Staff Accidents / Injuries	Apr/16	March 2016 8 Staff Members attended H/C for Occupational first Aid treatment. 5 of 8 advised to seek medical aid. 3 of 8 were advised to return to work.	Mahoney will email D. Romm one Accident Investigation, waiting for flowchart. I/A not assigned-Mahoney to do.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Apr/16		April - Shift work - Presentation.	B. Mahoney	Standing Item
Healthcare area Risk Assessment	Dec/15	Healthcare Manager D. Romm is working on completion of the Healthcare Risk Assessment.	March 2015 Risk Assessment completed. As per Ms. Romm, another Healthcare risk assessment is due in December 2015. She plans to use M. Draaisma's and her own feedback to finalize the Risk Assessment. March 2016 - still pending. ACCW is the next on the list for a site visit but there is no confirmed date scheduled.	D. Romm	Ongoing
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		B. WCB Industrial First Aid	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to	(Name, Title of Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	Dute
Epipens	Mar/16	P. Schlafen noted that a number of epipens expire this year and it is unclear if there is a spreadsheet with information on the epipens.	D. Romm to create a spreadsheet to keep track of the epipens and their locations and expiry dates.	P. Schlafen + D. Romm	Concluded

Subject for	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
NEW BUSINESS					
Hazmat	Apr/16	s.15	Reoccurring informative emails have been distributed to staff, but this issue often repeats itself. Committee discussed new ways to deliver the information to staff in order to ensure they understand the process. B. Mahoney has delegated Ms. Chiang to make a	B. Mahoney + H. Chiang	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.	B. Mahoney + D. Bozanic	Ongoing

Next Meeting - Thursday, May 3rd, 2016 at 11:45AM in the Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2016 DATE OF PREVIOUS MEETING: TIME: 11:45 a.m. YEAR MONTH DAY TIME: 11:45 a.m. DATE OF MEETING: 2016 4 5 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. B. Mahoney (1) Ms. D. Bozanic (2) Mr. Lacroix (2) Ms. H. Chiang (3) (3) Ms. J. Carr (4) Ms. M. Adam (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: (1) Ms. K. Dumitrescu (1) Ms. A. Barley (2) Ms. Schlafen Ms. R. Dundas (3) (3) Ms. M. Harvey (4) (4) Ms. B. Cuff (5) (5) (6) (6)(7) **GUEST** 1) Kinder, D. - WSI 3) 4) Ms. M. Adam **CHAIRPERSON:** RECORDING SECRETARY: A. Bordeleau **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY April 5, 2016

г				DATE	REFERRED	
L	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	ENTERED	то	DISPOSITION
1	SEG Door - SGZD	Sticks, hard to open	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Completed
2	SEG - SGM5	Handle very Loose	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Follow up required. (In process as per Daryl)
3	SEG - SG1C	s.15	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Completed
4	Library	s.15	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Follow up required (In process as per Daryl)
5	Laundry	s.15	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Follow up required (In process as per Daryl)
6	Medium Laundry & Kitchen	There is no cover on the s.15 s.15 Metal pieces and wiring are exposed (Inmate break room in kitchen)	WSI to look into options to cover and secure the s.15	Mar-16	WSI / CS SSP, Ms. Olson	Completed
7	Kitchen	The s.15 is loose and has a large gap between the s.15 and the s.15 (Inmate break room in kitchen)	WSI to look into options to secure the _{s.15} and close up the gap	N/12r-16	WSI / CS SSP, Ms. Olson	Completed
8	Medium Laundry & Kitchen	There are three s.15 that are unlocked and all easily accessible to inmate kitchen workers	Suggestion to add a lock to the door of the s.15 (WSI)	Mar-16	WSI / CS SSP, Ms. Olson	Follow up required (In process as per Daryl)
9	Medium Laundry & Kitchen	Inmates are able to access the s.15 that is in the Janitor Closet	Daryl is going to move the s.15 to a more secure area	Mar-16	WSI / CS SSP, Ms. Olson	Completed

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS					
Monthly Inspection	May/16	Site inspection for May 2016 completed. The inspection, SECURE UNITS A,B,C,D, POD, VISITS, STAIRWELLS to be done prior to the June meeting.	Inspection of MED Units completed prior to meeting. 4 outstanding and one new item added for followup.	All OHS Members	Standing Item
Staff Accidents / Injuries	May/16	April - Two WCB Reported No work loss A/I - One Report	Deanna to look at how many Staff/Contractor inccidents (Compare Reports to match w/ACCW)	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/16	Monthly Tip	May - Fire Contingency Awareness	M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Hazmat	Apr/16	s.15	Reoccurring informative emails have been distributed to staff, but this issue often repeats itself. Committee discussed new ways to deliver the information to staff in order to ensure they understand the process. B. Mahoney has delegated Ms. Chiang to make a short video with instructions to show staff the proper steps. In progress.	B. Mahoney + H. Chiang	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds. In progress	B. Mahoney + D. Bozanic	Ongoing

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	B. WCB Industrial First Aid	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
NEW BUSINESS					
Disposal of lice.		Emails saying not to put lice articles in hazmat bags. Understand procedure is, use ISO (dissolving) bags and then yellow hazmat bag labeled "lice" for laundry. Clear bags are in an event when there are no ISO or yellow hazmat bags.	Ms. Adam to look and see what Emails have said. Running out of ISO bags - order more. Send out proper procedure.	M. Adam	Ongoing
Signage for buildings		s.15	WSI needs wording and will do a count of how many signs and get quote.	D. Kinder/ B. Mahoney	Ongoing

Next Meeting - Thursday, June 7, 2016 at 11:45AM in the SMALL Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2016 DATE OF PREVIOUS MEETING: TIME: 11:45 a.m. YEAR MONTH DAY TIME: 11:45 a.m. DATE OF MEETING: 2016 5 3 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. R. Dundas (1) Ms. B. Mahoney (2) Ms. M. Draaisma (2) Ms. J. Carr (3) (3) Ms. M. Adam (4) (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: (1) Ms. K. Dumitrescu (1) Ms. A. Barley (2) Ms. P. Schlafen Ms. D. Bozanic (3) Ms. S. Gemmill (3) Ms. M. Harvey (4) Ms. B. Cuff (4) (5) Ms. H. Chiang (5) (6) (6) (7) **GUEST** 1) Kinder, D. - WSI 3) 2) Romm, D - H/C 4) CHAIRPERSON: Ms. B. Mahoney RECORDING SECRETARY: A. Bordeleau **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY June 7, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION	
1	SEG - SGM5	Handle very Loose	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Follow up required. (In process as per Daryl)	
2	Library	s.15	Adam to Have CS to put in a work Request.	Apr-16	WSI/CS SSP	Follow up required (In process as per Daryl)	
3	Laundry	s.15	Adam to Have CS to put in a work Request.	16-Apr	WSI/CS SSP	Follow up required (In process as per	
4	Medium Laundry & Kitchen	There are three s.15 that are unlocked and all easily accessible to inmate kitchen workers	Suggestion to add a lock to the door of the s.15 (WSI)	Mar-16	WSI / CS SSP, Ms. Olson	Follow up required (In process as per Daryl)	
5	Medium Units	Bleach bottles still leaking.	Keep bottles upright. See about dividers .	May-16	Mahoney	Follow up required	

Page 21 of 239 PSS-2020-00894

Page 4

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection	Jun/16	Site inspection for June 2016 unable to be completed prior to meeting. July inspection to be completed prior to meeting- MONARCH HOUSES, GROUNDS AND GATES	2 - June items.	All OHS Members	Standing Item
Staff Accidents / Injuries	Jun/16	May - Jun 7th : Joint Accident Investigations - 4 WCB - 6	Deanna to look at how many Staff/Contractor inccidents (Compare Reports to match w/ACCW)	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jun/16	Monthly Tip	ACCW Exposure Control Plan	M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds. In progress	B. Mahoney + D. Bozanic	Ongoing

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
Signage for buildings		s.15	WSI needs wording and will do a count of how many signs and get quote.	D. Kinder/ B. Mahoney	Ongoing

JULY - MONARCH HOUSES, GROUNDS AND GATES
JUN - SECURE UNITS A,B,C,D, POD, VISITS, STAIRWELLS (Unable to complete before the meeting)

Next Meeting - Thursday, July 5, 2016 at 11:45AM in the Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2016 DATE OF PREVIOUS MEETING: TIME: 11:45 a.m. YEAR MONTH DAY DATE OF MEETING: 2016 **TIME:** 11:45 a.m. 6 YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) COMMITTEE MEMBERS PRESENT: **B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. B. Mahoney (1) Ms. H. Chiang (2) Ms. S. Gemmill (2) Ms. M. Adam (3) (3) (4) (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: (1) Ms. A. Barley (1) Ms. K. Dumitrescu (2) Ms. P. Schlafen (2) Ms. D. Bozanic (3) Ms. M. Draaisma (3) Ms. M. Harvey (4) (4) Ms. B. Cuff (5) Ms. J. Carr (5) Ms. R. Dundas (6) (7) **GUEST** 1) Ryan Jongenburger - WSI 3) 4) Ms. M. Adam **CHAIRPERSON:** RECORDING SECRETARY: A. Bordeleau **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY June 9, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	LUB (June 7 inspection couldn't be completed prior to meeting)	Water Damage Ceiling Gym	Refer to WSI		WSI - by CS Dundas	
2	CS Office (June 7 inspection couldn't be completed prior to meeting)	Computer Wires to be contained	Zip ties to control wires.	9-Jun-16	WSI - by CS Dundas	
3						
4						
5						

JOHS July 5, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection	Jul/16	 Site inspection for June 2016 unable to be completed prior to meeting. Completed June 9, 2016 JULY inspection completed - MONARCH HOUSES, GROUNDS AND GATES No issues. AUG-SECURE LINK CORRIDOR, OFFICES, STORAGE ROOM AND ELEVATOR to be completed prior to meeting- Aug 2 	June - 1 items Outstanding July - No issues	All OHS Members	Standing Item
Staff Accidents / Injuries	Jul/16	June - 1 Joint Accident/Incident investigation 3 WCB	Deanna to look at how many Staff/Contractor incidents (Compare Reports to match w/ACCW)	D. Romm + All JOHS members	Standing Item
Annual Risk Assessment Review		Legislation	None to date.	B. Mahoney M. Adam	Standing Item
Monthly Tip	Jul/16	Monthly Tip	ACCW Ergonomics	M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons. April/16 Waiting on flowchart.		Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds. In progress	B. Mahoney + D. Bozanic	Ongoing

JOHS July 5, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion Date
		B. WCB Industrial First Aid			
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	
NEW BUSINESS					
Signage for buildings	May/16	s.15	WSI needs wording and will do a count of how many signs and get quote.	D. Kinder/ B. Mahoney	Ongoing

AUG - Inspection: Secure Link Corridor, Offices, Storage Room and Elevator

Next Meeting - Tuesday, Aug 2, 2016 at 11:45AM in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: **REGION: Justice** Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC DATE OF PREVIOUS MEETING: 2016 TIME: 11:45 a.m. YEAR MONTH DAY DATE OF MEETING: 2016 5 **TIME:** 11:45 a.m. YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) **COMMITTEE MEMBERS PRESENT: B.C.G.E.U. REPRESENTATIVES Employer Representatives** or Bargaining Agent (1) Ms. B. Mahoney (1) Ms. M. Harvey (2) Ms. S. Gemmill (2) Ms. M. Adam (3) (3) Ms. J. Carr (4) (4) (5) (5) (6) (6) **COMMITTEE MEMBERS ABSENT:** (1) Ms. K. Dumitrescu (1) Ms. A. Barley (2) Ms. M. Draaisma (2) Ms. D. Bozanic (3) Ms. P. Schlafen (3)(4) (4) Ms. B. Cuff (5) Ms. H. Chiang (5) (6)(6) Ms. R. Dundas (7) Ms. K. Dumitrescu (8) Ms. V. Fillion 1) Ryan Jongenburger - WSI 3) 4) 2) CHAIRPERSON: Ms. B. Mahoney RECORDING SECRETARY: A. Bordeleau **MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY July 5, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Gym Ceiling (June 7 inspection couldn't be completed prior to meeting)	Water Damage Ceiling Gym	Refer to WSI	4-111n-16	WSI - by CS	WSI is going to generate a work order. Old damage

JOHS Aug 2, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
Discussion		B. WCB Industrial First Aid		Ministry designate and date)	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		Duto
OLD BUSINESS		s.15	Forgo Email Link		
Monthly Inspection	July 16	Forgo Meeting for Aug - Unable to complete 1. AUG-SECURE LINK CORRIDOR, OFFICES, STORAGE ROOM AND ELEVATOR to be completed prior to meeting- Aug 2 -Was Not completed as meeting forgo.	June - 1 items Outstanding	All OHS Members	Standing Item
Staff Accidents / Injuries	Jul/16	July - 1 Joint Accident/Incident investigation 4WCB	Deanna to look at how many Staff/Contractor incidents (Compare Reports to match w/ACCW)	D. Romm + All JOHS members	Standing Item
Annual Risk Assessment Review		Legislation	None to date.	B. Mahoney M. Adam	Standing Item
Monthly Tip	Aug/16	Monthly Tip - Video	BIOHAZARD BIOHAZARD INFECTIOUS WASTE https://drive.google.com/file/d/0B4P9RyTGAbuKVmxSO FVLcmZtYms/view?usp=sharing	M. Draaisma	Standing Item

JOHS Aug 2, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date
		B. WCB Industrial First Aid		Ministry designate and date)	
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
Breakdown in communication - Accident Investigations	Nov/15	Accident Investigations are being missed or delayed because it appears that staff are unaware of what determines an A/I	There is a breakdown in communication with A/I's and who is responsible to compete them. An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Still waiting on feedback from 2 persons. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds. In progress	B. Mahoney + D. Bozanic	Ongoing

JOHS Aug 2, 2016

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date
		B. WCB Industrial First Aid		Ministry designate and	
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
Signage for buildings	May/16	s.15	WSI needs wording and will do a count of how many signs and get quote.	D. Kinder/ B. Mahoney	Ongoing

AUG - Inspection: Secure Link Corridor, Offices, Storage Room and Elevator

Next Meeting - Tuesday, Aug 2, 2016 at 11:45AM in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATION	IAL HEA	LTH & SAFET	Y COM	MITTE	E MEETING
MINISTRY: Justice REGIO	ON:	Fraser			
LOCATION ADDRESS: ACCW - Maple Ridge, BC					
DATE OF PREVIOUS MEETING:	2016 YEAR	7 MONTH	5 DAY	TIME:	11:45 a.m.
DATE OF MEETING:	2016	8	2	TIME:	11:45 a.m.
Forgo Meeting for AUGUST	YEAR	MONTH	DAY		
Forgo Meeting for A	UGUST				
COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW	(1)				
(2)	(2)				
(3)	(3)				
COMMITTEE MEMBERS PRESENT:	B.C.G	.E.U. REPRES	ENTATI	VES	
Employer Representatives		rgaining Agen		0	
(1)	(1)	J J			
(2)	(2)				
(3)	(3)				
(4)	(4)				
(5)	(5)				
(6)	(6)				
COMMITTEE MEMBERS ABSENT:					
(1)	(1)				
(2)	(2)				
(3)	(3)				
(4)	(4)				
(5)	(5)				
(6)	(6)				
	(7)				
GUEST	(8)				
1)	3)				
2)	4)				
CHAIRPERSO	M.				
RECORDING SECRETAI					
MEETING AGENDA					
Call to order.					
O'contailer and adoutter of a search thousa					
Circulation and adoption of agenda items.					
Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting.					
New Business: (a) Accident/Incident Investigation Reports & recommendation (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business.	ded corre	ective action.			
Delegation of special duties to Committee Members.					
Time and place of next meeting.					
Adjournment.					
DISTRIBUTION OF MINUTES:					

B.C.G.E.U. Area Office or Bargaining Agent.

WorksafeT BC Head Office

ADW Office

Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY Aug 2, 2016

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Gym Ceiling (June 7 inspection couldn't be completed prior to meeting)	Water Damage Ceiling Gym	Refer to WSI	4-111n-16	WSI - by CS	WSI is going to generate a work order. Old damage

JOHS Sept 8, 2016

	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to		
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee		
OLD BUSINESS					
Monthly Inspection	Sep/16	Aug - Completed in Sept Sept - Inspections completed in Sept after meeting	s.15 gets stuck -already on WSI sheet 2. Sept -No issues or concerns found or brought forward. Old admin issues with leak being dealt with.	WSI	Standing Item
Staff Accidents / Injuries	Aug/16	Aug - 2 - Joint Investigations 3 - WCB	More than one Spit mask accessible and label on the outside of drawer for quick visual Entered old Admin Building in Med, slipped in puddle of water caused by leak from ceiling. No time loss.	D. Romm + All JOHS members	Standing Item
Annual Violence Risk Assessment Review	Sep/16		None to date	B.Mahoney	Standing Item
Annual Risk Assessment Review	Aug/16	Legislation	None to date	B. Mahoney M. Adam	Standing Item
Monthly Tip	Aug/16	Hazmat Video	Video	M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.On Going Bulletin Boards Tinted Windows	B. Mahoney + D. Bozanic	Ongoing

JOHS Sept 8, 2016

	Julio	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date
		B. WCB Industrial First Aid	5 KNO	Ministry designate and	
			E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
Signage for buildings	May/16	s.15	WSI needs wording and will do a count of how many signs and get quote. Steve Osborne to look at, Ryan to ask Darryl where signs are. (Sept)	D. Kinder/ B. Mahoney	Ongoing

OCT - Inspection: Offices, Board Room, Muster, Training and Lunch rooms

Next Meeting - Tuesday, Oct 4, 2016 at 11:45AM in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice **REGION:** Fraser ACCW - Maple Ridge, BC LOCATION ADDRESS: DATE OF PREVIOUS MEETING: 2016 **TIME:** 11:45 a.m. YEAR MONTH DAY 2016 TIME: 11:45 a.m. DATE OF MEETING: 9 YEAR Forgo Meeting for AUGUST MONTH DAY Forgo Meeting for AUGUST COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) **B.C.G.E.U. REPRESENTATIVES** COMMITTEE MEMBERS PRESENT: Employer Representatives or Bargaining Agent (1) Bev Mahoney (1) Helen Chiang (2) Renee Dundas Darlene Bozanic (3) Val Fillion (3) (4) (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: Kerry Dumitrescu (1) Sandra Gemmill (1) (2) Rick Lacroix Patty Schlafen (2) (3) (3) Bernadette Cuff (4) Melissa Harvey (4) (5) (5) Monica Adam (6) Janette Carr Carla Spry (8) GUEST 1) Ryan Jongenburger - WSI 3)

4)

Darlene Bozanic Arlene Bordeleau

CHAIRPERSON:

RECORDING SECRETARY:

MEETING AGENDA

Call to order.

2)

Circulation and adoption of agenda items.

Reading of previous minutes.

- $\hbox{(a) \ Disposition of previous recommendations.}\\$
- (b) Reports on matters held over from last meeting.

New Business:

- (a) Accident/Incident Investigation Reports & recommended corrective action.
- (b) Reports of inspections and recommended actions.
- (c) Reports of members.
- (d) Introduction of new business.

Delegation of special duties to Committee Members.

Time and place of next meeting.

Adjournment.

DISTRIBUTION OF MINUTES:

B.C.G.E.U. Area Office or Bargaining Agent.

WorksafeT BC Head Office

ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY Sept 22, 2016

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Old Admin.	Leak.	Issues with leak being dealt with. No other concerns. (Inspection done by Harvey and Adam)	Sept 22/16	wsı	Being dealt with.

JOHS Oct 4, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	
OLD BUSINESS					
Monthly Inspection	Oct/16	Oct - SECURE ADMIN, OFFICES, BOARD ROOMS, MUSTER, TRAINING AND LUNCH ROOMS	No Issues - Completed by Harvey	WSI	Standing Item
Staff Accidents / Injuries	Sep/16	Sept - 3 - Joint Investigations 6 - WCB	•Soap edges of container/sanding blocks to assist for smoother lid opening - (Standing)	D. Romm + All JOHS members	Standing Item
Monthly Tip	Oct/16	Door Safety	s.15	M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.On Going Bulletin Boards Tinted Windows	B. Mahoney + D. Bozanic	Ongoing

JOHS Oct 4, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
NEW BUSINESS					
Signage for buildings	May/16	s.15	WSI needs wording and will do a count of how many signs and get quote. Steve Osborne to look at, Ryan to ask Darryl where signs are. (Sept) Ryan to Email Steve Osborne as per DW Lacroix Oct 4th	D. Kinder/ B. Mahoney	Ongoing
Assigning Monthly Inspections	Oct/16	To ensure Inspections are completed in a timely manner.	Assign persons each month.	Dundas	Ongoing
Chairs	Oct/16	Chair Hygiene - Chairs sat on 24/7 in some departments	Clean/New - Who is responsible for chairs?	Lacroix	
Policy (Agenda)	Oct/16	Adherence to Policy - Bobby Pins, Bags		Mahoney/ Adam	

Nov - Inspection: SECURE H/C UPPER, LOWER AND STAIRWELL, SSP $\,$

Next Meeting - Tuesday, Nov 1, 2016 at 11:45AM in the <u>Large</u> Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING MINISTRY: Justice REGION: Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC 2016 TIME: 11:45 a.m. DATE OF PREVIOUS MEETING: 8 YEAR MONTH DAY DATE OF MEETING: 2016 10 **TIME:** 11:45 a.m. YEAR MONTH DAY Forgo Meeting for AUGUST Forgo Meeting for AUGUST COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (3) (3) **B.C.G.E.U. REPRESENTATIVES** COMMITTEE MEMBERS PRESENT: Employer Representatives or Bargaining Agent (1) Rick Lacroix (1) Janette Carr (2) Angela Hendry Renee Dundas (2) (3) (3) (4) (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: (1) Sandra Gemmill Kerry Dumitrescu (1) (2) Bev Mahoney (2) Patty Schlafen (3) Bernadette Cuff (3) (4) Melissa Harvey (5) Monica Adam (5) Val Fillion (6) (6) Carla Spry (7) (8) Darlene Bozanic Helen Chiang (9) **GUEST** 1) Ryan Jongenburger - WSI 3) 2) 4) **CHAIRPERSON:** Rick Lacriox Arlene Bordeleau RECORDING SECRETARY: **MEETING AGENDA**

Call to order.

Circulation and adoption of agenda items.

Reading of previous minutes.

- (a) Disposition of previous recommendations.
- (b) Reports on matters held over from last meeting.

New Business:

- (a) Accident/Incident Investigation Reports & recommended corrective action.
- (b) Reports of inspections and recommended actions.
- (c) Reports of members.
- (d) Introduction of new business.

Delegation of special duties to Committee Members.

Time and place of next meeting.

Adjournment.

DISTRIBUTION OF MINUTES:

B.C.G.E.U. Area Office or Bargaining Agent.

WorksafeT BC Head Office

ADW Office

Staff Muster Room

WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY Sept 22, 2016

AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
Old Admin.	Leak.	Issues with leak being dealt with. No other concerns. (Inspection done by Harvey and Adam)	Sept 22/16	WSI	Being dealt with.

JOHS Nov 1, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
Discussion		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Nov/16	Nov - Inspection: SECURE H/C UPPER, LOWER AND STAIRWELL, SSP	Nov - Completed by CS Sibillieau and CO Chiang after JOSH meeting. No JOSH issues	WSI	Standing Item
Staff Accidents / Injuries	Nov/16	Nov - No Joint Investigations WCB - 1 Finger bitten	•Opening I/M Containers - Soap edges of container/sanding blocks to assist for smoother lid opening - (Standing)	D. Romm + All JOHS members	Standing Item
Monthly Tip	Nov/16	No Monthly Tip		M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.		Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.On Going Bulletin Boards Tinted Windows 	B. Mahoney + D. Bozanic	
Signage for buildings	May/16	s.15	 WSI needs wording and will do a count of how many signs and get quote. Steve Osborne to look at, Ryan to ask Darryl where signs are. (Sept) Ryan to Email Steve Osborne as per DW Lacroix Oct 4th 	D. Kinder/ B. Mahoney	Ongoing
Chairs	I Chair Hydiana - Chaire eat on 24// in I		Email WSI which chairs need to be done. Will be forwarded to cleaners when extra cleaning is arranged. (CO Carr)	Lacroix Carr	On Going

JOHS Nov 1, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date
		B. WCB Industrial First Aid	E KNO	Ministry designate and	
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
Assigning Monthly Inspections	Oct/16	To ensure Inspections are completed in a timely manner.	Assign persons each month.	Dundas	Ongoing
NEW BUSINESS					
Policy (Agenda)	Oct/16	Adherence to Policy - Bobby Pins, Bags	(deferred - more details required.)	Mahoney/ Adam	

DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA

Next Meeting - Tuesday, Dec 6, 2016 at 11:45AM in the $\underline{\text{Large}}$ Secure Boardroom

PROVINC	E OF BRITISH CO	LUMBIA - LOCAL	OCCUPATIONAL	L HEAL	TH & SAFET	Y COM	MITTE	E MEETING
MINISTRY	Justice		REGION	: 1	Fraser			
LOCATION	ADDRESS:	ACCW - Maple I	Ridge, BC					
DATE OF I	PREVIOUS MEETING	G:		2016	10	4	TIME:	11:45 a.m.
				YEAR	MONTH	DAY		
DATE OF I	MEETING:			2016	11	1	TIME:	11:45 a.m.
	Forgo Me	eting for AUGUST	Meeting for AUG	YEAR	MONTH	DAY		
COMMITTE	EE WORKSITE JURI	-	weeting for Act	3031				
(1) ACC\	V			(1)				
(2) (3)				(2) (3)				
	EE MEMBERS PRES Representatives	SENT:			. E.U. REPRES gaining Agent		VES	
(1) Rick I	•			(1)	Melissa Har			
(2) Sandr	a Gemmill			(2)	Renee Dunc	das		
(3)				(3)	Carla Spry			
(4)				(4)				
(5) (6)				(5) (6)				
(0)				(0)				
	EE MEMBERS ABSE	NT:		(4)	Kara Barati			
(1) Bev N (2) Angel	•			(1)	Kerry Dumit			
	a nendry sma Maureen			(2) (3)	Patty Schlaf Bernadette			
(4)	oma maareen			(4)	Janette Car			
(5)				(5)	Monica Ada	m		
(6)				(6)	Val Fillion			
				(7)	Darlene Boz			
				(8) (9)	Helen Chian	g		
GUEST				(3)				
 Daryl Daryl 	Kinder - WSI			3) 4)				
			CHAIRPERSON	: N	Лelissa Harve	v		
		RECORD	ING SECRETARY		rlene Bordelea	_		
MEETING	AGENDA							
Call to ord	er.							
Circulation	and adoption of a	genda items.						
_	f previous minutes							
		vious recommenda s held over from la						
(b)	Reports on matter	s neid over nom la	st meeting.					
	Business:	nvestigation Repor	te & rocommonde	d corro	ctive action			
		ons and recommer		a corre	ctive action.			
	Reports of membe		idea delloris.					
, ,	Introduction of new							
Delegation	n of special duties t	o Committee Memb	oers.					
Time and	place of next meeti	ng.						
Adjournme	ent.							
DISTRIBU	ITION OF MINUTE	S:						
B.C.G.E.L	J. Area Office or Ba	rgaining Agent.						
Worksafe ⁻	Γ BC Head Office							
ADW Office								
Staff Must	er Room Steve Osborne							
** O1 - IVII .	OTEAR OSPOUR							

ACCW - OHS SAFETY INSPECTION SUMMARY Nov 1, 2016

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION

JOHS Dec 6, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
Disoussion		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Dec/16	DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA	Completed Dec 18, 2016 - No Issues	WSI	Standing Item
Staff Accidents / Injuries	Nov/16	Nov - No Joint Investigations WCB - 1 Finger bitten		D. Romm + All JOHS members	Standing Item
Monthly Tip	Dec/16	No Monthly Tip		M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.On Going Bulletin Boards Tinted Windows	B. Mahoney + D. Bozanic	
Signage for buildings	May/16	s.15	Daryl WSI to take care of signage process	D. Kinder/ B. Mahoney	Ongoing
Assigning Monthly Inspections	Oct/16	To ensure Inspections are completed in a timely manner.	Assign persons each month. Harvey - to complete February	JOHS REP M. Harvey	Ongoing

JOHS Dec 6, 2016

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	Date
Policy	Oct/16	Adherence to Policy - Bobby Pins - use of/ s.15 s.15	Solution/suggestions welcomed-change needed.Look at options for securing hair.	Mahoney/ Adam	Ongoing
NEW BUSINESS					
Smart Watch/Fitbit	Dec/16	s.15		Mahoney Ryan	
WCB	Dec/16	WCB/Joint Investigation processing	WCB forms> ADW Gemmill Joint Investigation froms> DW Mahoney	Gemmill Mahoney	

Inspection

DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA - Not completed JAN - MEDIUM PROGRAMS BUILDING

Next Meeting - Tuesday, Jan 3, 2017 at 11:45AM in the Large Secure Boardroom

PROVINCE	OF BRITISH CO	LUMBIA - LO	CAL OCCUP	ATIONAL	HEAL	.TH & 9	SAFET	Y CC	MM	IITTE	E MEET	ring
MINISTRY:	Justice			REGION:	F	Fraser						
LOCATION A	DDRESS:	ACCW - Ma	aple Ridge, B0	0								
DATE OF PR	EVIOUS MEETING	à:			2016		11	1	T	IME:	11:45 a	ı.m.
					YEAR	MC	НТИС	DAY	′			
DATE OF ME			LICT		2016 YEAR	NA/	12 DNTH	DA\		IME:	11:45 a	ı.m.
	Forgo Mee	eting for AUG F	orgo Meeting	for AUG		IVIC	JNIH	DA				
	WORKSITE JURI											
(1) ACCW (2)					(1) (2)							
(3)					(3)							
COMMITTEE	MEMBERS PRES	FNT.			BCG	.E.U. RI	FPRFS	FNTA	TIVE	- 2		
	epresentatives					gaining				-0		
(1) Bev Ma					(1)		Schlat					
(2) Sandra	Gemmill				(2)	Jane	tte Car	r				
(3)					(3)							
(4) (5)					(4) (5)							-
(5) (6)					(5) (6)							
(1) Rick La	MEMBERS ABSE	NT:			(1)	Korry	Dumit	rescu	ı			
(2) Draaism					(2)	-	e Dun		•			
(3)					(3)		adette					1
(4)					(4)	Carla	Spry					
(5)					(5)		ca Ada	ım				
(6)					(6)	Val F						
					(7)		ne Boz					
					(8) (9)		n Chiar sa Har					
GUEST					(0)	1410110	oa i iai	voy				
 1) Ryan Jo 2) 	ongenburger				3) 4)							
			CHAIRI	PERSON:		Janett	e Carr					
		REC	CORDING SEC		Ar	rlene B		au	_			
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MEETING A	<u>GENDA</u>											
Call to order												
Circulation a	and adoption of ag	genda items.										
Reading of r	orevious minutes.											
	Disposition of prev		endations.									
	Reports on matter			ıg.								
AL. =	alaa											
New Bu	isiness: ccident/Incident li	nvestigation F	Renorts & reco	mmende	d corre	ctive a	ction					
, ,	eports of inspecti	_	-		u cone	Clive a	Clion.					
	eports of member		miloridod dou	01101								
, ,	troduction of new											
Delegation o	of special duties to	o Committee I	Members.									
Time and pla	ace of next meeti	ng.										
Adjournmen	t.											
DISTRIBUTI	ON OF MINUTE	S:										
B.C.G.E.U.	Area Office or Ba	rgaining Agen	ıt.									
WorksafeT E	3C Head Office											
ADW Office	Des											
Staff Muster WSL - Mr. St	Room eve Osborne											
VVOI - IVII. OL	STO CODUING											

ACCW - OHS SAFETY INSPECTION SUMMARY Dec, 2016

AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA	Inspection has not been completed. Email sent out by Ms. Carr.				

JOHS Jan 3, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection	Dec/16	DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA JAN - MEDIUM PROGRAMS BUILDING	Completed Dec 18, 2016 - No Issues for Dec/Jan Completed by Harvey and Van Steinberg	WSI	Standing Item
Staff Accidents / Injuries	Dec/16	December 5 WCB 2 Joint Investigation 1 Time Loss	Ice Issues - Salt/Snow Removal/Shoe Grip/Be Alert	D. Romm + All JOHS members	Standing Item
Monthly Tip	Dec/16	No Monthly Tip		M. Draaisma	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds.On Going Bulletin Boards Tinted Windows	B. Mahoney + D. Bozanic	
Signage for buildings	May/16	s.15	Daryl will go forward with having signs made.	D. Kinder/ B. Mahoney	Ongoing
Assigning Monthly Inspections	Oct/16	To ensure Inspections are completed in a timely manner.	Assign persons each month. (Ms. Carr sent out email Dec 8 - expression of interest to all Reps to complete Dec inspection) Harvey and Van Steinberg completed Dec 18 for both months.	JOHS REP	Ongoing

JOHS Jan 3, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	Julio
Policy	Oct/16	Adherence to Policy - Bobby Pins - use of/ s.15 s.15	Solution/suggestions welcomed-change needed.Look at options for securing hair. •Goody ouchless(no metal) Suggestion	Mahoney/ Adam	Ongoing
NEW BUSINESS					
Smart Watch/Fitbit	Dec/16	s.15	Not a safety issue. Update coming with system - according to V. Fillion	Mahoney Ryan	
WCB	MCR LDec/16 IMCR/ Joint Investigation processing L		WCB forms> ADW Gemmill Joint Investigation froms> DW Mahoney	Gemmill Mahoney	

Inspection

FEB - Admission/Discharge, Effects Room- (Harvey)

Next Meeting - Tuesday, Feb 7, 2017 at 11:45AM in the Large Secure Boardroom

PROVINCE	OF BRITISH CO	DLUMBIA -	LOCAL OCCUF	PATIONAL	HEAL	TH & SAFE	TY C	OM	MITTE	E MEETI	NG
MINISTRY:	Justice			REGION:	F	Fraser					
LOCATION	ADDRESS:	ACCW -	- Maple Ridge, B	C							
DATE OF P	REVIOUS MEETIN	IG:			2016 YEAR	12 MONTH		6 Y	TIME:	11:45 a.r	n.
DATE OF M	EETING:				2017 YEAR	1 MONTH		3 Y	TIME:	11:45 a.r	n.
			Forgo Meetin	g for AUC	BUST						
(1) ACCW	E WORKSITE JUF /	RISDICTIONS	3:		(1)						
(2)	•				(2)						
(3)					(3)						
COMMITTE	E MEMBERS PRE	SENT:			B.C.G.	E.U. REPRE	SENTA	ΔΤΙ	VES		
	Representatives				or Bar	gaining Age	ent				
(1) Rick La					(1)	Monica Ad					
(2) Val Fil	lion				(2)	Melissa H	arvey				
(3) (4)					(3) (4)						
(5)					(5)						
(6)					(6)						
COMMITTE	E MEMBERS ABS	ENT:									
(1) Sandra	a Gemmill				(1)	Kerry Dun		u			
(2) Bev M	-				(2)	Renee Du					
	en Draaisma				(3)	Bernadette Carla Spry					
(4) (5)					(4) (5)	Janette Ca					ı
(6)					(6)	Val Fillion					
					(7)	Darlene B	ozanic				
					(8)	Helen Chi	_				
GUEST					(9)	Patty Schl	afen				
1) Daryl I 2)	Kinder				3) 4)						
			CHAIF	RPERSON:		Monica Ada	ım				
		I	RECORDING SEC	CRETARY:	Aı	rlene Bordel	eau	_			
MEETING	AGENDA										
Call to orde											
	and adoption of a		S.								
(a)	previous minutes Disposition of pre Reports on matte	evious recor		ng.							
(a) / (b) I (c) I	Business: Accident/Incident Reports of inspec Reports of memb Introduction of ne	tions and re ers.	ecommended act		d corre	ctive action					
Delegation	of special duties	to Committe	ee Members.								
Time and p	lace of next mee	ting.									
Adjournme	nt.										
DISTRIBU [*]	TION OF MINUTI	ES:									
WorksafeT ADW Offic Staff Muste		argaining A	gent.								

ACCW - OHS SAFETY INSPECTION SUMMARY Dec/Jan, 2016/2017

AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Inspection completed - Harvey and Van Steinberg - No Issues				

JOHS Feb 7, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid		Ministry	Completion
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection	Feb/17	FEB - Admission/Discharge, Effects Room (Harvey)	No issues - Inspection completed by Chiang/Harvey on Feb 4/17	WSI	Standing Item
Staff Accidents / Injuries	Feb/17	Jan - 3 Joint Investigation Jan - 4 WCB	Ice Issues - Salt/Snow Removal/Shoe Grip/Be Alert WSI - Osborne to be called to change snow/salting times	D. Romm + All JOHS members	Standing Item
Monthly Tip	FEB/17	s.15	T. MackKenzie sent out Safety Tip - Caution with inclement weather.	T. MacKenzie	Standing Item
Breakdown in communication - Accident Investigations	in ion - Nov/15 Communication has Improved.		An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She will send the information to B. Mahoney for approval. Pricing and Kinds. On Going Bulletin Boards Tinted Windows 	B. Mahoney + D. Bozanic	
Policy	Policy Oct/16 Adherence to Policy - Bobby Pins - use of/ s.15		Solution/suggestions welcomed-change needed.Look at options for securing hair.	Mahoney/ Carr	Ongoing
WCB	Dec/16	WCB/Joint Investigation processing	WCB forms> ADW Gemmill Joint Investigation froms> DW Mahoney	Gemmill Mahoney	
NEW BUSINESS					

JOHS Feb 7, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	ety D. If consensus obtained, joint recommendation in order		
		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		I .	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	

Inspection

March 2017 - Medium Laundry and Kitchen - (Carr)

Next Meeting - Tuesday, March 7, 2017 at 11:45AM in the Large Secure Boardroom

PROVINC	E OF BRITISH CO	DLUMBIA - L	OCAL OCCUPA	ATIONAL	. HEAL	TH & SAFE	TY CO	имітте	E MEETING
MINISTRY:	Justice			REGION:	ı	Fraser			
LOCATION	ADDRESS:	ACCW -	Maple Ridge, Bo	0					
DATE OF I	PREVIOUS MEETIN	IG:			2016 YEAR	1 MONTH	3 DAY	TIME:	11:45 a.m.
DATE OF I	MEETING:				2017 YEAR	2 MONTH	7 DAY	TIME:	11:45 a.m.
			Forgo Meeting	for AUG	GUST				
	EE WORKSITE JUF	RISDICTIONS	:		(1)				
(1) ACC\ (2)	/V				(1) (2)				
(3)					(3)				
СОММІТТІ	EE MEMBERS PRE	SENT:			B.C.G.	.E.U. REPRES	SENTAT	IVES	
	Representatives					gaining Age			
(1) Bev N	•				(1)	Renee Dur			
	ra Gemmill MacKenzie				(2) (3)	Monica Ad	am		
(4)	WIGOTOTIZIO				(4)				
(5)					(5)				
(6)					(6)				
	EE MEMBERS ABS	ENT:							
(1) Rick I					(1)	Kerry Dum			
(2) Draai (3)	sma Maureen				(2) (3)	Janette Ca Bernadette			
(4)					(4)	Carla Spry			
(5)						Melissa Ha			
(6)					(6)	Patty Schla	ıfen		·
					(7)	Darlene Bo			
					(8) (9)	Helen Chia	ng		
GUEST									
	Jongenburger na Romm				3) 4)				
			CHAIR	PERSON:		Bev Mahone	ov.		
		F	RECORDING SEC			rlene Bordele			
MEETING	AGENDA								
Call to ord	ler.								
Circulation	and adoption of	agenda items	S.						
	f previous minute								
	Disposition of pre Reports on matte			ng.					
Nove	Business:								
	Accident/Incident	Investigation	n Reports & reco	mmende	d corre	ctive action.			
	Reports of inspec	_							
	Reports of memb Introduction of ne								
Delegation	n of special duties	to Committe	e Members.						
Time and	place of next mee	ting.							
Adjournme	ent.								
DISTRIBU	ITION OF MINUT	ES:							
	J. Area Office or B	argaining Ag	jent.						
Worksafe ADW Office	T BC Head Office								
Staff Must									
WSI - Mr.	Steve Osborne								

ACCW - OHS SAFETY INSPECTION SUMMARY Dec/Jan, 2016/2017

AREA UNSAFE CONDITIONS OR ACTS		CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
FEB - Admission/Discharge, Effects Room (Harvey)		None required	Completed Feb 4/17		

JOHS March 7, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
Discussion		B. WCB Industrial First Aid		Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	Dute
OLD BUSINESS					
Monthly Inspection	Mar/17	March - Medium Laundry and Kitchen - completed by Adam/MacKenzie	Nothing to report.	WSI	Standing Item
Staff Accidents / Injuries	Mar/17	FEB - 2 Joint Investigations - Slipping FEB - 4 WCB - 2 Slipping and 2 Training exercises	Shovel and Salt	D. Romm + All JOHS members	Standing Item
Monthly Tip	Mar/17	s.15	T. MackKenzie sent out Safety Tip - Escorting Inmates	T. MacKenzie	Standing Item
Breakdown in communication - Accident Investigations	Nov/15	Communication has Improved.	An A/I flowchart was drafted. Ms. Mahoney has reviewed the flowchart and sent it to each member that is involved in the A/I process, for feedback. Once agreed upon, the flowchart draft will be brought to the next meeting for committee review and approval. Mar/16 - Waiting on feedback. April/16 Waiting on flowchart.	S. Gemmill + B. Mahoney	Ongoing
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. MacKenzie to followup w/WSI. Pricing and Kinds.On Going Information Bulletin Boards - 2 per Unit (posters etc) Tinted Windows - H/C 	MacKenzie/WSI B. Mahoney	Ongoing
Policy	Oct/16	Adherence to Policy - Bobby Pins - use of, s.15 s.15	Solution/suggestions welcomed-change needed.Look at options for securing hair. Option: Gemmill looking where to get "Sponge Hair Styling Bun Maker" an ACCW Officer uses one.	Gemmill/ Carr	Ongoing
WCB	Dec/16	WCB/Joint Investigation processing	Where forms are given: WCB forms> ADW Gemmill Joint Investigation froms> DW Mahoney	Gemmill Mahoney	Ongoing

JOHS March 7, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date
		B. WCB Industrial First Aid		Ministry designate and	
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
I IMONITOR ON ARMS MICHIGAR GOESN'T REACH I		need free standing monitors rather than monitor on arms. Monitor doesn't reach the corner of the desk in which keyboard	MacKenzie to converse with Chiang to arrange solution for all.	Chiang MacKenzie	

Inspection

April 2017 - SECURE LAUNDRY, LIBRARY, SEG UPPER & LOWER - (Bozanic)

Next Meeting - Tuesday, April 4, 2017 at 11:45AM in the Large Secure Boardroom

	PROVINCE OF BRITIS	H COLUMBIA - LOCA	L OCCUPATIONAL HE	ALTH &	SAFETY COMMITTEE	MEETING	<u>3</u>	
MINISTRY:	:	Justice	REGION	N :	Fraser			
LOCATION	I ADDRESS:	А	CCW - Maple Ridge, BC					
DATE OF P	PREVIOUS MEETING:			2017	2	7	TIME:	11:45 a.m.
	TIEVIOGO IIIEETING.			YEAR	MONTH	DAY		11.10 a
DATE OF N	MEETING:			2017 YEAR	3 MONTH	7 DAY	TIME:	11:45 a.m.
	TE WORKOITE HUDIODIOTIONO	F	Forgo Meeting for AUGUST	TEAR	in Givin			
	EE WORKSITE JURISDICTIONS: CCW			(1)				
(2) (3)				(2) (3)				
	EE MEMBERS PRESENT: Representatives				J. REPRESENTATIVES ning Agent			
	erry MacKenzie			(1)	Renee Dundas			
(2) Si	andra Gemmill			(2) (3)	Darlene Bozanic Bernadette Cuff			
(4)				(4)				
(5) (6)				(5) (6)				
	EE MEMBERS ABSENT:							
(1)				(1)	Kerry Dumitrescu			
(2) (3)				(2) (3)	Janette Carr Helen Chiang			
(4)				(4)	Carla Spry			
(5) (6)				(5) (6)	Melissa Harvey Patty Schlafen			
(6)				(6) (7)	Monica Adam			
				(8)				
GUEST				(9)				
	earyl Kinder Jeanna Romm			3) 4)				
] 2, 5								
			CHAIRPERSON RECORDING SECRETARY		Terry Mackenzie Arlene Bordeleau			
MEETING A	<u>AGENDA</u>							
Call to orde	er.							
Circulation	and adoption of agenda items.							
Reading of	previous minutes.							
	(a) Disposition of previous recommendation(b) Reports on matters held over from last n							
N	lew Business:							
	(a) Accident/Incident Investigation Reports 8		ction.					
	(b) Reports of inspections and recommender(c) Reports of members.	d actions.						
	(d) Introduction of new business.							
Delegation	of special duties to Committee Members.							
Time and pl	lace of next meeting.							
Adjournmer	nt.							
DISTRIBUT	TION OF MINUTES:							
	Area Office or Bargaining Agent.							
WorksafeT ADW Office	BC Head Office							
Staff Muste	er Room							
WSI - Mr. S	Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

AREA UNSAFE CONDITIONS OR ACTS		CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
MAR Medium Laundry and Kitchen	No issues - Inspection completed by Adam/MacKenzie	None required	Completed Mar 6/17		

JOHS April 4, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Mar/17	April Inspection - Secure Laundry, Library, SEG Upper & Lower Bozanic and Chiang Completed March 16/17	6 items reported - Corrected or Work Order forwarded to WSI (See Summary)	WSI	Standing Item
Staff Accidents / Injuries	Mar/17	1 WCB 1 Joint Investigation	ERT extraction - Staff lower back injured	D. Romm + All JOHS members	Standing Item
Monthly Tip	Mar/17	April Tip - N95 Mask	s.15	T. MacKenzie	Standing Item
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. MacKenzie/WSI followup w/Bozanic. Pricing and Kinds. (On Going) Information Bulletin Boards - 2 per Unit (posters etc) Tinted Windows - H/C 	MacKenzie/WSI B. Mahoney	Ongoing
Policy Oct/16 Adherence to Policy - Bobby Pins - use of/ s.15		1	Solution/suggestions welcomed-change needed.Look at options for securing hair. Option: Gemmill brought in "Sponge Hair Styling Bun Maker" items forwarded to DW Mahoney.	Gemmill/ Carr	Ongoing

JOHS April 4, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	0
		B. WCB Industrial First Aid	E If NO concessor weeking accorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
	Mar 16/17	Seg Supplies storage room, heavy items on top shelf	Heavy items placed on lower, accessible shelf	Chiang	Completed
	Mar 16/17	s.15	Should be checked by Unit staff during their inspection/WSI fix	Unit staff/WSI	Will be completed before May meeting
	Mar 16/17	Upper/Lower Showers curtain attachments s.15	Reported to WSI (work order)	WSI - Remove except 10/11 area	Completed
	Mar16/ 17	Random RFA's for SG1D/needs to be guaranteed free egress	Added to WSI work order	WSI	Completed
	Mar 16/17	Seg Corridor to LUD, damaged mattress piled up/storage	Items moved out of way, remain in corridor	MacKenzie	Completed
	Mar16/ 17	Laundry washers, s.15 s.15	Email sent to CO Martins for further information	Martins	

Inspection

May 2017 - Medium Units - (Cuff) Carr volunteered to complete

Next Meeting - Tuesday, May 2, 2017 at 11:45AM in the Large Secure Boardroom

JOHS FACE SHEET

	PROVINCE OF BR	RITISH COLUMBIA -	LOCAL OCCUPATIONAL HE	EALTH &	SAFETY COMMITTEE	MEETING		
MINISTR	RY:	Justice	REGIO	N:	Fraser			
LOCATION	ON ADDRESS:		ACCW - Maple Ridge, BC					
DATE O	F PREVIOUS MEETING:			2017 YEAR	3 MONTH	7 DAY	TIME:	11:45 a.m.
DATE O	F MEETING:			2017	4	4	TIME:	11:45 a.m.
				YEAR	MONTH	DAY		
COMMIT (1) (2)	TEE WORKSITE JURISDICTIONS: ACCW			(1) (2)				
(3)				(3)				
	TEE MEMBERS PRESENT: r Representatives Terry MacKenzie Sandra Gemmill				U. REPRESENTATIVES ning Agent Patty Schlafen Helen Chiang			
СОММІТ	TEE MEMBERS ABSENT:							
(1) (2) (3) (4) (5) (6)				(1) (2) (3) (4) (5) (6) (7) (8) (9)	Kerry Dumitrescu Janette Carr Bernadette Cuff Carla Spry Melissa Harvey Patty Schlafen Monica Adam Renee Dundas Darlene Bozanic			
GUEST 1) 2)	Daryl Kinder			3) 4)				
			CHAIRPERSOI RECORDING SECRETAR		Helen Chiang Arlene Bordeleau			
MEETIN	G AGENDA							
Call to or	der.							
Circulatio	on and adoption of agenda items.							
Reading	of previous minutes. (a) Disposition of previous recommen (b) Reports on matters held over from New Business: (a) Accident/Incident Investigation Rep (b) Reports of inspections and recomm (c) Reports of members. (d) Introduction of new business.	last meeting. ports & recommended corre	ctive action.					
Delegation	on of special duties to Committee Member	S.						
	d place of next meeting.							
Adjournn	nent.							
DISTRIB	UTION OF MINUTES:							
Worksafe ADW Off Staff Mus	U. Area Office or Bargaining Agent. eT BC Head Office fice ster Room . Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	SEG Storage Room	Seg Supplies storage room, heavy items on top shelf	Heavy items placed on lower, accessible shelf	16-Mar-17	Chiang	Completed
2	SEG Cell Door	s.15	Should be checked by Unit staff during their inspection/WSI fix	16-Mar-17	Unit staff/WSI	Completed
3	SEG Upper/Lower	Upper/Lower Showers curtain attachments s.15	Reported to WSI (work order)	16-Mar-17	WSI - Remove except 10/11 area	Completed
4	SEG 1D	Random RFA's for SG1D/needs to be guaranteed free egress	Added to WSI work order	16-Mar-17	WSI	Completed
5	SEG Corridor	Seg Corridor to LUD, damaged mattress piled up/storage	Items moved out of way, remain in corridor	16-Mar-17	MacKenzie	Completed
6	Secure Laundry	Laundry washers, s.15	Email sent to CO Martins for further information	16-Mar-17	Martins	

JOHS May 2, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	designate and	Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Apr/17	Medium Units - Cuff (away)	May inspection not completed by meeting date (Adam and Dundas volunteered to complete on May 4, 2017)	WSI	Standing Item
Staff Accidents / Injuries	Apr/17	6 WCB - 2 missed work 3 Joint Investigation	•Repetitive work •Escorting, struck by I/M •Chair slipped out, fell •Foot caught in cords under desk, fell •Tripped on rocks, roll ankle and fell •Tripped walking up stairs	D. Romm + All JOHS members	Standing Item
Monthly Tip	Monthly Tip Apr/17 May Tip - Sun Etiquette		s.15	T. MacKenzie	Standing Item
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16	s.15	D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. MacKenzie/WSI followup w/Bozanic. Pricing and Kinds. (On Going) Information Bulletin Boards - 2 per Unit (posters etc) - order Tinted Windows - H/C - which windows - Mackenzie to talk to H/C Supervisor	MacKenzie/WSI B. Mahoney	Ongoing
Policy	Oct/16	Adherence to Policy - Bobby Pins - use of s.15	Solution/suggestions welcomed-change needed.Look at options for securing hair. Option: Gemmill brought in "Sponge Hair Styling Bun Maker" items forwarded to DW Mahoney.	Gemmill/ Carr	Ongoing
	Mar/17	Seg Supplies storage room, heavy items on top shelf	Heavy items placed on lower, accessible shelf	Chiang	Completed
	Mar/17	s.15	Should be checked by Unit staff during their inspection/WSI fix	Unit staff/WSI	Completed
	Mar/17	Upper/Lower Showers curtain attachments s.15	Reported to WSI (work order)	WSI - Remove except 10/11 area	Completed
	Mar/17	Random RFA's for SG1D/needs to be guaranteed free egress	Added to WSI work order	WSI	Completed
	Mar/17	Seg Corridor to LUD, damaged mattress piled up/storage	Items moved out of way, remain in corridor	MacKenzie	Completed
Opening washers	Mar/17	Laundry washers, s.15	Email sent to CO Martins for further information	Martins	

JOHS May 2, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	1 ' 1 '	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to		Completion Date
			Ministry second Level OH&S Committee	date)	
NEW					
BUSINESS					

Inspection

May 2017 - Medium Units - (Cuff) Adam and Dundas volunteered to complete May 4, 2017 June 2017 - SECURE UNITS A, B,C,D, POD, VISITS, STAIRWELLS - Chiang

Next Meeting - Tuesday, June 6, 2017 at 11:45AM in the Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH CO	LUMBIA - LOCAL C	OCCUPATIONAL HEA	ALTH &	SAFETY COMMITTE	E MEETING		
MINISTRY: Jus	tice	REGION:		Fraser			
LOCATION ADDRESS:	ACCW	V - Maple Ridge, BC					
DATE OF PREVIOUS MEETING:			2017	4	4	TIME:	11:45 a.m.
DATE OF MEETING			YEAR	MONTH	DAY	TIME	44.45
DATE OF MEETING:			2017 YEAR	5 MONTH	DAY	TIME:	11:45 a.m.
COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (2) (3)			(1) (2) (3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives (1) Terry MacKenzie (2) Sandra Gemmill (3) (4) (5) (6)			B.C.G.E.U or Bargain (1) (2) (3) (4) (5) (6)	J. REPRESENTATIVES ling Agent Monica Adam Renee Dundas			
COMMITTEE MEMBERS ABSENT: (1) (2) (3) (4) (5) (6)			(1) (2) (3) (4) (5) (6) (7) (8) (9)	Kerry Dumitrescu Janette Carr Bernadette Cuff Carla Spry Melissa Harvey Patty Schlafen Helen Chiang Renee Dundas Darlene Bozanic			
GUEST 1) Daryl Kinder 2)	F	CHAIRPERSON: RECORDING SECRETARY:	3) 4)	Terry MacKenzie Arlene Bordeleau			
MEETING AGENDA							
Call to order.							
Circulation and adoption of agenda items.							
Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. New Business: (a) Accident/Incident Investigation Reports & recom (b) Reports of inspections and recommended action (c) Reports of members. (d) Introduction of new business.	mended corrective action.	-					
Delegation of special duties to Committee Members.							
Time and place of next meeting.							
Adjournment.							
DISTRIBUTION OF MINUTES:							
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	SEG Storage Room	Seg Supplies storage room, heavy items on top shelf	Heavy items placed on lower, accessible shelf	16-Mar-17	Chiang	Completed
2	SEG Cell Door	s.15	Should be checked by Unit staff during their inspection/WSI fix	16-Mar-17	Unit staff/WSI	Completed
3	SEG Upper/Lower	Upper/Lower Showers curtain attachments s.15	Reported to WSI (work order)	16-Mar-17	WSI - Remove except 10/11 area	Completed
4	SEG 1D	Random RFA's for SG1D/needs to be guaranteed free egress	Added to WSI work order	16-Mar-17	WSI	Completed
5	SEG Corridor	Seg Corridor to LUD, damaged mattress piled up/storage	Items moved out of way, remain in corridor	16-Mar-17	MacKenzie	Completed
6	Secure Laundry	Laundrv washers, s.15	Email sent to CO Martins for further information	16-Mar-17	Martins	

JOHS June 6, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	0
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
BUSINESS					
Monthly Inspection	Jun /17	MONARCH Houses, Grounds and Gates (Not completed)		JOHS	Standing Item
Staff Accidents / Injuries	Jun/17	 4 WCB - 1 time loss 1 JI View only not sent in 1 JI sent in 1 JI no time loss not sent in 1 JI sent in after investigation completed by Dr Rothon 	Struck in Chest Two dog bites Ankle Back	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jun/17	June - Conflict between Hand and Door Jambs.	s.15	T. MacKenzie	Standing Item
Cannot see inmates or staff's facial expressions when inmates s.15	Mar/16		 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. MacKenzie/WSI followup w/Bozanic. Pricing and Kinds. (On Going) Information Bulletin Boards - 2 per Unit (posters etc) - ordered Tinted Windows - H/C - which windows - Mackenzie to talk to H/C Supervisor 	MacKenzie/WSI B. Mahoney	Ongoing
Policy	icy Oct/16 Adherence to Policy - Bobby Pins - use of, s.15		Solution/suggestions welcomed-change needed.Look at options for securing hair. Option: Gemmill brought in "Sponge Hair Styling Bun Maker" items forwarded to DW Mahoney. Email on hairbands to be sent by Adam	Adaml/ Carr	Ongoing

JOHS June 6, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	O a manufactions
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
NEW BUSINESS					
Inspection	Jun/17	Add to Monthly inpection List	Manuel for Flashlights- Harvey to fwd to members Add monthly inspection - Purel/Flashlight check		
Investigation refresher	Jun/17	Reminder on investigation information	New forms - Mahoney to follow up.	Harvey/Mahoney	

Inspection

July 2017 - MONARCH Houses, Grounds and Gates - Kerry Dumitrescu

Next Meeting - Tuesday, July 4, 2017 at 11:45AM in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LC	OCAL OCCUPATIONAL HEA	ALTH &	SAFETY COMMITTEE	<u>MEETING</u>	
MINISTRY: Justice	REGION:	:	Fraser		
LOCATION ADDRESS:	ACCW - Maple Ridge, BC				
DATE OF PREVIOUS MEETING:		2017	5	2	TIME: 11:45 a.m.
DATE OF MEETING:		YEAR 2017	MONTH 6	DAY 6	TIME: 11:45 a.m.
DATE OF MILLTING.		YEAR	MONTH	DAY	11WL: 11.43 a.m.
COMMITTEE WORKSITE JURISDICTIONS:					
(1) ACCW (2)		(1) (2)			
(3)		(3)			
COMMITTEE MEMBERS PRESENT: Employer Representatives		B.C.G.E.U or Bargain	J. REPRESENTATIVES		
(1) Terry MacKenzie		(1)	Monica Adam		1
(2) Bev Mahoney (3)		(2) (3)	Renee Dundas Melissa Harvey		
(4)		(4)	•		
(5) (6)		(5) (6)			
COMMITTEE MEMBERS ABSENT:					
(1) (2)		(1) (2)	Kerry Dumitrescu Janette Carr		
(3)		(3)	Bernadette Cuff		
(4) (5)		(4) (5)	Carla Spry Darlene Bozanic		
(6)		(6) (7)	Patty Schlafen Helen Chiang		
		(8)	Renee Dundas		
GUEST		(9)			I
1) Daryl Kinder 2)		3) 4)			
	CHAIRPERSON:	1	Terry MacKenzie		
	RECORDING SECRETARY:	:	Arlene Bordeleau		
MEETING AGENDA					
Call to order.					
Circulation and adoption of agenda items.					
Reading of previous minutes.					
(a) Disposition of previous recommendations.(b) Reports on matters held over from last meeting.					
New Business:					
(a) Accident/Incident Investigation Reports & recommended corrective(b) Reports of inspections and recommended actions.	ve action.				
(c) Reports of members.					
(d) Introduction of new business. Delegation of special duties to Committee Members.					
Time and place of next meeting.					
Adjournment.					
DISTRIBUTION OF MINUTES:					
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office					
ADW Office Staff Muster Room					
WSI - Mr. Steve Osborne					

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	•	needs new battery (4x	Maybe someone permanent can go around checking to make sure these lights are always operational? Could it be added to the list of responsibilities?	Sunday, May 28, 2017		

JOHS July 4, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Jul/17	MONARCH Houses, Grounds and Gates completed July 21, 2017 Harvey/Dumitrescu	Grass cut, but had been some time. Grounds need to be maintained properly	JOHS	Standing Item
Staff Accidents / Injuries	Jul/17	3 visits to First Aid for the month of June. 1 time loss.	Two dog bites One fall	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jul/17	Safety tip for July is about LIFTING.	Whenever lifting anything heavy (even if you think it's not too heavy to do alone) don't hesitate to ask for assistance	T. MacKenzie	Standing Item
Cannot see inmate's or staff's facial expressions when inmates s.15	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. T. MacKenzie/WSI to follow up with D. Bozanic re. pricing and types. Information Bulletin Boards - 2 per unit ordered. Tinted Windows in H/C - T. MacKenzie to talk to H/C Supervisor re. which windows. 	T. MacKenzie/ WSI B. Mahoney	Ongoing
Policy Adherence re. Hair clips	Oct/16	Adherence to Policy re. use of Bobby Pins. s.15 s.15	M. Harvey sent out an email to all staff regarding this. Other options have been given.	M. Harvey	Completed
Terms of Reference	May/17	Terms of Reference were sent out in May. Required to be signed off fairly quickly.	Reminder sent out with the Terms of Reference. Lesli will re-send.	L. Altenried	September Meeting
Inspection	Jun/17	Flashlights inoperable - batteries were in upside down, or corroded.	M. Harvey to forward manual for flashlights to members. Looking into rechargeable batteries. Will have M. Harvey report back next meeting. Add monthly inspection - Purel/Flashlight check.	M. Harvey	Completed

JOHS July 4, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
WCB Joint Accident Investigation form		New WCB Joint Accident Investigation form contains reminder on investigation information.	M. Harvey and M. Adam are reviewing a new form. Form on the site is preferred. Need approval from BCGEU to use. B. Mahoney to follow up.	M. Harvey/ M. Adam / B. Mahoney	Next Meeting
NEW BUSINESS					
Ergonomics	Jul/17	Ergonomic review requested of Records area booking desk, i.e. keyboard, phone.	S. Gemmill will send ergonomic information to T. MacKenzie.	T. MacKenzie	Next Meeting
OC Spray	Jul/17	s.15	S. Gemmill will review the policy and discuss with R. Lacroix.	K. Dumitrescu	Next Meeting

Inspection

Aug 2017 -Secure Link Corridor, Offices, Storage Room and Elevator - Darlene Bozanic

Next Meeting - Tuesday, August 1, 2017 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH COL	UMBIA - LOCAL OC	CUPATIONA	L HEALTH & SAFETY	COMMITT	EE MEET	ING
MINISTR	PSSG REC	GION:	Fraser			
LOCATION ADDRESS:	ACCW - Maple Ri	dge, BC				
DATE OF PREVIOUS MEETING:		2017 YEAR	6 MONTH	6 DAY	TIME:	1145 hrs
DATE OF MEETING:		2017 YEAR	7 MONTH	4 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (2) (3)		(1) (2) (3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives (1) Sandra Gemmill (2) Barb Collis (3) (4) (5) (6)		B.C.G.E.U or Bargaini (1) (2) (3) (4) (5) (6)	. REPRESENTATIVES ing Agent Monica Adam Renee Dundas Kerry Dumitrescu			
COMMITTEE MEMBERS ABSENT: (1) Bev Mahoney (2) Terry MacKenzie (3) (4) (5) (6)		(1) (2) (3) (4) (5) (6) (7) (8)	Patty Schlafen Janette Carr Bernadette Cuff Carla Spry Darlene Bozanic Helen Chiang			
GUEST 1) 2)		(9) 3) 4)				
	CHAIRPER RECORDING SECRET		Monica Adam Lesli Altenried			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes. (a) Disposition of previous recomm (b) Reports on matters held over form New Business:	rom last meeting.					
(a) Accident/Incident Investigation(b) Reports of inspections and reco(c) Reports of members.(d) Introduction of new business.	•	rrective action.				
Delegation of special duties to Committee Mem	bers.					
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne						

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	1	needs new battery (4x	Maybe someone permanent can go around checking to make sure these lights are always operational? Could it be added to the list of responsibilities?	Sunday, May 28, 2017		

Agenda

Aug Inspection - Secure Link Corridor, Offices, Storage Room and Elevator - completed Bozanic/Gallant Nothing to report

Sept Inspection - Medium Admin, Grounds, Sally Port Gates and Fences - Dumitrescu

Terms of Reference - Have they been signed by members

JOHS Aug 1, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	designate and	Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Aug/17	Secure Link Corridor, Offices, Storage Room and Elevator - Completed by Bozanic/Gallant	Nothing to Report	JOHS	Standing Item
Staff Accidents / Injuries	Aug/17 7 RTW Aug/17 2 WCR - No Loss of Work		Stress Scratched by I/M Ankle Twinge	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jul/17	Safety tip for August - Ticks	s.15	T. MacKenzie	Standing Item
Cannot see inmate's or staff's facial expressions when inmates	Mar/16	s.15	 D. Bozanic to research options and multi-way mirrors to see what options are available to allow this area to be visual. She sent the information to B. Mahoney for approval. T. MacKenzie/WSI to follow up with D. Bozanic re. pricing and types. Tinted Windows in H/C - T. MacKenzie to talk to H/C Supervisor re. which windows. 	T. MacKenzie/ WSI B. Mahoney	Ongoing
Terms of Reference	May/17	Terms of Reference were sent out in May. Required to be signed off fairly quickly.	Reminder sent out with the Terms of Reference. Lesli will re-send.	L. Altenried	September Meeting
WCB Joint Accident Investigation form	Jun/17	New WCB Joint Accident Investigation form contains reminder on investigation information.	M. Harvey and M. Adam are reviewing a new form. Form on the site is preferred. Need approval from BCGEU to use. B. Mahoney to follow up.	M. Harvey/ M. Adam / B. Mahoney	Ongoing
Ergonomics	Jul/17	Ergonomic review requested of Records area booking desk, i.e. keyboard, phone.	A/ADW Collis is working on assessment w/Records OIC	T. MacKenzie	Next Meeting
OC Spray	Jul/17	s.15	Dumitrescu will review the policy and discuss with R. Lacroix.	K. Dumitrescu	Next Meeting

JOHS Aug 1, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations		Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and	Completion Date	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to			
			Ministry second Level OH&S Committee	date)		
NEW BUSINESS						

Inspection

Sept 2017 - Medium Admin, Grounds, Sally Port Gates and Fences - Dumitrescu

Next Meeting - Tuesday, Sept 5, 2017 at 1145 hours in the Large Secure Boardroom

MINISTR	PSSG	REGION	:	Fraser			
OCATION ADDRESS:		ACCW - Maple Ridge,	ВС				
DATE OF PREVIOUS MEETING:			2017	7	4	TIME:	1145 hrs
			YEAR	MONTH	DAY		
DATE OF MEETING:			2017 YEAR	8 MONTH	1 DAY	TIME:	1145 hrs
			TEAR	MONTH	DAT		
COMMITTEE WORKSITE JURISDICTIONS (1) ACCW	S:		(1)				
(2)			(2)				
(3)			(3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives				J. REPRESENTATIVES ning Agent			
(1) Sandra Gemmill			(1)	Monica Adam			
(2) Terry MacKenzie			(2)	Bernadette Cuff			
(3) (4)			(3) (4)				
(5) (6)			(5) (6)				
			(0)				
COMMITTEE MEMBERS ABSENT: (1) Bev Mahoney			(1)	Patty Schlafen			
(2)			(2)	Janette Carr			
(3)			(3)	Kerry Dumitrescu			
(4)			(4) (5)	Helen Chiang Darlene Bozanic			
(5) (6)			(5) (6)	Melissa Harvey			
			(7)	Renee Dundas			
			(8) (9)				
GUEST							
1) 2)			3) 4)				
		CHAIRPERSON	:	Terry MacKenzie			
	REC	ORDING SECRETARY	:	Arlene Bordeleau			
MEETING AGENDA							
MEETING AGENDA							
Call to order.							
Circulation and adoption of agenda items.							
Reading of previous minutes.							
(a) Disposition of previous reco(b) Reports on matters held over							
New Business: (a) Accident/Incident Investigati	on Reports &	recommended correcti	ve action.				
(b) Reports of inspections and r							
(c) Reports of members.(d) Introduction of new business	S.						
Delegation of special duties to Committee M							
Fime and place of next meeting.	onibold.						
Adjournment.							
DISTRIBUTION OF MINUTES:							
B.C.G.E.U. Area Office or Bargaining Agent							
NorksafeT BC Head Office ADW Office							
Staff Muster Room							
NSI - Mr. Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1		NOTHING TO REPORT Bozanic/Gallant		02-Jul-17		

Agenda

SEPTEMBER

Sept Inspection - Medium Admin, Grounds, Sally Port Gates and Fences - Dumitrescu

Terms of Reference - Have they been signed by members

WCB/Joint Investigation Overview

Overview	Joint Investigation or Notes	Date	Miss work
Perimeter checking - cut pinky on the fence	None	21-Aug-17	N

JOHS SEPT 5, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Aug/17	Medium Admin, Grounds, Sally Port Gates and Fences - Dumitrescu/Harvey completed	Nothing to Report	JOHS	Standing Item
Staff Accidents / Injuries	Aug/17	Two - WCB	Pinky cut Water/Meds thrown in face -WCB/JI - Maintain Sp Handling Protocols	D. Romm + All JOHS members	Standing Item
Monthly Tip	Sept /17	Sept: Safety Reporting	s.15	T. MacKenzie	Standing Item
Cannot see inmate's or staff's facial expressions when inmates	Mar/16	s.15	 D. Bozanic researched options and multi-way mirrors to see what options were available to allow this area to be visual. She sent the estimates to B. Mahoney for approval. T. MacKenzie/WSI to follow up with D. Bozanic re. pricing and types. PHSA responsible for mirror in H/C. Tinted Windows in H/C we will pay for. 	T. MacKenzie/ WSI B. Mahoney	Ongoing
Terms of Reference	May/17	Terms of Reference were sent out in May. Required to be signed off fairly quickly.	T. MacKenzie sent out a reminder with the Terms of Reference to all members for their review. Now ready for sign off.	MacKenzie	Completed
WCB Joint Accident Investigation form	Jun/17	New WCB Joint Accident Investigation form contains reminder on investigation information.	M. Harvey and M. Adam are reviewing a new form. Form on the site is preferred. Need approval from BCGEU to use. B. Mahoney to follow up.	M. Harvey/ M. Adam / B. Mahoney	Ongoing
Ergonomics	Jul/17	Ergonomic review requested of Records area booking desk, i.e. keyboard, phone.	A/ADW Collis is working on assessment w/Records OIC	T. MacKenzie	Next Meeting
OC Spray	Jul/17	s.15	s.15	K. Dumitrescu	Completed

JOHS SEPT 5, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry		
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	designate and	Completion Date	
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)		
NEW BUSINESS						
No New Business						

Inspection

Oct 3, 2017 - Secure Admin, Offices, Borad Rooms, Muster, Training and Lunch Room - Dundas

Next Meeting - Tuesday, Oct 3, 2017 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH COLUM	IBIA - LOCAL OCCUPA	ATIONA	L HEALTH & SAFET	Y COMMITTE	EE MEET	<u>ING</u>
MINISTR PS	SG REGION:		Fraser			
LOCATION ADDRESS:	ACCW - Maple Ridge, Bo	C				
DATE OF PREVIOUS MEETING:		2017	8	1	TIME:	1145 hrs
	_	YEAR	MONTH	DAY		
DATE OF MEETING:	_	2017 YEAR	9 MONTH	5 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW		(1)				
(2) (3)		(2) (3)				
COMMITTEE MEMBERS PRESENT:			J. REPRESENTATIVES			
Employer Representatives (1) Terry MacKenzie		or Bargain (1)	ing Agent Monica Adam			
(2) Rick Lacroix		(2)	Bernadette Cuff			
(3)		(3)	Renee Dundas			
(4)		(4) (5)				
(5) (6)		(5) (6)				
COMMITTEE MEMBERS ABSENT:						
(1) Bev Mahoney		(1)	Patty Schlafen			
(2) Sandra Gemmill		(2)	Janette Carr			
(3) (4)		(3) (4)	Kerry Dumitrescu Helen Chiang			
(5)		(1) (5)	Darlene Bozanic			
(6)		(6)	Melissa Harvey			
		(7)				
		(8) (9)				
GUEST						
1) 2)		3) 4)				
	CHAIRPERSON:		Monica Adam			
	RECORDING SECRETARY: _		Lesli Altenried			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes.						
(a) Disposition of previous recommend (b) Reports on matters held over from						
New Business: (a) Accident/Incident Investigation Rep (b) Reports of inspections and recomm (c) Reports of members. (d) Introduction of new business.		e action.				
Delegation of special duties to Committee Members	S.					
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne						

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	MediumAdmin, grounds, Sally Port and Fences	NOTHING TO REPORT Dumitrescu/Harvey		21-Jul-17		

Agenda

SEPTEMBER

• Terms of Reference - Forwarded by T. MacKenzie already on Minutes (Updated)

WCB/Joint Investigation Overview

Overview	Joint Investigation or Notes	Date	Miss work
Perimeter checking - cut pinky on the fence	None	21-Aug-17	Ζ
I/M threw cup of water w/med at staff, hiting face and eyes. Knee/shin bruised on bed while restraining I/M	None	31-Aug-17	N

	Brief Outline of Problem and/or Violation of Regulation of:		Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Sept/17	Completed Sept 16/17 - Dundas Secure admin, offices, board rooms, muster, training and lunch room.	No hazards or any concerns found.	JOHS	Standing Item
Staff Accidents / Injuries	Sept/17	• 4 - WCB • No Joint Investigations	Thumb knuckle in Med Sally Port gate lever in control box ERT Training-Handcuffed, bruising, swelling, scratches, hand numb for day OC Spray - Respitory I/M lunged, s.15 Swollen knee	D. Romm + All JOHS members	Standing Item
Monthly Tip	Oct/17	October Tip - Fire Safety	s.15	T. MacKenzie	Standing Item
WCB Joint Accident Investigation form	Jun/17	New WCB Joint Accident Investigation form contains reminder on investigation information.	M. Harvey and M. Adam. Form on the site is preferred. Need approval from BCGEU to use.	M. Harvey/ M. Adam / B. Mahoney	Ongoing

Subject for Discussion		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order (Name, Title of Ministry			
		B. WCB In	B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)		
NEW						

BUSINESS

Reporting safety concerns	Oct/17	Everyone to think about this issue of officers not feeling comfortable approaching supervisors, how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with WorkSafeBC regulation and promoting the proper reporting of unsafe work conditions.	Staff training - Have Training CS to schedule Reminder put on CS Summaries as a standing item (talk with DW Lacroix) JOHS as a group remind others of the process	T. MacKenzie /B. Mahoney	17-Dec
SECURE Fridges	Oct/17	Upper lever fridges - Bravo, Charlie, Delta still leaking.	•WSI - glue s.15 so they are not tampered with.	WSI	
Obstacles in front of Fire Extinguishers and Egress doors	Oct/17	Blocking 2nd stage keys, fire extinguisher, egress doors. Ex. Gym, Program building, chairs by telphones, staff gym etc	•Night check person, awareness of fire routes/removal of items •Sec - Alpha 92 •Med - Prowl 33	T. MacKenzie /B. Mahoney	
Stop appliances from being moved	Oct/17	Microwaves, coffee pots being moved to different areas	•Install shut off so staff can disable use •(WSI suggested) Electrical plug cover lockout device, requires a padlock.	T. MacKenzie WSI	

Inspection

November Inspection - Secure H/C Upper, Lower and Stairwell and SSP - Helen Chiang

Next Meeting - Tuesday, Nov 7, 2017 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING **REGION:** MINISTR **PSSG** Fraser LOCATION ADDRESS: ACCW - Maple Ridge, BC **TIME:** 1145 hrs 2017 5 DATE OF PREVIOUS MEETING: YEAR MONTH DAY 2017 **TIME:** 1145 hrs 10 3 DATE OF MEETING: YEAR MONTH DAY COMMITTEE WORKSITE JURISDICTIONS: (1) **ACCW** (1) (2) (2) (3) (3) **COMMITTEE MEMBERS PRESENT: B.C.G.E.U. REPRESENTATIVES** Employer Representatives or Bargaining Agent Terry MacKenzie (1) Monica Adam (1) Bev Mahoney (2) Bernadette Cuff (2) (3) (3) (4) (4) (5) (5) (6) (6) COMMITTEE MEMBERS ABSENT: Patty Schlafen Rick Lacroix (1) (1) Janette Carr (2) Sandra Gemmill (2) Kerry Dumitrescu (3) (3) Helen Chiang (4) (4) Darlene Bozanic (5) (5) Melissa Harvey (6) (6) **(7)** Renee Dundas (8) (9) GUEST Daryl Kinder 3) 1) 2) Terry MacKenzie **CHAIRPERSON:** Arlene Bordeleau RECORDING SECRETARY: MEETING AGENDA Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. New Business: (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Secure Admin, Offices, Board Rooms, Muster, Training and Lunch Room		Nothing to report.	16-Sep-17		

Agenda

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Safety Tip -

- •The upper level fridges on units BRAVO, CHARLIE, DELTA are still leaking water onto the floor. This is frequently coming up as a complaint from both officers and inmates (and it's even documented in some of our meeting minutes as an issue).
- •Work order put forward to have them repaired or replaced. Lisa Martin's direction was clear on this when I first reported it; to ensure that the problem is fixed and the slipping hazard is eliminated.
- •Please make this work order a priority. I'd appreciate it completed by October 03, 2017. If you are unable to complete this by then, please be sure to send a WSI representative to our October JOHS meeting at 1145 in the secure boardroom. We can discuss a long term solution to this problem at that time.

Everyone to think about this issue of officers not feeling comfortable approaching supervisors and how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with Worksafe regulation and promoting the proper reporting of unsafe work conditions.

WCB/Joint Investigation Overview (4 WCB No Joint Investigations)

Web/Joint investigation overview (4 Web No Joint investigations)				
Overview	Joint Investigation or Notes	Date	Miss work	
Re-setting Med Sally port interior gate struck by lever in control box. Thumb and knuckle bruising.	No	Friday, Sept 8, 2017	N	
ERT Training - In handcuffs behind back wrist lock on left wrist. Bruising, swelling scratches. Hand numb for the day.	No	Monday, Sept 25, 2017	N	
I/M lunged at staff - OC Spray deployed. Respitory (lung and throat)	No	Thursday, Sept 28, 2017	N	

Agenda

I/M lunged at staff officer \$.15 \$.15 \$.15 Right knee swollen.	No	Thursday, Sept 28, 2017	N	
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		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Oct/17	Completed Oct 8, 2017 - Chiang and Van Steinburg Secure HC, Stairwell 1, SSP	•HC: Corner baseboard by HC1B door is coming off the wall. •HC: Nurses suggested a convex mirror to help them see down the hall. They suggested to their OHS, do we need to follow up with them? MCR required/ Quote	JOHS	Standing Item
Staff Accidents / Injuries	Oct/17	1 Joint Investigation3WCB	Mistook bleach puck for candy, Lifted large box pains in lower back, Treadmill Joint only - s.15	D. Romm + All JOHS members	Standing Item
Monthly Tip	Nov/17	Novemberr Tip - Kitchen Hygiene	s.15	T. MacKenzie	Standing Item
Reporting safety concerns	Oct/17	Everyone to think about this issue of officers not feeling comfortable approaching supervisors, how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with WorkSafeBC regulation and promoting the proper reporting of unsafe work conditions.	Staff training - Have Training CS to schedule Reminder put on CS Summaries as a standing item (talk with DW Lacroix) JOHS as a group remind others of the process Staff training	T. MacKenzie /B. Mahoney	Jan/Feb 2018
SECURE Fridges	Oct/17	Upper lever fridges - Bravo, Charlie, Delta still leaking.	•WSI - glue s.15 so they are not tampered with.	WSI	Ongoing

Nov 7, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of		
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date	
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)		
Obstacles in front of Fire Extinguishers and Egress doors	ers and Oct/17 Ex. Gym. Program building chairs by		•Night check person, awareness of fire routes/removal of items •Sec - Alpha 92 •Med - Prowl 33	T. MacKenzie /B. Mahoney	Standing	
Stop appliances from being moved			•Install shut off so staff can disable use •(WSI suggested) Electrical plug cover lockout device, requires a padlock. •Provincial issue	T. MacKenzie WSI	Standing	
NEW BUSINESS						
		!	Inspection			

December Inspection - Medium SMU, OPS and Former Records Area - P. Schlafen

Next Meeting - Tuesday, December 5, 2017 at 1145 hours in the Large Secure Boardroom

	ľ	PSSG	REGION:	:	Fraser			
LOCATIO	ON ADDRESS:	А	CCW - Maple Ridge,	ВС				
DATE OF	F PREVIOUS MEETING:			2017	10	3	TIME:	1145 hrs
				YEAR	MONTH	DAY		
DATE OF	F MEETING:			2017 YEAR	11 MONTH	7 DAY	TIME:	1145 hrs
	TEE WORKSITE JURISDICTION	NS:						
(1) (2)	ACCW			(1) (2)				
(3)				(3)				
	TEE MEMBERS PRESENT:				J. REPRESENTATIVES			
	r Representatives				ning Agent			
(1) (2)	Terry MacKenzie Sandra Gemmill			(1) (2)	Monica Adam Bernadette Cuff			
(3)	Janura Germiniii			(3)	Val Fillion			
(4)				(4)				
(5) (6)				(5) (6)				
				(0)				
	TEE MEMBERS ABSENT: Rick Lacroix			(1)	Patty Schlafen			
(1) (2)	Sandra Gemmill			(2)	Janette Carr			
(3)	Canara Commi			(3)	Kerry Dumitrescu			
(4)				(4)	Helen Chiang			
(5)				(5)	Darlene Bozanic			
(6)				(6)	Melissa Harvey			
				(7)	Renee Dundas			
				(8) (9)				
UEST 1)	Daryl Kinder			3)				
				4)				
2)	Dailyi Killadi			-,				
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	Dailyi Killidoi	RECOF	CHAIRPERSON:		Monica Adam Arlene Bordeleau			
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ACCW - OHS SAFETY INSPECTION SUMMARY

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
Secure Admin, Board Rooms, Training and Lun	Muster,		Nothing to report.	16-Sep-17		

Dec 5, 2017

			· · · · · · · · · · · · · · · · · · ·			
	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of		
		B. WCB Industrial First Aid		Ministry designate and	Completion Date	
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)		
OLD BUSINESS						
Monthly Inspection	Nov/17	Completed Nov 28, 2017 - Harvey and Carr MED SMU, OPS, OLD A/D	October issues •HC: Corner baseboard by HC1B door is coming off the wall. November - No Issues	JOHS	Standing Item	
Staff Accidents / Injuries	Nov/17	• 1 Joint Investigation • 2 WCB	Staff to be cautious of possible wet floor and their environment when responding to codes.	D. Romm + All JOHS members	Standing Item	
Monthly Tip	Nov/17	Dec Tip -Code Response	s.15	T. MacKenzie	Standing Item	
Reporting safety concerns	Oct/17	Everyone to think about this issue of officers not feeling comfortable approaching supervisors, how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with WorkSafeBC regulation and promoting the proper reporting of unsafe work conditions.	•Staff training - Have Training CS to schedule •Reminder put on CS Summaries as a standing item (talk with DW Lacroix) •JOHS as a group remind others of the process •Staff training		Jan/Feb 2018	
SECURE Fridges	Oct/17	Upper lever fridges - Bravo, Charlie, Delta still leaking.	•WSI - glue s.15 so they are not tampered with. •T. MacKenzie will look into Trays for the base of fridge to sit in.	WSI	Ongoing	

Dec 5, 2017

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and date)	Completion Date	
		B. WCB Industrial First Aid	E IS NO company to citizens accorded and formulated to			
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee			
NEW BUSINESS						
			•P. Schlafen sent out reminder email, Dec 5, 2017			
s.15	Dec/17	s.15	s.15	Bozanic/ Schlafen	Concluded	
			•POD to address if persons taking items thru.			
	1		Inspection	1		
		January Inspection - ME	D PROGRAMS BUILDING - Harvey			
	Nex	t Meeting - Tuesday, January 2, 20	018 at 1145 hours in the <u>Large</u> Secure Board	droom		
			<u> </u>			

MINISTE	₹	PSSG	REGION	:	Fraser			
LOCATI	ON ADDRESS:	ACC	W - Maple Ridge,	ВС				
DATE O	F PREVIOUS MEETING:			2017	11	3	TIME:	1145 hrs
				YEAR	MONTH	DAY		
DATE O	F MEETING:			2017 YEAR	12 MONTH	5 DAY	TIME:	1145 hrs
	TTEE WORKSITE JURISDICTIONS	S :						
(1) (2) (3)	ACCW			(1) (2) (3)				
	TTEE MEMBERS PRESENT:				J. REPRESENTATIVES			
Employe (1)	er Representatives Bev Mahoney			or Bargaiı (1)	ning Agent Monica Adam			
(2)	Terry MacKenzie			(2)	Bernadette Cuff			
(3)	•			(3)	Helen Chiang			
(4) (5)				(4) (5)				
(6)				(6)				
COMMIT	TTEE MEMBERS ABSENT:							
(1)	Rick Lacroix			(1)	Patty Schlafen			
(2)	Sandra Gemmill			(2)	Janette Carr			
(3)				(3)	Kerry Dumitrescu			
(4) (5)				(4) (5)	Val Fillion Darlene Bozanic			
(6)				(6)	Melissa Harvey			
. ,				(7)	Renee Dundas			
				(8) (9)				
GUEST								
1) 2)	Ryan Jongenburger			3) 4)				
			CHAIRPERSON	:	Bev Mahoney			
		RECORD	ING SECRETARY	:	Arlene Bordeleau			
 MEETIN	G AGENDA							
Call to o								
	on and adoption of agenda items.							
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Reading	of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov		ing.					
	New Business: (a) Accident/Incident Investigation (b) Reports of inspections and recommendation (c) Reports of members. (d) Introduction of new business	recommended ac		tive action.				
Delegati	on of special duties to Committee M	Members.						
	d place of next meeting.							
	ment.							
Adjournr								
Adjournr DISTRIE	BUTION OF MINUTES:							
DISTRIE B.C.G.E	.U. Area Office or Bargaining Agent eT BC Head Office							

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	MED SMU, OPS, OLD A/D	Harvey and Carr	Nothing to report.	28-Nov-17		

Jan 2, 2018

			Jan 2, 2016		
		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	
		B. WCB Industrial First Aid	E KNO	Ministry designate and	Completion Date
		C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	date)	
OLD BUSINESS					
Monthly Inspection	Jan/18	Jan inspection not completed by meeting. 'Medium Programs Building'	October issues •HC: Corner baseboard by HC1B door is coming off the wall. (Corner guards being looked into by WSI)	JOHS	Standing Item
Staff Accidents / Injuries	Dec/17	1 Joint Investigation and 1 to be completed 4 WCB	Code Yellow, scratched elbow - No Time Loss. JI Pulled cart into Unit, pinky jammed-No Time Loss Cataloguing I/M effects (Records) contact w/powder. H/C assisted and ambulance transported to hospital Time Loss. JI to be completed. Slipped and fell outside Main Entrance. right wrist No Time Loss	D. Romm + All JOHS members	Standing Item
Monthly Tip	Dec/17	January Tip -Winter Weather Readiness	s.15	T. MacKenzie	Standing Item
Reporting safety concerns	Oct/17	Everyone to think about this issue of officers not feeling comfortable approaching supervisors, how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with WorkSafeBC regulation and promoting the proper reporting of unsafe work conditions.	Staff training - Have Training CS to schedule - Reminder put on CS Summaries as a standing item (talk with DW Lacroix) - completed JOHS as a group remind others of the process	T. MacKenzie /B. Mahoney	Jan/Feb 2018
SECURE Fridges	Oct/17	Upper lever fridges - Bravo, Charlie, Delta still leaking.	•WSI - glue s.15 so they are not tampered with, fridges unplugged to be completed first week of Jan. •T. MacKenzie will look into Trays for the base of fridge to sit in.	WSI	Ongoing

Jan 2, 2018

	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target					
for Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of						
	B. WCB Industrial First Aid	E If NO consensus positions recorded and forwarded to	designate and	Completion Date					
	C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)						
NEW BUSINESS									
		Inspection	•						
January Inspection - MED PROGRAMS BUILDING - Harvey (not completed by meeting) February Inspection - Admission/Discharge, Effects Room - Adam									
Next Meeting - Tuesday, February 6, 2018 at 1145 hours in the Large Secure Boardroom									
	Jar	Date A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment) January Inspection - MED PROGRAMS February Inspection - Admis	Date A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment) E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee Inspection January Inspection - MED PROGRAMS BUILDING - Harvey (not completed by measure of the program of th	Date A. WCB Industrial Health and Safety D. If consensus obtained, joint recommendation in order (Name, Title of Ministry designate and date) E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee Inspection January Inspection - MED PROGRAMS BUILDING - Harvey (not completed by meeting) February Inspection - Admission/Discharge, Effects Room - Adam					

MINISTR	y [,]	DOOG	BEOLO		AL HEALTH & SAFETY			
		PSSG	REGION:		Fraser			
LOCATIO	ON ADDRESS:	F	ACCW - Maple Ridge,	BC				
DATE O	F PREVIOUS MEETING:			2017	12	5	TIME:	1145 hrs
D.475 01				YEAR	MONTH	DAY	TIME	4445 5
DATE O	F MEETING:			2018 YEAR	1 MONTH	DAY	TIME:	1145 hrs
00141417	TEE WORKSITE HIRIODIOTIONS							
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(2)				(2)				
(3)				(3)				
	TEE MEMBERS PRESENT:				J. REPRESENTATIVES			
(1)	r Representatives Terry MacKenzie			(1)	ning Agent Kerry Dumitrescu			
(2)	Val Fillion			(2)	Patty Schlafen			
(3)				(3)	Jill Fleming			
(4)				(4)				
(5) (6)				(5) (6)				
				(0)				
	TEE MEMBERS ABSENT:			/4\	Panas Dundas			
(1) (2)	Rick Lacroix Sandra Gemmill			(1)	Renee Dundas Janette Carr			
(2) (3)	Bev Mahoney			(2) (3)	Bernadette Cuff			
(4)	Dev Manoricy			(4)	Monica Adam			
(5)				(5)	Darlene Bozanic			
(6)				(6)	Melissa Harvey			
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GUEST								
1) 2)	Ryan Jongenburger			3) 4)				
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2)		RECO	CHAIRPERSON: RDING SECRETARY:		Kerry Dumitrescu Arlene Bordeleau			
<i>-</i> ,		RECO	CHAIRPERSON: RDING SECRETARY:		Kerry Dumitrescu Arlene Bordeleau			
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AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
Medium Programs Building		Not Completed by Jan 2, 2018			

Feb 6, 2018

			reb 6, 2016			
		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of		
	B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and	Completion Date		
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	date)		
OLD BUSINESS						
Monthly Inspection	Jan/18	Jan inspection not completed by meeting. 'Medium Programs Building' - completed Jan 10/18 Feb inspection Admission/Discharge, Effects Room	Jan issues •Med. Facilitators officer s.15 s.15 Feb issues •No issues to report	JOHS	Standing Item	
Staff Accidents / Injuries	Jan/17	5 - WCB 1 - Joint Investigation	•Late entry from 2013 •Finger caught in door during check •Shock witness I/M self harm •Getting up from sitting-groin pain •Hip strain picking something up •Late (Dec) JI - exposure to unknown substance	D. Romm + All JOHS members	Standing Item	
Monthly Tip	Jan/17	February Tip - Sugar and Side Effects	s.15	T. MacKenzie	Standing Item	
Reporting safety concerns	Oct/17	Everyone to think about this issue of officers not feeling comfortable approaching supervisors, how we as a committee can promote the proper reporting and addressing of safety concerns. The JOHS committee should be completely in line with WorkSafeBC regulation and promoting the proper reporting of unsafe work conditions.	Staff training - Have Training CS to schedule - Reminder put on CS Summaries as a standing item (talk with DW Lacroix) - completed JOHS as a group remind others of the process	T. MacKenzie /B. Mahoney	Completed	
SECURE Fridges	Oct/17	Upper lever fridges - Bravo, Charlie, Delta still leaking.	•WSI - glue s.15 so they are not tampered with, fridges unplugged to be completed first week of Jan. •T. MacKenzie will look into Trays for the base of fridge to sit in.	WSI	Completed	

Feb 6, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target			
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of	Completion Date			
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to	Ministry designate and				
		C. Factories Act (Occupational Environment)	Ministry second Level OH&S Committee	and forwarded to data/				
NEW BUSINESS								
JOHS Annual Evaluation	Feb/18	Discuss and send out evaluation		MacKenzie Adam	Ongoing			
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	 Interim measure, don gloves and mask during effects processing -implemented at all correctional centres Additional PPE's utilized by staff at their discretion (Safety goggles, Tyvek are covers. Review current provincial processes, related interventions, polices and practices Issue tabled at the Employer Safety Committee and other representatives. (Safety Advisory Services) Provincial - look into investigation 	Hendry	Ongoing			
New JOHS Member request	Feb/18	Email submitted to DW Mahoney and ADW MacKenzie wishing to become a committee member	Ramsay - check training dates	Adam				
	Inspection							

March Inspection - Medium Laundry and Kitchen - Dumitrescu

Next Meeting - Tuesday, March 6, 2018 at 1145 hours in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH COL	UMBIA - LOCAL OCCUP	ATION A	AL HEALTH & SAFETY	COMMITTE	E MEETI	<u>NG</u>
MINISTR'	PSSG REGION:		Fraser			
LOCATION ADDRESS:	ACCW - Maple Ridge, E	BC .				
DATE OF PREVIOUS MEETING:		2017	1	2	TIME:	1145 hrs
		YEAR	MONTH	DAY		
DATE OF MEETING:		2018 YEAR	2 MONTH	6 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (2) (3)		(1) (2) (3)				
COMMITTEE MEMBERS PRESENT:		B.C.G.E.U	J. REPRESENTATIVES			
Employer Representatives (1) Sandra Gemmill (2) Terry MacKenzie (3) (4) (5) (6)		or Bargair (1) (2) (3) (4) (5) (6)	ning Agent Monica Adam Darlene Bozanic			
COMMITTEE MEMBERS ABSENT:						
(1) Bev Mahoney (2) (3) (4) (5) (6)		(1) (2) (3) (4) (5) (6) (7) (8)	Renee Dundas Janette Carr Bernadette Cuff Patty Schlafen Kerry Dumitrescu Melissa Harvey			
GUEST		(9)				
1) Daryl Kinder 2)		3) 4)				
	CHAIRPERSON: RECORDING SECRETARY:		Sandra Gemmill Arlene Bordeleau			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes. (a) Disposition of previous recomme (b) Reports on matters held over from New Business: (a) Accident/Incident Investigation Re (b) Reports of inspections and recom (c) Reports of members. (d) Introduction of new business.	m last meeting. eports & recommended corrective	e action.				
Delegation of special duties to Committee Membe	ers.					
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne						

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Medium Programs	bookshelf needs to be	WSI to secure to the wall/ or see if a newer more secure one can replace it.	10-Jan-18	WSI	
2	Admission/Discharge, Effects Room	None	None	Completed Feb 5, 2018		

Mar 6, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS					
Monthly Inspection	Feb/18	Emailed Feb 28th - Inspection not completed. Will be done asap by Dumitrescu.	Jan issue-Med. Facilitators officer s.15 s.15 - outstanding	JOHS	Standing Item
Staff Accidents / Injuries	Feb/18 4 WCB - One time loss. 1 Joint Investigation		 Dizzy, Shortness of Breath and Heavy chest Wrist - Repeated Open/Close Sally Port Slip on ice. Side, Wrist, Forearm, Shoulder and Buttock Slipped in parking lot - left side and butt. 	D. Romm + All JOHS members	Standing Item
Monthly Tip	Feb/18	Scents in the Workplace.	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	•Interim measure, don gloves and mask during effects processing -implemented at all correctional centres •Additional PPE's utilized by staff at their discretion (Safety goggles, Tyvek are covers. •Review current provincial processes, related interventions, polices and practices •Issue tabled at the Employer Safety Committee and other representatives. (Safety Advisory Services) •Provincial - look into investigation *We will be piloting half masks here at ACCW.	Hendry	Ongoing
JOHS Annual Evaluation	Feb/18	Discuss and send out evaluation	This is completed, but will leave on the minutes for now. Email sent to Harvey & Dundas. Should be okay for one more month - Bev will check.	MacKenzie Adam Mahoney	Ongoing
New JOHS Member request	Feb/18	Email submitted to DW Mahoney and ADW MacKenzie wishing to become a committee member	*Ramsay will be replacing Chiang. Will be going to training in June. *Agenda item for next meeting - 8 committee members. Bev to check minutes re. voting members required. *Will try to assign members to different rotations.	Adam Mahoney	Next Meeting
NEW BUSINESS					
JOHS Member Poster	Mar/18	Suggestion to make JOHS Committee members more visible to the staff.	*Updated photos of JOHS Committee members will be posted in the secure staff lunchroom. Waiting on a picture.	Bordeleau	April

Mar 6, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	1
Employer's Safety Committee Minutes	Mar/18	Share/review our Employer's Safety Committee minutes with our local JOHS committees during the monthly meeting	*JOHS minutes copied to local reps only, unless managing a dispute, then they can pass them onto the Branch. *Reminder not to use cruise control in the rain. *SMU Committee doing work around possible contraband in effects policy.	Mahoney	Ongoing
Applying and Removing Handcuffs - Door Hatch	Mar/18	To be forwarded to all staff. Applying or Removing handcuffs – Door Hatch.	• Change in procedures. s.15	Mahoney	Completed
Scent-free Building	Mar/18	Would like to make staff and visitors more aware that this is a scent-free building.	Posters will be placed around in the change rooms, etc.	Dumitrescu	Completed
s.15	Mar/18	s.15	Terry has spoken with the contractors previously. Individual names required to follow up with.	MacKenzie	Ongoing

Inspection

(Not completed by Feb 28th) March Inspection - Medium Laundry and Kitchen - Dumitrescu April Inspection - Secure Laundry, Library, SEG Upper and Lower - Dundas

Next Meeting - Tuesday, April 3, 2018 at 1145 hours in the <u>Large</u> Secure Boardroom

	PROVINCE OF BRITISH CO	LUMBIA - LOCAL OCCI	UPATIONA	L HEALTH & SAFETY	COMMITTE	E MEETI	N <u>G</u>
MINISTE	₹'	PSSG REGIO	DN:	Fraser			
LOCATI	ON ADDRESS:	ACCW - Maple Ridge	e, BC				
DATE O	F PREVIOUS MEETING:		2018 YEAR	2 MONTH	6 DAY	TIME:	1145 hrs
DATE O	F MEETING:		2018	3	6	TIME:	1145 hrs
COMMI ⁻ (1) (2) (3)	TTEE WORKSITE JURISDICTIONS: ACCW		YEAR (1) (2) (3)	MONTH	DAY		
1	rTEE MEMBERS PRESENT: er Representatives Bev Mahoney Terry MacKenzie		B.C.G.E.U or Bargain (1) (2) (3) (4) (5) (6)	J. REPRESENTATIVES ing Agent Monica Adam Bernadette Cuff Kerry Dumitrescu			
(1) (2) (3) (4) (5) (6)	TTEE MEMBERS ABSENT:		(1) (2) (3) (4) (5) (6) (7) (8)	Renee Dundas Janette Carr Darlene Bozanic Melissa Harvey			
GUEST 1) 2)	Ryan Jogenburger Jill Fleming	CHAIRPERSO		Monica Adam			
		RECORDING SECRETAR	RY:	Lesli Altenried			
MEETIN	G AGENDA						
Call to o	rder.						
Circulation	on and adoption of agenda items.						
Reading	of previous minutes. (a) Disposition of previous recommendate (b) Reports on matters held over formal (b) Reports of inspections and recommendate (c) Reports of members. (d) Introduction of new business.	rom last meeting. Reports & recommended correc	tive action.				
Delegati	on of special duties to Committee Mem	bers.					
	d place of next meeting.						
Adjournr	ment.						
DISTRIE	BUTION OF MINUTES:						
Worksaf ADW Of Staff Mu	.U. Area Office or Bargaining Agent. eT BC Head Office fice ster Room r. Steve Osborne						

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION	
1	Unit Fridges	Dripping water.	Repair required.	01-Mar-18	WSI	Completed	
2							

April 3, 2018

		Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
Discussion	İ	B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS	•	•			
Monthly Inspection	N/Iar/∃X I	March Inspection completed - Dundas April Inspection completed - Dundas	Mar - No Issues Apr - No Issues	JOHS	Standing Item
Staff Accidents / Injuries	Mar/18	2 WCB - 1 miss work (finger)	•walking up stairs - fell on knee and hands •finger caught in self locking door.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Apr/18	Tripping Hazards	s.15	T. MacKenzie	Standing Item
Personal Protection Fe Equipment	eb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	 Interim measure, don gloves and mask during effects processing -implemented at all correctional centres Additional PPE's utilized by staff at their discretion (Safety goggles, Tyvek are covers. Review current provincial processes, related interventions, polices and practices Issue tabled at the Employer Safety Committee and other representatives. (Safety Advisory Services) Provincial - look into investigation We will be piloting half masks here at ACCW. 	Hendry	Ongoing
JOHS Annual Evaluation	Feb/18	Discuss and send out evaluation	Two JOHS members outstanding. Should be okay for one more month - Bev will check. (March min)	MacKenzie Adam Mahoney	Ongoing
JOHS Member Poster	//ar/ix i	Suggestion to make JOHS Committee members more visible to the staff.	•Updated photos of JOHS Committee members will be posted in the secure staff lunchroom. Waiting on one picture.	Bordeleau	April
NEW BUSINESS					
Wires under desks	.pr/18	Hazards of wires under desks.	Velcro or zip tie - JOHS to check stations.	Dundas	

Inspection

May Inspection - Medium Units - Carr

Next Meeting - Tuesday, May 1, 2018 at 1145 hours in the $\underline{\text{Large}}$ Secure Boardroom

MINISTF	r	PSSG	REGIO	N:	Fraser			
LOCATION	ON ADDRESS:	1000	ACCW - Maple Ridg		114001			
LOOATI	on Apprileo.		710011 Maple Hag					
DATE O	F PREVIOUS MEETING:			2018 YEAR	3 MONTH	6 DAY	TIME:	1145 hr
DATE O	F MEETING:			2018	4	3	TIME:	1145 hr
DATEO	r weening.			YEAR	MONTH	DAY	I IIVIL.	1145111
COMMIT	TEE WORKSITE JURISDICTIONS	2.						
(1)	ACCW	.		(1)				
(2)				(2)				
(3)				(3)				
	TEE MEMBERS PRESENT:				U. REPRESENTATIVES			
(1)	r Representatives Sandra Gemmill			ог Багда (1)	ining Agent Monica Adam			
(2)	Terry MacKenzie			(2)	Renee Dundas			
(3)	·			(3)				
(4)				(4)				
(5) (6)				(5) (6)				
				(-)				
(1)	TEE MEMBERS ABSENT: Bev Mahoney			(1)	Janette Carr			
(2)	Dev Iviarioney			(2)	Darlene Bozanic			
(3)				(3)	Melissa Harvey			
(4)				(4)	Bernadette Cuff			
(5)				(5)	Kerry Dumitrescu			
(6)				(6)	Kimberly Ramsay			
				(7)				
				(8) (9)				
GUEST				(0)				
1)	Ryan Jogenburger			3)				
				A \				
2)	Jill Fleming			4)				
		DEC	CHAIRPERSO	N:	Terry MacKenzie			
		REC	CHAIRPERSO	N:	Terry MacKenzie Arlene Bordeleau			
2)	Jill Fleming	REC		N:	-			
2) MEETIN	Jill Fleming G AGENDA	REC		N:	-			
2) MEETIN	Jill Fleming G AGENDA	REC		N:	-			
MEETIN Call to o	Jill Fleming G AGENDA	REC		N:	-			
MEETIN Call to of	Jill Fleming G AGENDA rder. on and adoption of agenda items.	REC		N:	-			
MEETIN Call to of	Jill Fleming G AGENDA rder.		CORDING SECRETAR	N:	-			
MEETIN Call to of	Jill Fleming G AGENDA rder. on and adoption of agenda items. of previous minutes.	ommendatio	ons.	N:	-			
MEETIN Call to of	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov	ommendatio	ons.	N:	-			
MEETIN Call to of	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business:	ommendatio er from last	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to of	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov	ommendatio er from last ion Reports	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to of	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members.	ommendation er from last ion Reports recommend	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to of	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and items.	ommendation er from last ion Reports recommend	ons. meeting.	ON: RY:	Arlene Bordeleau			
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MEETIN Call to or Circulation Reading	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business	ommendation er from last ion Reports recommend	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to or Circulation Reading Delegation Time and	GAGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business on of special duties to Committee New Displace of next meeting.	ommendation er from last ion Reports recommend	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to or Circulation Reading Delegation Time and Adjourner	GAGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business on of special duties to Committee New Displace of next meeting.	ommendation er from last ion Reports recommend	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to or Circulation Reading Time and Adjournment	GAGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business on of special duties to Committee Notes of the place of next meeting. ment. BUTION OF MINUTES:	ommendation er from last ion Reports recommend s.	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to or Circulation Reading Time and Adjournment DISTRIB B.C.G.E.	GAGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business on of special duties to Committee Notes of the place of next meeting. ment.	ommendation er from last ion Reports recommend s.	ons. meeting.	ON: RY:	Arlene Bordeleau			
MEETIN Call to or Circulation Reading Delegation Time and Adjourner DISTRIB B.C.G.E. Worksaft ADW Off	G AGENDA rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and i (c) Reports of members. (d) Introduction of new business on of special duties to Committee North and incident in the second place of next meeting. In place of next meeting.	ommendation er from last ion Reports recommend s.	ons. meeting.	ON: RY:	Arlene Bordeleau			

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1						
2						

May 1, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S	(Name, Title of Ministry designate and date)	Completion Date
OLD BUSINESS		Environment)	Committee		
Monthly Inspection	Apr/18	May - Medium Units - Carr	May - Completed April 20, 2018 - No hazards found	JOHS	Standing Item
Staff Accidents / Injuries	Apr/18	2 WCB - No work loss	•Hit Right hand on wall finger and pinky knuckles, sore, bruised and cut - non compliant assaultive I/M. Assaulted - Kicked in leg and showed in chest. •rolled ankle in parking lot while ecorting	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/18	May Tip - Ergonomics and Stretch Breaks	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	•Interim measure, don gloves and mask during effects processing -implemented at all correctional centres •Additional PPE's utilized by staff at their discretion (Safety goggles, Tyvek are covers. •Review current provincial processes, related interventions, polices and practices •Issue tabled at the Employer Safety Committee and other representatives. (Safety Advisory Services) •Provincial - look into investigation •We will be piloting half masks here at ACCW.	Hendry	Ongoing
JOHS Annual Evaluation	Feb/18	Discuss and send out evaluation	Two JOHS members outstanding. Should be okay for one more month - Bev will check. (March min)	MacKenzie Adam Mahoney	Ongoing
Wires under desks	Apr/18	Hazards of wires under desks.	Velcro or zip tie - JOHS to check stations.	Dundas	
NEW BUSINESS		•	•		
	•		Increation		

Inspection

June Inspection - Secure Units, POD, Visits, Stairwells - Dundas

Next Meeting - Tuesday, June 5, 2018 at 1145 hours in the Large Secure Boardroom

MINISTF	}	PSSG	REGION:	}	Fraser			
LOCATIO	ON ADDRESS:	ACC	W - Maple Ridge,	ВС				
DATE O	F PREVIOUS MEETING:			2018	4	3	TIME:	1145 hrs
				YEAR	MONTH	DAY		
DATE O	F MEETING:			2018 YEAR	5 MONTH	DAY	TIME:	1145 hrs
COMMIT (1) (2) (3)	TEE WORKSITE JURISDICTION ACCW	IS:		(1) (2) (3)				
	TEE MEMBERS PRESENT: r Representatives Terry MacKenzie Cristina Vendramin				J. REPRESENTATIVES ning Agent Monica Adam Bernadette Cuff Darlene Bozanic			
(1) (2) (3) (4) (5) (6)	TEE MEMBERS ABSENT: Bev Mahoney			(1) (2) (3) (4) (5) (6) (7) (8) (9)	Janette Carr Renee Dundas Melissa Harvey Kimberly Ramsay Kerry Dumitrescu			
GUEST 1) 2)	Ryan Jogenburger Jill Fleming			3) 4)				
		RECORDI	CHAIRPERSON: ING SECRETARY:		Monica Adam Arlene Bordeleau			
MEETIN	G AGENDA							
Call to or	rder.							
Circulatio	on and adoption of agenda items.							
	of previous minutes. (a) Disposition of previous red (b) Reports on matters held of		ing.					
	New Business: (a) Accident/Incident Investigation (b) Reports of inspections and (c) Reports of members. (d) Introduction of new busine	recommended act		tive action.				
Delegation	on of special duties to Committee	Members.						
Time and	d place of next meeting.							
Adjournn	nent.							
DISTRIB	UTION OF MINUTES:							
	U. Area Office or Bargaining AgereT BC Head Office	nt.						

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
Г	Medium Units	None	None			

June 6, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee		
OLD BUSINESS					
Monthly Inspection	June/18	June -Secure Units, POD, Visits, Stairwells - Dundas	s.15	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	May/18	3- WCB 2 - Joint Investigation	Staff Assault-I/M MHN when told book did not belong to her. Altercation between I/Ms - OC spray came in contact with staff's face/eyes Moving effects from institutional bag to release bag, poked by sharp object. Needle	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/18	Frisking and being aware of items that could harm.	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	 Interim measure, don gloves and mask during effects processing -implemented at all correctional centres Additional PPE's utilized by staff at their discretion (Safety goggles, Tyvek are covers. Review current provincial processes, related interventions, polices and practices Issue tabled at the Employer Safety Committee and other representatives. (Safety Advisory Services) Provincial - look into investigation We will be piloting half masks here at ACCW. s.15 	Hendry	Ongoing
Wires under desks	Apr/18	Hazards of wires under desks.	Velcro or zip tie - JOHS to check stations. Will be completed before July 2018 meeting.	Dundas	Completed

June 6, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
NEW BUSINESS					
Interview injured staff/Incident investigation	May/18	Specifically – during all investigations that involve an injured staff, the employer/JOSH representative MUST interview the injured staff when reporting out on the incident investigation document. (Mahoney)	Staff in agreement and already complying with recommendation	Mahoney	
New Member request	May/18	s.22 Interested in joining the ACCW JOSH Committee.	Agreed having another member is beneficial Union will have to approve Staff member already trained, would just need to update (once approved) if approved picture to be added to the Member list (Arlene to complete)	Adam	
Ergonomics on Units	June/18	Ergonomic issues - screen height/adjustable arm.	•Ergonomic specialist (PSA) required (talk to warden)	MacKenzie	

Inspection

July Inspection - Monarch Houses, Grounds and Gates - Cuff

Next Meeting - Tuesday, July 3, 2018 at 1145 hours in the $\underline{\text{Large}}$ Secure Boardroom

MINISTI	3 '	PSSG	REGION		Fraser			
LOCATI	ON ADDRESS:				riasei			
LOCATI	ON ADDRESS.	,	ACCW - Maple Ridge,					
DATE O	F PREVIOUS MEETING:			2018 YEAR	5 MONTH	1	TIME:	1145 hrs
	F MEETING:			2018	6	DAY 5	TIME:	1145 hrs
DATE O	F MEETING.			YEAR	MONTH	DAY	I IIVIE.	11451113
COMMI.	TTEE WORKSITE JURISDICTIONS	.						
(1)	ACCW			(1)				
(2) (3)				(2) (3)				
	TTEE MEMBERS BRESENT.				II DEDDECENTATIVES			
	TTEE MEMBERS PRESENT: er Representatives				U. REPRESENTATIVES ning Agent			
(1)	Terry MacKenzie			(1)	Monica Adam			
(2)	Rick Lacroix			(2)	Bernadette Cuff			
(3)				(3)	Kerry Dumitrescu Renee Dundas			
(4) (5)				(4) (5)	nenee Dunas			
(6)				(6)				
COMMI ⁻	TTEE MEMBERS ABSENT:							
(1)	Bev Mahoney			(1)	Janette Carr			
(2)				(2)	Darlene Bozanic			
(3)				(3)	Kimberly Ramsay			
(4) (5)				(4) (5)	Patty Schlafen			
(6)				(6)				
				(7)				
				(8) (9)				
GUEST				(3)				
1)	Ryan Jogenburger			3)				
	lill Floming							
2)	Jill Fleming			4)				
2)	Jill Fleming	RECO	CHAIRPERSON	:	Terry MacKenzie			
2)	Jill Fleming	RECO	CHAIRPERSON ORDING SECRETARY	:	Terry MacKenzie Arlene Bordeleau			
	Jill Fleming	RECO		:				
	IG AGENDA	RECO		:				
MEETIN Call to o	I <mark>G AGENDA</mark> rder.	RECO		:				
MEETIN Call to o	IG AGENDA rder. on and adoption of agenda items.	RECO		:				
MEETIN Call to o	IG AGENDA rder. on and adoption of agenda items. of previous minutes.		ORDING SECRETARY	:				
MEETIN Call to o	IG AGENDA rder. on and adoption of agenda items.	ommendation	S. SECRETARY	:				
MEETIN Call to o	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco	ommendation	S. SECRETARY	:				
MEETIN Call to o	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over	ommendation er from last n	s. neeting.		Arlene Bordeleau			
MEETIN Call to o	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati	ommendation er from last n on Reports 8	s. neeting.		Arlene Bordeleau			
MEETIN Call to o	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ove New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members.	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETIN Call to o	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and recommendations.	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETIN Call to o Circulati Reading	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ove New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members.	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETIN Call to o Circulati Reading	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ove New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETIN Call to o Circulati Reading	rder. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ove New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee M d place of next meeting.	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
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	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Secure units, POC, Visits, Stairwells	s.15	s.15	04-Jun-18	MacKenzie	

July 3, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
			•Walking hazards throughout the grounds, many pot holes		
Monthly Inspection	June/18	July - Monarch Houses, Grounds and Gates - Cuff and Van Steinberg	 weeps, over grown grass, deteriorate planters, compost bins, (FRCC moved lawn in Monarch area) Path ways over grown and uneven Rocks covered by natural growth, obstructed from view may cause injury when restoring grounds or damage equipment. 	JOHS (refer to Grundy and D. Payette) Mackenzie	Standing Item
Staff Accidents / Injuries	June/18	8 - WCB 6 + 1 H/C staff - Joint Investigation	•3 unknown WCB claims of why racing heart, nervous, hot etc - areas tested swabbed - JI conducted. •trip on rock, knee/hand bruising/abrassion •non compliant I/M bit officer (Mental health needs) - JI •Twisted foot bottom stairs SEG turning corner •During training tripped jamming thumb •Missed step fell hurt arm rist knee shoulder result in headache	D. Romm + All JOHS members	Standing Item
Monthly Tip	July/18	Surroundings	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Curently piloting half masks here at ACCW.	Hendry	Ongoing
New Member request	May/18	s.22 Interested in joining the ACCW JOSH Committee.	Agreed having another member is beneficial Union will have to approve Staff member already trained, would just need to update (once approved) if approved picture to be added to the Member list (Arlene to complete)	Adam	
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics	Adam	

July 3, 2018

Subject for Discussion	Duit	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		IA WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and		
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S		
		Environment)	Committee		

Inspection

Aug Inspection - SECURE LINK CORRIDOR, OFFICES, STORAGE, ELEVATOR - <u>Requires a volunteer person scheduled will not be able to complete</u>

Next Meeting - Tuesday, Aug 7, 2018 at 1145 hours in the Large Secure Boardroom

	₹	PSSG	REGION	:	Fraser			
LOCATI	ON ADDRESS:	AC	CW - Maple Ridge,	ВС				
DATE O	F PREVIOUS MEETING:			2018	6	5	TIME:	1145 hrs
DAIL O	THE VICTOR INCETING.			YEAR	MONTH	DAY		11401110
DATE O	F MEETING:			2018	7	3	TIME:	1145 hrs
				YEAR	MONTH	DAY		
	TTEE WORKSITE JURISDICTION	IS:		(4)				
(1) (2)	ACCW			(1) (2)				
(3)				(3)				
COMMI.	TTEE MEMBERS PRESENT:			B.C.G.E.	J. REPRESENTATIVES			
	er Representatives				ning Agent			
(1) (2)	Terry MacKenzie Bev Mahoney			(1) (2)	Bernadette Cuff			
(3)	Dev Manoricy			(3)	Kimberly Ramsay			
(4)				(4)	,,			
(5) (6)				(5) (6)				
				(0)				
COMMI [*] (1)	TTEE MEMBERS ABSENT:			(1)	Janette Carr			
(2)				(2)	Darlene Bozanic			
(3)				(3)	Renee Dundas			
(4)				(4)	Patty Schlafen			
(5)				(5)	Monica Adam			
(6)				(6) (7)	Kerry Dumitrescu			
				(8)				
				(9)				
GUEST 1)	Ryan Jogenburger			3)				
2)	Jill Fleming			4)				
					5 5			
			CHAIRPERSON	:	Bernadette Cutt			
		RECORI	CHAIRPERSON DING SECRETARY		Bernadette Cuff Arlene Bordeleau			
		RECORI						
MEETIN	IG AGENDA	RECORI						
		RECORI						
Call to o	rder.	RECOR						
Call to o	rder. on and adoption of agenda items.	RECORI						
Call to o	rder. on and adoption of agenda items. of previous minutes.							
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Call to o	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of	commendations.	DING SECRETARY					
Call to o	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of	commendations. over from last mee	eting.	•	Arlene Bordeleau			
Call to o	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of	commendations. over from last mee	eting.	•	Arlene Bordeleau			
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Call to o	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of the second of the secon	commendations. ever from last mee ation Reports & re f recommended a ss.	eting.	•	Arlene Bordeleau			
Call to o	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of New Business: (a) Accident/Incident Investigat (b) Reports of inspections and (c) Reports of members. (d) Introduction of new busine	commendations. ever from last mee ation Reports & re f recommended a ss.	eting.	•	Arlene Bordeleau			
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Call to o Circulati Reading Time an Adjourni DISTRIE	on and adoption of agenda items. of previous minutes. (a) Disposition of previous red (b) Reports on matters held of the second of the secon	commendations. ever from last mee ation Reports & re frecommended a ss. Members.	eting.	•	Arlene Bordeleau			
Call to o Circulati Reading Time an Adjourni DISTRIE	on and adoption of agenda items. of previous minutes. (a) Disposition of previous ref (b) Reports on matters held of New Business: (a) Accident/Incident Investigat (b) Reports of inspections and (c) Reports of members. (d) Introduction of new busine on of special duties to Committee d place of next meeting. ment. BUTION OF MINUTES: .U. Area Office or Bargaining Agenter BC Head Office	commendations. ever from last mee ation Reports & re frecommended a ss. Members.	eting.	•	Arlene Bordeleau			
Call to of Circulation Reading Time and Adjournation Cistrale S.C.G.E. Worksaft ADW Office Control of the Contr	on and adoption of agenda items. of previous minutes. (a) Disposition of previous ref (b) Reports on matters held of New Business: (a) Accident/Incident Investigat (b) Reports of inspections and (c) Reports of members. (d) Introduction of new busine on of special duties to Committee d place of next meeting. ment. BUTION OF MINUTES: .U. Area Office or Bargaining Agenter BC Head Office	commendations. ever from last mee ation Reports & re frecommended a ss. Members.	eting.	•	Arlene Bordeleau			

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	Both A and B house, need cleaning, stored clothing to be cleaned and placed in storage location			22-Jun-18	Not a JOHS Issue	
2	A house the outside has a birds nest burrowing in the gable end, also bird droppings outside extensive		If eggs or babies cannot be removed	22-Jun-18	Not a JOHS Issue	
3	Walking hazards throughout the grounds, many pot holes			22-Jun-18	Grundy/D. Payette	
4	s.15			22-Jun-18	Grundy/D. Payette	
5	Weeps , over grown grass, deteriorate planters, compost bins,			22-Jun-18	FRCC mowed Monarch lawn	
6	Path ways over grown and uneven			22-Jun-18	Grundy/D. Payette	
7	Rocks covered by natural growth, obstructed from view may cause injury when restoring grounds or damage equipment.			22-Jun-18	Grundy/D. Payette	

Aug 7, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S	designate	Completion Date
		C. Factories Act (Occupational Environment)	Committee	and date)	
OLD BUSINESS					
Monthly Inspection	June/18	July - Monarch Houses, Grounds and Gates Aug - Secure Link Corridor, Offices, Storage Room and Elevator - No Hazards - Dundas completed	•Walking hazards throughout the grounds, many pot holes s.15 •Weeps, over grown grass, deteriorate planters, compost bins, (FRCC mowed lawn in Monarch area) •Path ways over grown and uneven •Rocks covered by natural growth, obstructed from view may cause injury when restoring grounds or damage equipment. Will do a walk about to see hazards and what is still required. (July)	JOHS (refer to Grundy and D. Payette) Mackenzie	Standing Item
Staff Accidents / Injuries	July/18	6 - WCB 3 - JI	 WCB/JI - Fell down stairs in SEG - Time Loss focus on feet/add grip to stairs/paint stair a bright color to draw attention WCB/JI (2 Officers affected) Cuffing I/M, Verbally aggressive, lunged, scratching one officers arm and coming in contact with other officers forehead and left side of eye. WCB - Stopping door from slamming, finger caught between door and door frame. WCB - Attempt to restrain large I/M and assist to stand - pain in left shoulder/arm WCB - Escorting I/M Records - SEG scratch on Left arm (possibly from finger nail) 	D. Romm + All JOHS members	Standing Item
Monthly Tip	Aug/18	Aug JOHS Tip - Fresh Air	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting.	Updated Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval SMU committee discussing HPC effects processes Curently piloting half masks here at ACCW.	Hendry	Ongoing
New Member request	May/18	s.22 Interested in joining the ACCW JOSH Committee. 2. Caruso - confirm training	Agreed having another member is beneficial Union will have to approve Staff member already trained, would just need to update (once approved) if approved picture to be added to the Member list (Arlene to complete) Two members resigned (Arlene to take off email and poster)	Adam	
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting of WSI	Adam	

Aug 7, 2018

Subject for Discussion		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry designate and date)	Completion Date
		B. WCB Industrial First Aid C. Factories Act (Occupational	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S		
		Environment)	Committee	•	
JOHS Training	Aug/18	JOHS Training Refresh/Update	Accident Investigation Training Ensure members are up to date or refresher classes Look at Jan 2019 dates		2019

Inspection

SEPT Inspection - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay

Next Meeting - Tuesday, Sept 4, 2018 at 1145 hours in the <u>Large</u> Secure Boardroom

MINISTR		PSSG	REGION	:	Fraser			
LOCATIO	ON ADDRESS:		ACCW - Maple Ridge,		114301			
		•	Napie i liage,					
DATE OF	F PREVIOUS MEETING:			2018 YEAR		3 DAY	TIME:	1145 hrs
DATE OF	MEETING:			2018	8	7	TIME:	1145 hrs
				YEAR	MONTH	DAY		
СОММІТ	TEE WORKSITE JURISDICTIONS	3 :						
(1) (2)	ACCW			(1) (2)				
(3)				(3)				
СОММІТ	TEE MEMBERS PRESENT:			B.C.G.E.	U. REPRESENTATIVES			
	Representatives				ning Agent			
(1) (2)	Sandra Gemmill Carla Spry			(1) (2)	Monica Adam Bernadette Cuff			
(3)	Sana Spry			(3)	Kimberly Ramsay			
(4)				(4)	Kerry Dumitrescu			
(5) (6)				(5) (6)				
	TEE MEMBERS ABSENT:			ν-,				
(1)	Terry MacKenzie			(1)	Renee Dundas			
(2)	Bev Mahoney			(2)	Patty Schlafen			
(3)				(3)				
(4) (5)				(4) (5)				
(6)				(6)				
				(7)				
				(8) (9)				
GUEST				2)				
1) 2)				3) 4)				
- /				,				
<i>-,</i>			CHAIRPERSON		Sandra Gemmill			
-)		RECO	CHAIRPERSON ORDING SECRETARY	:	Sandra Gemmill Arlene Bordeleau			
		RECO		:				
	G AGENDA	RECO		:				
MEETING		RECO		:				
MEETING Call to or		RECO		:				
MEETING Call to or Circulation	der.	RECO		:				
MEETING Call to or Circulation	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco	ommendation	S.	:				
MEETING Call to or Circulation	der. on and adoption of agenda items. of previous minutes.	ommendation	S.	:				
MEETING Call to or Circulation	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over	ommendation er from last n	s. neeting.		Arlene Bordeleau			
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MEETING Call to or Circulation Reading	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members.	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
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MEETING Call to or Circulation Reading Delegation Time and	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee Management of the second seco	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETING Call to or Circulation Reading Delegation Time and Adjournm	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee Management of the second seco	ommendation er from last n on Reports & ecommende	s. neeting.		Arlene Bordeleau			
MEETING Call to or Circulation Reading Delegation Time and Adjournm DISTRIB	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee Management. If place of next meeting.	ommendation er from last n on Reports & ecommende s.	s. neeting.		Arlene Bordeleau			
MEETING Call to or Circulation Reading Delegation Time and Adjournm DISTRIB B.C.G.E. Worksafe	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee Management. If place of next meeting. Thent. UTION OF MINUTES: U. Area Office or Bargaining Agent of BC Head Office	ommendation er from last n on Reports & ecommende s.	s. neeting.		Arlene Bordeleau			
MEETING Call to or Circulation Reading Delegation Time and Adjournm DISTRIB B.C.G.E. Worksafe ADW Off	der. on and adoption of agenda items. of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members. (d) Introduction of new business on of special duties to Committee Management. If place of next meeting. Thent. UTION OF MINUTES: U. Area Office or Bargaining Agent of BC Head Office	ommendation er from last n on Reports & ecommende s.	s. neeting.		Arlene Bordeleau			

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	AUG - No Hazards.					

Sep 4, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
		July - Monarch Houses, Grounds and Gates - still pending.	July •Walking hazards throughout the grounds, many pot holes		
			s.15		
Monthly Inspection	Aug/18		•Weeps, over grown grass, deteriorate planters, compost bins, (FRCC mowed lawn in Monarch area) •Path ways over grown and uneven •Rocks covered by natural growth, obstructed from view may cause injury when restoring grounds or damage equipment. Will do a walk about to see hazards and what is still required. (July)	JOHS Mackenzie	Standing Item
		<u>Sept</u> - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay/Buciurca	Sept • Medium perimeter path full of weeds/rocks, staff can trip at night/bad weather •Garden path/bricks covered in moss slippery.		
Staff Accidents / Injuries	Aug/18	None Reported		D. Romm + All JOHS members	Standing Item
Monthly Tip	Sept/18	Video Links to PPE - Gowning Process	Two Links: PPE http://www.dupont.co.uk/products-and-services/personal-protective-equipment/chemical-protective-garments-accessories/videos/how-to-dress-and-undress-a-protective-coverall.html https://www.safespec.dupont.com/content/dam/dupont/tools-tactics/dpt/safespec-cleanroom-na/documents/Gowning Poster.pdf	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing
New Member request	May/18	s.22 : Interested in joining the ACCW JOSH Committee. Caruso - confirm training	Agreed having another member is beneficial Union will have to approve Staff member already trained, would just need to update (once approved) if approved picture to be added to the Member list (Arlene to complete) Two members resigned (Arlene to take off email and poster) *Update: Waiting for letters to come out. Should be on the board by October.	Adam	

Sep 4, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI *Update: Not yet finalized - still working on. *Will send to Mahoney when completed. 	Adam	
JOHS Training	HS Training Aug/18 JOHS Training Refresh/Update		•Accident Investigation Training •Ensure members are up to date or refresher classes •Look at Jan 2019 dates *We have not used our training for this year. *Adam to let Bev know what is available.	Adam	2019
NEW BUSINESS					
WSI Update	Sept/18	Ryan Jongenburger will be s.22 for 9 months starting in November.	Richard Chapman will be taking over as the WSI representative at the JOHS meetings starting next month.	Information item	Completed
Employer Rep. on Special Project	1 Seni/18 Imoning ag gne ig working on a gnecial		Ionela Bucuirca will be filling in as an employer representative in her absence.	Information item	Completed
WSI is requesting the shrubbery in and outside the mill yard fences be trimmed/removed.		· · · · · · · · · · · · · · · · · · ·	*Order to be put in for branch removal. *Will get FRCC to help with this.	Fleming / Mahoney	
School Zone Reminder Sept/18 Sept/18 Sept/18 WSI is requesting that we send out an email to all staff reminding them that school zones are now back in effect and to adhere to speed limits.		email to all staff reminding them that school zones are now back in effect and	*Terry to send out a reminder to all staff.	MacKenzie	

Sep 4, 2018

	Dute	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion		A. WCB Industrial Health and Safety D. If consensus obtained, joint recommendation in order		(Name, Title	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee	<i></i>	

Inspection

Oct Inspection - Secur Admin, Offices, Board Rooms, Muster, Training and Lunch Rooms - Adam

Next Meeting - Tuesday, Oct 2, 2018 at 1145 hours in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH CO	DLUMBIA - LOCAL OCCI	JPATION <i>A</i>	AL HEALTH & SAFETY	COMMITTI	EE MEET	<u>ING</u>
MINISTR'	PSSG REGIO	DN:	Fraser			
LOCATION ADDRESS:	ACCW - Maple Ridge	e, BC				
DATE OF PREVIOUS MEETING:		2018 YEAR	8 MONTH	7 DAY	TIME:	1145 hrs
DATE OF MEETING:		2018 YEAR	9 MONTH	4 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS (1) ACCW (2) (3)	:	(1) (2) (3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives (1) Bev Mahoney (2) Terry MacKenzie (3) Jill Fleming (4) (5) (6)			J. REPRESENTATIVES ning Agent Monica Adam Bernadette Cuff Renee Dundas			
COMMITTEE MEMBERS ABSENT: (1) Sandra Gemmill (2) (3) (4) (5) (6)		(1) (2) (3) (4) (5) (6) (7) (8)	Kerry Dumitrescu Patty Schlafen Kimberly Ramsay			
GUEST 1) Richard Chapman, WSI 2) Ryan Jogenburger, WSI	CHAIRPERSO		Monica Adam			
	RECORDING SECRETAR	KY:	Lesli Altenried			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes. (a) Disposition of previous reco (b) Reports on matters held over						
New Business: (a) Accident/Incident Investigation (b) Reports of inspections and respection of members. (d) Introduction of new business	ecommended actions.	ective action.				
Delegation of special duties to Committee M	embers.					
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne						

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1						

Oct 2, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection			Oct •Lunch room, short staff unable to reach microwave (Step stool ordered - expected by Oct 31, 2018	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Sept/18	2 - WCB 1 - Al	•WCB/AI - Moving an I/M bag, poked by sewing needle. No Time loss. Spoken to concerning PPE. •WCB - Restraing and escorting I/M, received a pencil sized abrasion on anterior left wrist	D. Romm + All JOHS members	Standing Item
Monthly Tip	Sept/18	Oct Tip - Unusual Slipping Hazards- s.15	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC. Lipdated Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval SMU committee discussing HPC effects processes Half masks pilot here at ACCW has ended.		Hendry	Ongoing
New Member request	May/18	1 s.22 Interested in joining the ACCW JOSH Committee. 2. Caruso - confirm training	Agreed having another member is beneficial Union will have to approve Staff member already trained, would just need to update (once approved) pictures and emails to be added to the Member list (Arlene to complete) *Update: Waiting for letters to come out. Should be on the board by October.	Adam/Arlene	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI *Update: Not yet finalized - still working on. *Will send to Mahoney when completed. 	Adam/WSI	
JOHS Training	Aug/18	JOHS Training Refresh/Update	Accident Investigation Training Ensure members are up to date or refresher classes Look at Jan 2019 dates We have not used our training for this year. Adam to let Bev know what is available.	Adam	2019/Ongoing
WSI Update	Sept/18	Ryan Jongenburger will be taking leave for 9 months starting in November. Shawn Collick will be subbing.	Richard Chapman will be taking over as the WSI representative at the JOHS meetings starting next month.	Information item	Completed

Oct 2, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
NEW BUSINESS					
Inspection Schedule	Oct/18	JOHS Inspection Schedule (Ms Adam)	Schedule to be updated due to resignations and new JOHS members	Adam	
Incident Reports Compliance	Oct/18	Posting Incident reports - currently not in compliance, discuss approach or method to bring us into compliance. (Ms. Adam)	• A/I summary to be posted and updated as they are submitted. (Confirmed by DW, ADW and CS to use the Sp/Sh minus the employee names that is kept on the Management Drive. The months corresponding with the three months on the board will be posted, if there are any Als processed)	Arlene	Completed
Update Training Spreadsheet	Course available •OHS 2 day committee training - Mandatory within 6 months, refresher every 4 - 5 yrs •Incident Investigations training - Mandatory for involvement in any workplace investigations, refresher 4 - 5 yrs •Mitigating Workplace Violence •Ergonomics - refresher recommended every 3 yrs •Once inform		See if Mitra/Jancie has traing records of who has completed training. (Including Managers) Once information provided Adam/Arlene to set up a new spreadsheet that Members can update as trained.	Adam/Arlene	

Inspection

Nov Inspection - Secure H/C Upper, Lower and Stairwell, SSP - Ramsay (Volunteered, waiting on updated schedule)

Next Meeting - Tuesday, Nov 6, 2018 at 1145 hours in the $\underline{\text{Large}}$ Secure Boardroom

PROVINCE OF BRITISH C	OLUMBIA - LOCAL OC	CUPATIONA	L HEALTH & SAFETY	COMMITT	EE MEET	ING
MINISTR'	PSSG RE	GION:	Fraser			
LOCATION ADDRESS:	ACCW - Maple F	Ridge, BC				
DATE OF PREVIOUS MEETING:		2018 YEAR	9 MONTH	4 DAY	TIME:	1145 hrs
DATE OF MEETING:		2018 YEAR	10 MONTH	2 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS (1) ACCW (2) (3)	5:	(1) (2) (3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives (1) Cristina Vendramin (2) Terry MacKenzie (3) (4) (5) (6)		B.C.G.E.U or Bargain (1) (2) (3) (4) (5) (6)	J. REPRESENTATIVES ing Agent Monica Adam Kerry Dumitrescu Kimberly Ramsay			
COMMITTEE MEMBERS ABSENT: (1) Sandra Gemmill (2) Bev Mahoney (3) (4) (5) (6)		(1) (2) (3) (4) (5) (6) (7) (8)	Renee Dundas Patty Schlafen Bernadette Cuff			
GUEST 1) Richard Chapman, WSI 2) Ryan Jogenburger, WSI	CHAIRPER RECORDING SECRE		Terry MacKenzie Arlene Bordeleau			
MEETING AGENDA			7 II TOTTO DOT GLOTOGG			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous reco (b) Reports on matters held ov New Business: (a) Accident/Incident Investigati (b) Reports of inspections and r (c) Reports of members.	er from last meeting. ion Reports & recommended of recommended actions.	corrective action.				
(d) Introduction of new business Delegation of special duties to Committee M						
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne	•					

	ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT								
		DATE: Tuesday, Octo	ber 2, 2018		LO	CATION: ACCW	Admin Are	a	
	INSPECT	TORS: MacKenzie	e/Adam	ASSIGNMENTS/ACTION REQUIRED:					
ITE M NO :	HAZARD AND LOCATION APPROPRIATE	(ACTION IF	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed , (Do not add to Inspection Summary)	
1	Short people's ability to reach microwaves in staff lunch	room	None	Step Stools	2018.10.31	Will be ordered.			
2	Vacuum Ion Scanner Room		None	Vacuum	2018.10.02	Cleaners have agreed to vacuithe room periodically.	ım	х	
3	Loose wires in SSP		None	Zap Straps	2018.10.02	WSI secured the wires with za straps and Velcro.)	Х	
4	4 Loose wires at Jennifer Lemke's desk		None	Zap Straps	2018.10.02	Wires were secured by ADW MacKenzie with zap straps.		Х	
5									
6									
7									
8									
9 10								\vdash	
	nthly Discussion Topics:								
ТОР	·					Staff no Safety D	minated for Mo	nthly	
				11-11					
	ard - Any condition or practice that has potential for causing loss of life, but and - Any condition or practice with the potential for causing a serious injured.			that immediate corrective a	action is required. Activity	snould be discontinued until the hazard	s corrected		
	ard - Any condition or practice with the potential for causing a serious injure								
C Haz	ard - Any condition or practice with a probable potential for causing a non-	-disabling injury or non-disruptive property damage. 1	These types of hazards should be el	iminated without delay, but	the situation is not an e	mergency			

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection Oct/18 Muster, Training and Lui Adam/MacKenzie Nov - Secure H/C Uppe		Oct - Secure Admin: Offices, Boardrooms, Muster, Training and Lunchroom – Adam/MacKenzie Nov - Secure H/C Upper, Lower and stairwell, SSP - Ramsay	Oct •Lunch room, short staff unable to reach microwave (Step stool ordered - expected by Oct 31, 2018 Nov •No Hazards	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Oct/18	No WCB Or A/I Reports		D. Romm + All JOHS members	Standing Item
Monthly Tip	Oct/18	Flu Shot	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Intercom - Bio Hazard procedures s.15	•BGIS - PPE to be used when working on intercom Gloves/Mask/Goggles s.15	Chapman/ Stores	
Inspection Schedule	Oct/18	JOHS Inspection Schedule (Ms. Adam)	Schedule to be updated for the new 2019 year. Members were to talk to Adam concerning months they could complete the duty.	Adam	Completed
NEW BUSINESS					
Blood and Body Fluid Exposure Protocol Change in Policy - Exposure to blood or other potentially infectious material. S.15 (Sept 2017 PHSA Protocol doc and Email on behalf of Teri DuTemple)		or other potentially infectious material. s.15 (Sept 2017 PHSA Protocol doc and	•PHSA advise in cases of s.15 8.1.6 Response to exposure to blood or other potentially infectious material will remain 8.1.7 s.15 •Poster from PHSA - BBF Exposure Protocol to be laminated and posted.	Information	

Nov 6, 2018

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
			E. If NO consensus, positions recorded and	designate	Date
		· •	forwarded to Ministry second Level OH&S Committee	and date)	
Violence Risk Assessment	Nov/18		•Due July 2019 •More details to follow	Mahoney	

Inspection

Dec Inspection - Medium SMU, OPS and Former Records Area - Cuff/Caruso Next Meeting - Tuesday, Dec 4, 2018 at 1145 hours in the <u>Large</u> Secure Boardroom

PROVINCE OF BRITISH COLU	MBIA - LOCAL OCCUI	PATIONA	L HEALTH & SAFETY	COMMITTE	E MEETI	<u>NG</u>
MINISTR' PS	SSG REGION	:	Fraser			
LOCATION ADDRESS:	ACCW - Maple Ridge,	ВС				
DATE OF PREVIOUS MEETING:		2018	10	2	TIME:	1145 hrs
		YEAR	MONTH	DAY		
DATE OF MEETING:		2018 YEAR	11 MONTH	6 	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS:						
(1) ACCW		(1)				
(2) (3)		(2) (3)				
COMMITTEE MEMBERS PRESENT: Employer Representatives		B.C.G.E.U or Bargair	J. REPRESENTATIVES			
(1) Bev Mahoney		(1)	Monica Adam			
(2) Terry MacKenzie		(2)	Dora Caruso			
(3) (4)		(3) (4)	Kimberly Ramsay Bernadette Cuff			
(5) (6)		(5) (6)	Renee Dundas			
COMMITTEE MEMBERS ABSENT:		(0)				
(1)		(1)	Kerry Dumitrescu			
(2)		(2)	Patty Schlafen			
(3) (4)		(3) (4)				
(5)		(5)				
(6)		(6) (7)				
		(8)				
GUEST		(9)				
1) Richard Chapman, WSI 2)		3) 4)				
	CHAIRPERSON		Monica Adam			
	RECORDING SECRETARY		Arlene Bordeleau			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes.						
(a) Disposition of previous recommend (b) Reports on matters held over from						
New Business:						
(a) Accident/Incident Investigation Rep(b) Reports of inspections and recomm(c) Reports of members.		e action.				
(d) Introduction of new business.						
Delegation of special duties to Committee Members Time and place of next meeting.	o.					
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI - Mr. Steve Osborne						

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT									
	DATE:	Monday, Novemb	ber 5 , 2018		LO	CATION:	SEC H/C, S	tair 1, SS	SP
	INSPECTORS:	Ramsay/Du	ındas		ASSIGNME	ENTS/ACTION RE	QUIRED:		
ITE M HAZARD AND LOCATION NO :	APPROPRIATE)	(ACTION IF	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TA		Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)
1 No Issues									
2									
3									
4									
5									
6									
7									
8									
9									
Monthly Discussion Tonics									
Monthly Discussion Topics: TOPIC	DISCUSSION						Staff nomin Safety Draw		nthly
	1						Salety Draw		
	 						┪		
	 						┪		
A Hazard - Any condition or practice that has poter	ntial for causing loss of life, body part and/or ex	tensive loss of structure, equipment	or material. Generally this means	that immediate corrective a	action is required. Activity	should be discontinued un	ntil the hazard is co	rrected	
B Hazard - Any condition or practice with the poten	itial for causing a serious injury, illness or prope	erty damage. Urgent situation. Requi	res attention as soon as possible						
<u>C Hazard -</u> Any condition or practice with a probabl	e potential for causing a non-disabling injury or	non-disruptive property damage. Th	nese types of hazards should be el	liminated without delay, but	the situation is not an er	mergency			

Working - Dec 4, 2018

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
OLD BUSINESS					
Monthly Inspection	Nov/18	<u>Dec</u> - Med SMU, OPS and Former Records Area - Caruso/Buciurca	Dec - No hazards	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Nov/18	4-WCB 1- Joint Investigation	Officer Refresher Training, Wrist bent too hard, soreness Med TA I/M assaulted officer, scratches in between fingers Officer fell up SEG stairs jarring shoulder - JI conducted Monarch vehicle gate: Pulled up metal pin, it dropped and pinched skin on hand and betweenbaby finger and wrist.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Nov/18	Dec Tip - Cold Weather Safety	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•WSI to install on LUA and test with Ramsay/Dumitrescu *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex	•Due July 2019 •More details to follow •Compile surveys/stats	Mahoney/All	
NEW BUSINESS					

Inspection

Jan Inspection -MED Programs Building - Ramsay
Next Meeting - Wednesday, Jan 2, 2018 at 1145 hours in the <u>Large</u> Secure Boardroom

PROVII	NCE OF BRITISH COL	UMBIA - LOCAL (OCCUPATIONA	L HEALTH & SAFETY	COMMITTI	EE MEET	<u>ING</u>
MINISTR'		PSSG I	REGION:	Fraser			
LOCATION ADDR	RESS:	ACCW - Maple	e Ridge, BC				
DATE OF PREVIO	OUS MEETING:		2018 YEAR	11 MONTH	6 DAY	TIME:	1145 hrs
DATE OF MEETIN	NG:		2018 YEAR	12 MONTH	4 DAY	TIME:	1145 hrs
COMMITTEE WO (1) ACCW (2) (3)	RKSITE JURISDICTIONS:		(1) (2) (3)				
Employer Represe (1) Bev Ma			B.C.G.E.U or Bargaini (1) (2) (3) (4) (5) (6)	. REPRESENTATIVES ing Agent Patty Schlafen Dora Caruso			
(1) (2) (3) (4) (5) (6)	MBERS ABSENT:		(1) (2) (3) (4) (5) (6) (7) (8) (9)	Kerry Dumitrescu Bernadette Cuff Monica Adam Kimberly Ramsay Renee Dundas			
1	d Chapman, WSI Collick	CHAIRP RECORDING SECF	3) 4) PERSON: RETARY:	Ionola Buciurca Bev Mahoney Arlene Bordeleau			
MEETING AGENE	<u>DA</u>						
Call to order.							
Circulation and ad	loption of agenda items.						
(b) R New Bus (a) Ac (b) Re (c) Re	visposition of previous recomm deports on matters held over fr	om last meeting. Reports & recommende	d corrective action.				
Delegation of spec	cial duties to Committee Meml	pers.					
Time and place of	next meeting.						
Adjournment.							
B.C.G.E.U. Area C WorksafeT BC He ADW Office Staff Muster Room WSI - Mr. Steve C	Office or Bargaining Agent. ead Office						

ACCW - OHS SAFETY INSPECTION SUMMARY

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT LOCATION:um SMU,OPS and Former Records DATE: Tuesday, November 27, 2018 **INSPECTORS:** Caruso/ CS Buciurca ASSIGNMENTS/ACTION REQUIRED: Add to **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION DATE TO BE (ACTION IF Do not add to Inspection Inspection APPROPRIATE) (ABC) COMPLETED **COMPLETED DATE** BY Summary No hazards found 2 3 ---4 5 6 8 9 **Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw 4 Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency 3 Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational Environment)	forwarded to Ministry second Level OH&S Committee	and date)	
Active BUSINESS					
Monthly Inspection	Dec/18	Jan - Med Programs Building	Jan - 1. Plastic light covering florescent light in classroom 2. Broken keyboard holder in Chaplain Mark's office (Terry)	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Dec/18	Dec 1 - 31 4 - WCB 2 - Joint Investigation	 Dec 1-31, 2018 WCB - Closing door while talking to I/M and shut door on left hand, middle finger WCB/JI - Staff attempted to change Inmate. I/M lunged Punched officer in face. Nose/mouth area, lif swollen WCB/JI - Med Wicket, I/M accidently spit in officers face entering eye. Doing canteen rusty staple punctured left index finger. H/C for first aid. 	D. Romm + All JOHS members	Standing Item
Monthly Tip	Dec/18	Jan Tip - Loose Lips Sink Ships	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI (Richard) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed. 	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier	wsı	
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex	•Due July 2019 •More details to follow •Compile surveys/stats	Mahoney	
NEW BUSINESS					

Inspection

Feb Inspection - Admissions Discharge, Effects Room - Adam Next Meeting - Wednesday, Feb 5, 2019 at 1145 hours in the <u>Large</u> Secure Boardroom

	PROVINCE OF BRITISH CO	OLUMBIA -	LOCAL OCCUP	PATIONA	AL HEALTH & SAFETY	COMMITTI	EE MEET	<u>ING</u>
MINISTE	₹'	PSSG	REGION	:	Fraser			
LOCATI	ON ADDRESS:	A	CCW - Maple Ridge,	ВС				
DATE O	F PREVIOUS MEETING:			2018 YEAR	12 MONTH	4 DAY	TIME:	1145 hrs
DATE O	F MEETING:			2019 YEAR	1 MONTH	2 DAY	TIME:	1145 hrs
COMMIT (1) (2) (3)	TTEE WORKSITE JURISDICTIONS: ACCW	:		(1) (2) (3)				
1	rTEE MEMBERS PRESENT: er Representatives Bev Mahoney Terry MacKenzie				J. REPRESENTATIVES ning Agent Patty Schlafen Renee Dundas			
(1) (2) (3) (4) (5) (6)	TTEE MEMBERS ABSENT:			(1) (2) (3) (4) (5) (6) (7) (8)	Kerry Dumitrescu Bernadette Cuff Monica Adam Kimberly Ramsay Dora Caruso Samantha Schneck			
GUEST 1) 2)	Shawn Collick	RECOE	CHAIRPERSON RDING SECRETARY		Bev Mahoney Arlene Bordeleau			
MEETIN	O AOENDA				7 thorie Bordolodd			
Call to o	rder							
	on and adoption of agenda items. of previous minutes. (a) Disposition of previous record (b) Reports on matters held over the New Business: (a) Accident/Incident Investigation (b) Reports of inspections and record (c) Reports of members. (d) Introduction of new business	er from last me on Reports & recommended	eting. ecommended correct	ive action.				
Delegati	on of special duties to Committee Mo	embers.						
Time and	d place of next meeting.							
Adjournr	ment.							
DISTRIE	BUTION OF MINUTES:							
Worksaf ADW Of Staff Mu	.U. Area Office or Bargaining Agent. eT BC Head Office fice ster Room r. Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT LOCATION:um SMU,OPS and Former Records DATE: Tuesday, November 27, 2018 **INSPECTORS:** Caruso/ CS Buciurca ASSIGNMENTS/ACTION REQUIRED: Add to **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION DATE TO BE (ACTION IF Do not add to Inspection Inspection APPROPRIATE) (ABC) COMPLETED **COMPLETED DATE** BY Summary No hazards found 2 3 ---4 5 6 8 9 **Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw 4 Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency 3 Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
Active BUSINESS					
Monthly Inspection	Jan/19	Feb - Adm/Discharge and Effects Rm - MacKenzie, Dumitrescu, Suddhisanont	Feb - No Hazards	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Jan/19	Jan 1- 31 2- WCB	Jan - 1. WCB - Dealing with recalcitrant I/M - kicked in shin while removing restraints. 2. WCB - Time Loss - Escorting I/M that was cuffed, I/M kicked Officer in Left knee.	D. Romm + All JOHS members	Standing Item
Monthly Tip	Jan/19	Feb Tip - Fragrances (Was forwarded to Contractors and H/C)	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed. 	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier	wsı	
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex	•Due July 2019 •More details to follow •Compile surveys/stats	Mahoney	
NEW BUSINESS					
JOHS Achievement	Feb/19	Celebrate our success	Ideas on how to celebrate our JOHS success' •NOSH week May-scavanger hunt,identify hazards etc - Schneck •Suggested to ask family at other company - Dumitrescu •Email members - Discuss ideas - Mahoney	Mahoney	

Inspection

March Inspection - Medium Laundry and Kitchen - Dumitrescu Next Meeting - Tuesday, March 5, 2019 at 1145 hours in the Large Secure Boardroom

MINISTI	₹'	PSSG	REGION	:	Fraser			
	ON ADDRESS:		ACCW - Maple Ridge, I					
LOOAII	ON ABBILLOO!		NOOV Wapie Hage, I					
DATE O	F PREVIOUS MEETING:			2018 YEAR	1 MONTH	2 DAY	TIME:	1145 hrs
DATE O	F MEETING:			2019	2	5	TIME:	1145 hrs
DATEO	r MEETING.			YEAR	MONTH	DAY	I IIVIL.	11451115
COMMI.	TTEE WORKSITE JURISDICTIONS:							
(1)	ACCW			(1)				
(2) (3)				(2) (3)				
(3)				(3)				
	TTEE MEMBERS PRESENT: er Representatives				J. REPRESENTATIVES ning Agent			
(1)	Bev Mahoney			(1)	Samantha Schneck			
(2)	Terry MacKenzie			(2)	Kerry Dumitrescu			
(3) (4)				(3)				
(5)				(4) (5)				
(6)				(6)				
COMMI [*]	TTEE MEMBERS ABSENT:							
(1)				(1)	Patty Schlafen			
(2) (3)				(2) (3)	Bernadette Cuff Monica Adam			
(4)				(4)	Kimberly Ramsay			
(5)				(5)	Dora Caruso			
(6)				(6) (7)	Renee Dundas			
				(8)				
OUEOT				(9)				
GUEST 1)	Shawn Collick			3)				
2)	Richard Chapman			4)				
			CHAIRPERSON	:	Kerry Dumitrescu			
		REC	ORDING SECRETARY	:	Arlene Bordeleau			
MEETIN	IG AGENDA							
Call to o	rder.							
Circulati	on and adoption of agenda items.							
Reading	of previous minutes. (a) Disposition of previous recom	nmendations	S.					
	(b) Reports on matters held over							
	Naw Dusinasa							
	New Business: (a) Accident/Incident Investigation	n Reports &	recommended correctiv	e action.				
	(b) Reports of inspections and red	-						
	(c) Reports of members.(d) Introduction of new business.							
Delegati	on of special duties to Committee Mer	mhers						
	·	nocis.						
	d place of next meeting.							
Adjourn	nent.							
	BUTION OF MINUTES:							
DISTRIE								
	.U. Area Office or Bargaining Agent.							
B.C.G.E Worksaf	.U. Area Office or Bargaining Agent. eT BC Head Office							
B.C.G.E Worksaf ADW Of	eT BC Head Office							

ACCW - OHS SAFETY INSPECTION SUMMARY

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: **Tuesday, Feb 5, 2019** LOCATION: dmissions discharge, Effects Roo **INSPECTORS:** MacKenzie/Dumitrescu/Suddhisanont ASSIGNMENTS/ACTION REQUIRED: Add to **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION DATE TO BE (ACTION IF Do not add to Inspection Inspection APPROPRIATE) (ABC) COMPLETED **COMPLETED DATE** BY Summary No hazards found 2 3 ---4 6 8 9 **Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw 4 Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency 3 Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
ACTIVE BUSINESS					
Monthly Inspection	Mar/19	March Inspection - Medium Laundry and Kitchen - Dumitrescu	Lights in the loading dock roll up are burnt out WSI Work Order: BCB30742651 Steamer Heater for soup pots broken down and possibly at end of life. Injury/burn hazard using pots on stove WSI inquiring about repair time and possible replacement of device. Daryl notified/actioned by end of month.	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Feb/19	Feb 1-28 2- WCB	WCB - Walking to Med Sallyport - slipped, fell on left butt and leg WCB - Restraining I/M, officer hand split open (excema) and bled	D. Romm + All JOHS members	Standing Item
Monthly Tip	Mar/19	Shift Work - Power Point	s.15	T. MacKenzie	Standing Item
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval SMU committee discussing HPC effects processes Half masks pilot here at ACCW has ended.	Hendry	Ongoing
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) End of March. *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier	WSI	
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex - May Agenda Item	•Due June 2019 •More details to follow •Compile surveys/stats	Mahoney	

JOHS Mar 5, 2019

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion	
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date	
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)		
		Environment)	Committee			
NEW BUSINESS						
JOHS Achievement	Feb/19	Celebrate our success	Ideas on how to celebrate our JOHS success' NOSH week May-scavanger hunt, identify hazards etc - Schneck Suggested to ask family at other company - Dumitrescu Email members - Discuss ideas - Mahoney Calendars made/Fashion show Send out NOSH attachment to JOHS members Muster message every 2 weeks Discuss Near Misses - Suggestions on how to improve	Mahoney		
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney		
JOHS Terms of Reference	Mar/19	Complete Annually	•Review April 2019			
Evaluation Tool	Mar/19	Complete Annually	Review April 2019			

Inspection

April Inspection - SECURE LAUNDRY, LIBRARY, SEG UPPER/LOWER - Dundas Next Meeting - Tuesday, April 2, 2019 at 1145 hours in the Large Secure Boardroom

	PROVINCE OF BRITISH CO	OLUMBIA - LOC	AL OCCUP	ATION/	AL HEALTH & SAFETY	COMMITTI	EE MEET	<u>ING</u>
MINISTE	₹'	PSSG	REGION:		Fraser			
LOCATION	ON ADDRESS:	ACCW -	Maple Ridge, B	BC				
DATE O	F PREVIOUS MEETING:		L	2018 YEAR	2 MONTH	5 DAY	TIME:	1145 hrs
DATE O	F MEETING:		ı	2019 YEAR	3 MONTH	5 DAY	TIME:	1145 hrs
COMMIT (1) (2) (3)	TEE WORKSITE JURISDICTIONS: ACCW	:		(1) (2) (3)				
1	TEE MEMBERS PRESENT: r Representatives Bev Mahoney Terry MacKenzie				J. REPRESENTATIVES ning Agent Renee Dundas Kerry Dumitrescu Patty Schlafen			
СОММІТ	TEE MEMBERS ABSENT:							
(1) (2) (3) (4) (5) (6)				(1) (2) (3) (4) (5) (6) (7) (8)	Samantha Schneck Bernadette Cuff Monica Adam Kimberly Ramsay Dora Caruso			
GUEST 1) 2)	Shawn Collick Richard Chapman			(9) 3) 4)				
,	,		HAIRPERSON: SECRETARY:		Bev Mahoney Arlene Bordeleau			
MEETIN	G AGENDA							
Call to o								
Circulation	on and adoption of agenda items.							
Reading	of previous minutes. (a) Disposition of previous record (b) Reports on matters held over							
	New Business: (a) Accident/Incident Investigation (b) Reports of inspections and residue (c) Reports of members. (d) Introduction of new business	ecommended actions		ve action.				
Delegation	on of special duties to Committee Me	embers.						
Time and	d place of next meeting.							
Adjournr	nent.							
DISTRIB	UTION OF MINUTES:							
Worksaf ADW Of Staff Mu	U. Area Office or Bargaining Agent. eT BC Head Office fice ster Room r. Steve Osborne							

ACCW - OHS SAFETY INSPECTION SUMMARY

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: Tuesday, March 5, 2019 LOCATION: Medium Laundry/Kitchen **INSPECTORS:** MacKenzie/Dumitrescu **ASSIGNMENTS/ACTION REQUIRED:** Add to DATE TO BE **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION (ACTION IF Do not add to Inspection APPROPRIATE) (ABC) COMPLETED COMPLETED DATE Inspection BY Summary WSI Work Order: Lights in the loading dock roll up are burnt out. WSI 2019.03.15 None BCB30742651 WSI inquiring about repair Steamer Heater for soup pots broken down and possibly at end of life. Injury/burn hazard time and possible replacement В WSI 2019.04.15 using pots on stove. of device. Will report back. 3 4 ---5 ---6 7 8 9 10 **Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected 3 Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	(Name, Title of Ministry designate	Completion Date	
		C. Factories Act (Occupational Environment)	forwarded to Ministry second Level OH&S Committee	and date)		
ACTIVE BUSINESS		,				
Monthly Inspection	Mar/19	April Inspection - SECURE LAUNDRY, LIBRARY, SEG UPPER/LOWER - Caruso/Schneck	March Inspection: •Lights in the loading dock roll up are burnt out WSI Work Order: BCB30742651 •Steamer Heater for soup pots broken down and possibly at end of life. Injury/burn hazard using pots on stove WSI inquiring about repair time and possible replacement of device. Daryl notified/actioned by end of month. April Inspection: •Seg: Lower Shower by SG11; water pools by access door. •Seg: Lower Shower by SG; vinyl flooring coming up/pieces missing •Seg: Staff desk; electrical & computer wires underneath tangled and hanging. Wires strung across between computers.	JOHS Mackenzie	Standing Item	
Staff Accidents / Injuries	Mar/19	March 1-31 4- WCB 1-Joint Investigation	1. WCB/JI - ERT scenario, hand near mock I/M mouth - right hand bite marks, bruising, swelling, tingling in hand/fingers Not to bite during training 2. WCB - Non compliant I/M twisted back 3. Reported late. Feb 6, 2019 Red man training - desk pushed into leg. 4. WCB form submitted - no date/problem/etc	D. Romm + All JOHS members	Standing Item	
Monthly Tip	Apr/19	Flu Season Extended by Popular Demand	s.15	T. MacKenzie	Standing Item	
Personal Protection Equipment	Feb/18	Potential high potency contraband exposure - discussion at SMU committee meeting. We have submitted our brief to CDMC.	Updated •Issue tabled at the Employer Safety Committee and awaiting Best Practice document approval •SMU committee discussing HPC effects processes •Half masks pilot here at ACCW has ended.	Hendry	Ongoing	
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) End of March *Will send to Mahoney when completed. 	Adam/WSI		
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing	
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier	WSI		

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee	,	
JOHS Achievement	Feb/19	Celebrate our success	Ideas on how to celebrate our JOHS success' NOSH week May-scavanger hunt, identify hazards etc - Schneck Suggested to ask family at other company - Dumitrescu Email members - Discuss ideas - Mahoney Calendars made/Fashion show Send out NOSH attachment to JOHS members Muster message every 2 weeks Discuss Near Misses - Suggestions on how to improve	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex	•ADW Draaisma assigned the task to update •More details to follow •Compile surveys/stats	Mahoney Draaisma	
JOHS Terms of Reference	Apr/19	Complete Annually	•Review April 2019 - Signed	Mahoney Dundas	Apr/19
Evaluation Tool	Apr/19	Complete Annually	Review April 2019 - DW Mahoney forwarded evaluation. All members to complete section A & B bring to meeting to complete section C - April 24, 2019	Mahoney All Members	Apr/19
<u>Volunteers</u>	Apr/19	Caruso brought up - Volunteers and proper protocol to ensure that officer present in Medium	MacKenzie to email all CS procedure	MacKenzie	Apr/19
Cabinet Knobs	Apr/19	Missing _{s.15} in Programs	Need to Contact Gemmill to approve s.15 Buciurca can source. s.15 will be tight locked)	WSI	Apr/19
Hearing Protection	Apr/19	Discuss Hearing Protection - ERT	ERT Members do wear ear plugs	Mahoney	Apr/19

Evaluation Meeting April 24, 2019 Staff Members only required to attend

<u>Inspection</u>
May Inspection - MEDIUM UNITS - Schneck

Next Meeting - Tuesday, May 7, 2019 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH COLU	MBIA - LOCAL OCCUP	PATIONA	L HEALTH & SAFETY	COMMITTE	E MEETI	<u>NG</u>
MINISTR' PS	SSG REGION :	:	Fraser			
LOCATION ADDRESS:	ACCW - Maple Ridge, E	BC				
DATE OF PREVIOUS MEETING:		2018	3	5	TIME:	1145 hrs
		YEAR	MONTH	DAY		
DATE OF MEETING:		2019 YEAR	MONTH	DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS:						
(1) ACCW		(1)				
(2) (3)		(2) (3)				
COMMITTEE MEMBERS PRESENT:			J. REPRESENTATIVES			
Employer Representatives		or Bargair	ning Agent			
(1) Bev Mahoney (2) Terry MacKenzie		(1) (2)	Renee Dundas Kerry Dumitrescu			
(3)		(3)	Dora Caruso			
(4)		(4)	Bernadette Cuff			
(5) (6)		(5) (6)				
COMMITTEE MEMBERS ABSENT:						
(1)		(1)	Samantha Schneck			
(2)		(2)	Patty Schlafen			
(3) (4)		(3) (4)	Monica Adam Kimberly Ramsay			
(5)		(5)	,			
(6)		(6) (7)				
		(8)				
GUEST		(9)				
1) Shawn Collick		3)				
2)		4)				
	CHAIRPERSON: RECORDING SECRETARY:		Bev Mahoney Arlene Bordeleau			
MEETING AGENDA						
Call to order.						
Circulation and adoption of agenda items.						
Reading of previous minutes.						
(a) Disposition of previous recommendation						
(b) Reports on matters held over from	last meeting.					
New Business:						
(a) Accident/Incident Investigation Rep		e action.				
(b) Reports of inspections and recomm(c) Reports of members.	iended actions.					
(d) Introduction of new business.						
Delegation of special duties to Committee Members	S.					
Time and place of next meeting.						
Adjournment.						
DISTRIBUTION OF MINUTES:						
B.C.G.E.U. Area Office or Bargaining Agent.						
WorksafeT BC Head Office						
ADW Office Staff Muster Room						
WSI						

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: Tuesday, March 26, 2019 LOCATION: Upper/Lower Secure Laundry/ Lil **INSPECTORS:** CO Caruso & SO Schneck ASSIGNMENTS/ACTION REQUIRED: Add to **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION DATE TO BE (ACTION IF Do not add to Inspection APPROPRIATE) (ABC) COMPLETED **COMPLETED DATE** Inspection BY Summary Seg: Lower Shower by SG11; water pools by access door. С 2 Seg: Lower Shower by SG; vinyl flooring coming up/pieces missing С Seg: Staff desk; electrical & computer wires underneath tangled and hanging. Wires strung С Completed across between computers. 4 Door, Hinge/Lock - SEG Upper Tier С 5 6 7 8 9 10 ---**Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw 4 Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
ACTIVE BUSINESS		7			
Monthly Inspection	Mar/19	May Inspection - MEDIUM UNITS - Schneck Outstanding	March Inspection: •Lights in the loading dock roll up are burnt out WSI Work Order: BCB30742651 •Steamer Heater for soup pots broken down and possibly at end of life. Injury/burn hazard using pots on stove WSI inquiring about repair time and possible replacement of device. Daryl notified/actioned by end of month. April Richard to follow up	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Apr/19	March - Late submission: 1 WCB Mar 1, 2019 reported Apr 3, 2019 April 1 - 30, 2019 3 WCB 3 Joint Investigation	•WCB - Late submission March 1, 2019 reported April 3, 2019 ERT scenario, right shoulder, both wrists and lower back injured • WCB/JI - I/M accidently spray spit in mouth JI - An accident • WCB/JI - Coworker grabbed neck and shook gently- neck pain, burning tingling in right hand/arm. Not melicious. JI - Be mindful •WCB/JI - Punched in the head by an I/M while escorting JI - I/M placed in seperate confinement - Unstable I/M Reminder to staff control devices can be used. Review staffing compliment to ensure adequeate resonders during lock up times. Alert added	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/19	May JOHS Tip - Slogans	s.15	T. MacKenzie	Standing Item
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	 not a 24 hr supervision unit shouldn't have to see over screen, regular checks only Adam to assess ergonomics waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed. 	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier	WSI	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee	,	
JOHS Achievement	Feb/19	Celebrate our success	Ideas on how to celebrate our JOHS success' NOSH week May-scavanger hunt, identify hazards etc - Schneck Suggested to ask family at other company - Dumitrescu Email members - Discuss ideas - Mahoney Calendars made/Fashion show Send out NOSH attachment to JOHS members Muster message every 2 weeks Discuss Near Misses - Suggestions on how to improve	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

Inspection

May Inspection - MEDIUM UNITS - Schneck Outstanding
June - Secure Units A,B,C,D, POD, Visits, Stairwells - Dundas, Renee
Next Meeting - Tuesday, June 4, 2019 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING **REGION:** MINISTR' **PSSG** Fraser ACCW - Maple Ridge, BC **LOCATION ADDRESS:** 2018 **TIME:** 1145 hrs 4 DATE OF PREVIOUS MEETING: YEAR MONTH DAY 2019 7 1145 hrs TIME: DATE OF MEETING: 5 YEAR MONTH DAY **COMMITTEE WORKSITE JURISDICTIONS: ACCW** (1) (1) (2) (2) (3) (3) **COMMITTEE MEMBERS PRESENT: B.C.G.E.U. REPRESENTATIVES** Employer Representatives or Bargaining Agent **Bev Mahoney** (1) Renee Dundas (1) **Greg Firlotte** (2) Bernadette Cuff (2) (3) (3) (4) (4) (5) (5) (6) (6) **COMMITTEE MEMBERS ABSENT:** Terry MacKenzie Samantha Schneck (1) (1) Patty Schlafen (2) (2) Monica Adam (3) (3) Kimberly Ramsay (4) (4) Kerry Dumitrescu (5) (5) Dora Caruso (6) (6) **(7)** (8) (9) **GUEST** Richard Chapman 1) 3) Shawn Collick 2) 4) Bernadette Cuff **CHAIRPERSON:** Arlene Bordeleau **RECORDING SECRETARY: MEETING AGENDA** Call to order. Circulation and adoption of agenda items. Reading of previous minutes. (a) Disposition of previous recommendations. (b) Reports on matters held over from last meeting. **New Business:** (a) Accident/Incident Investigation Reports & recommended corrective action. (b) Reports of inspections and recommended actions. (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee Members. Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining Agent. WorksafeT BC Head Office ADW Office Staff Muster Room WSI

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: LOCATION: **Medium Units INSPECTORS: ASSIGNMENTS/ACTION REQUIRED:** Add to **ACTION TAKEN/ HAZARD AND LOCATION HAZARD RATING** CORRECTION DATE TO BE (ACTION IF Do not add to Inspection APPROPRIATE) (ABC) COMPLETED **COMPLETED DATE** Inspection BY Summary 2 4 5 6 7 8 9 ---10 ---**Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw 4 Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date
ACTIVE BUSINESS					
Monthly Inspection	May/19	May Inspection - MEDIUM UNITS - Schneck (completed May 17/19) June Inspection - Secure Units A, B,C,D, POD,VISITS, Stairwells - Dundas	May Inspection: Data outlet in Birch staff office hanging off wall (next to desk) with ether cable detached - Buciurca placed on WSI list Completed June Inspection: No Issues	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	May/19	May 1 - 31, 2019 5 WCB 2 Joint Investigation	WCB - May 14/19 - Running Drill, Tweaked Knee. WCB/JI - May 20, 2019 - I/M threw cup of hot water on Office JI - Sp. Handling put in place. Police notified. Reminder of positioning. I/M compliance is seg WCB - May 22, 2019 - While in SSP staff member experienced severe chest pain/difficulty breathing - 911 called WCB - May 28/19 Misstep staff station on stairs, land on knee and hands - Work missed. JI - Remind staff to pay attention on stairs. Possibly add yellow reflective tape or paint edge to alert WCB - May 29/19 Redman exercise - Left wrist red swollen	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/19	June JOHS Tip - Staff SEG Hatch Safety Reminder	s.15	T. MacKenzie	Standing Item
Ergonomics on Units	June/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Nov/18	Front Step Grips	•Grip on front steps to be reapplied (will be yearly) - product discontinued, looking for new supplier- the permanent solution will be in place	WSI	

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Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee	_	
JOHS Achievement	May/19	Celebrate our success	Ideas on how to celebrate our JOHS success' NOSH week May-scavanger hunt, identify hazards etc - Schneck Calendars made/Fashion show Send out NOSH attachment to JOHS members Muster message every 2 weeks Successful JOHS celebration week	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

<u>Inspection</u>
July - MONARCH: GROUNDS, GATES - Cuff, Bernadette/Caruso Next Meeting - Tuesday, July 2, 2019 at 1145 hours in the Large Secure Boardroom

		PSSG	REGION:		Fraser			
LOCATION	ADDRESS:		ACCW - Maple Ridge,	ВС				
DATE OF I	PREVIOUS MEETING:			2018	5	7	TIME:	1145 hrs
				YEAR	MONTH	DAY		
DATE OF I	MEETING:			2019	6	4	TIME:	1145 hrs
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(3)				(3)				
COMMITTI	EE MEMBERS PRESENT:			B.C.G.E.U	J. REPRESENTATIVES			
	Representatives			_	ning Agent			
	Sev Mahoney Serry MacKenzie			(1) (2)	Renee Dundas Dora Caruso			
(3)	erry Macrenzie			(3)	Dora Garaso			
(4)				(4)				
(5) (6)				(5) (6)				
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COMMITTE (1)	EE MEMBERS ABSENT:			(1)	Samantha Schneck			
(2)				(2)	Patty Schlafen			
(3)				(3)	Monica Adam			
(4) (5)				(4) (5)	Kimberly Ramsay Kerry Dumitrescu			
(6)				(6)	Bernadette Cuff			
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				(8) (9)				
GUEST				(3)				
1) F 2)	Richard Chapman			3) 4)				
2)					D M.			
			CHAIRPERSON:		Bev Mahoney			
		RECO	RDING SECRETARY:		Arlene Bordeleau			
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	ACCW OPEN/	MEDIUM/S	ECURE I	NSPEC	TION F	REPO	ORT			
	DATE:	Friday, May	17, 2019		LOCA	ATION:		Mediu	m Units	
		Wednesday, M	lay 29, 2019						A,B,C,D, Stairwells	
	INSPECTORS:	May Inspection -SCI	HNECK/CARUSO		ASSIGNMEN	TS/ACTIO	N REQUI	IRED:		
		June Inspection - Ma	acKenzie, Dundas							
M	HAZARD AND LOCATION APPROPRIATE)	(ACTION IF	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED		ON TAKE LETED D		Add to Inspection Summary	(Do not add to Inspection
1	Electrical outlet in Birch staff office hanging off wall (next to desk) with ether cable detached	None	WSI						
2										
	June Inspection - No Hazards									
Mo	Inthly Discussion Topics:									
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	zard - Any condition or practice with the potential for causing a serious injury, illness o					3,10,1				

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		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational forwarded to Ministry second Level OH&S Committee		and date)	
ACTIVE BUSINESS					
Monthly Inspection	Jun/19	July - MONARCH: GROUNDS, GATES - Cuff, Bernadette/Caruso	June Inspection: No Issues July Inspection: No Issues	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Jun/19	June 1-30, 2019 2 WCB 1 Joint Investigation	1. WCB -I/M threw chair at staff. Left forearm bruised, swollen and painful JI - *Unstable unpredicatable I/M with MHN *SHP, Alert , placed in sep confinement, Police notified, and charged internally 2. WCB-Team building exercise, body weight on left knee. Pain inside and outside left knee.	D. Romm + All JOHS members	Standing Item
Monthly Tip	May/19	July JOHS Tip - STAIRS	s.15	T. MacKenzie	Standing Item
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Jul/19	N/A	Nothing to report	WSI	
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

Inspection

AUG - SECURE LINK CORRIDOR, OFFICES, STORAGE, ELEVATOR - Schneck Next Meeting - Tuesday, Aug 6, 2019 at 1145 hours in the Large Secure Boardroom

ACCW - Maple Ridge, BC ACCW - Maple Ridge, BC	
VEAR	
ATE OF MEETING: DATE OF MEETING: DOMMITTEE WORKSITE JURISDICTIONS: (1) ACCW (1) (2) (2) (2) (3) (3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	: 1145 hrs
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Time and place of next meeting. Adjournment.	
Adjournment.	
DISTRIBUTION OF MINUTES:	
B.C.G.E.U. Area Office or Bargaining Agent. VorksafeT BC Head Office ADW Office	

WSI

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: Tuesday, June 25, 2019 LOCATION: Monarch, Grounds, Gates **INSPECTORS:** Caruso/ Cuff **ASSIGNMENTS/ACTION REQUIRED:** Add to **ACTION TAKEN/** HAZARD RATING CORRECTION **HAZARD AND LOCATION** DATE TO BE (ACTION IF Do not add to Inspection COMPLETED **COMPLETED DATE** Inspection (A B C) APPROPRIATE) BY Summary Nothing to report ---4 6 ------9 **Monthly Discussion Topics:** Staff nominated for Monthly TOPIC DISCUSSION Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible

C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	(Name, Title of Ministry designate and date)	Completion Date	
ACTIVE BUSINESS						
Monthly Inspection	Jul/19	AUG - SECURE LINK CORRIDOR, OFFICES, STORAGE, ELEVATOR - Schneck SEP - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay, Kimberly	Aug Inspection •IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO FLOOR •SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL •SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF. Checked and COMPLETED by Sep 4, 2019 - MacKenzie Sep Inspection • Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle. Ramsay to show Grundy	JOHS Mackenzie	Standing Item	
Staff Accidents / Injuries	Jul/19	July 1-31, 2019 6 WCB 2 Joint Investigation 3 - #3, 4 & 6 - Time Loss	1. WCB -July 4 - Picked up bag of cement- lower back muscle strain- went to Chiro in evening and then was assessed July 5, 2019 when pain radiating into right hip. 2. WCB- July 12 - Applying latex decals to vehicles (allergic to latex) but weraing gloves. Ant spray was being applied in area as well. Face/Arms Red - Scratching, tingling in mouth. Ambulance called. 3. WCB - July 14 - Bringing a newspaper to an I/M and she reached across table punched officer on left cheek. I/M put head down and said, "It wasn't Me, I'm sorry". JI - Full investigation July 16 Amended July 22 • Placed on special handling • staff alert added • case plan udated to ensure complying with med, mental health needs 4. WCB - July 19 - Unprovoked attack - I/M grabbed officer from behind tried to pull hair, punched officer in head several times. Scratches to right side of neck, swelling to wrist to thumb and nose. JI - July •I/M ins SEG, SHP •Staff Alert added •CNU have two staff as I/M on unit can present unstable, unpredictable •MHLO officers could be adjusted to make up for a second staff on weekends 5. WCB - July 20 - Bang left knee on swing gate at staff station LUC. 6. WCB - July 22 - I/m attempted to escape at hospital. Shackles grabbed out of hand forcibly, take down required. Hands swelling, shoulder, wrist, back and neck	D. Romm + All JOHS members	Standing Item	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion Date Standing Item
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	· · ·
Staff Accidents / Injuries	Aug/19	Aug 1-31, 2019 WCB - 8 1 - #8 - Time Loss JI 1 - #8	 WCB - Aug 3 - Helping inmate stand up, scratched/Knicked staff right middle finger WCB - Aug 9 - I/M flipped a used urinal, body fluid landed on Left forearm and left pant leg WCB - Aug 14, 2019 - Disinfecting scissors officer cut through wipe and black viking gloves; scissors extremely sharp WCB - Aug 14, 2019 - Staff trying to gain Inmate compliance - was slammed into cement wall. Right side back-Upper, middle and lower. Lump on right upper back. Left neck twinge WCB - Aug 14, 2019 - Trying to gain I/M control - Kneeling for extended period time. Scratch left arm, Lower back Pain, Right knee. WCB - Aug 14, 2019 Non- compliant I/M - Fell on right knee, throbbing pain, swelling and redness WCB - Aug 14, 2019 - Unit door closed on officers left hand - middle finger bruised WCB - Aug 22, 2019 - Exposure to smoke from burnt food. Chest pain, coughing, smoke inhalation JI - Aug 24, 2019 - Micro moved to kitchenette MCR initiated to repair plug 	D. Romm + All JOHS members	Standing Item
Monthly Tip	Aug/19	Aug JOHS Tip - Jewelry Safety		T. MacKenzie	Standing Item
Monthly Tip	Sep/19	Sep JOHS Tip - Hazmat	s.15		
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test will be set up) *Will send to Mahoney when completed.	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Jul/19	N/A	Nothing to report	WSI	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee	,	
JOHS Achievement	May/19	Celebrate our success	Ideas on how to celebrate our JOHS success'Muster message every 2 weeks	Mahoney	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Target
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee		
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

Inspection

OCT - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM - Monica Adam Next Meeting - Tuesday, Oct 1, 2019 at 1145 hours in the Large Secure Boardroom

PROVINCE OF BRITISH CO	LUMBIA - I	LOCAL OCCUPAT	IONA	L HEALIH & SAFEIY	COMMIT	EE MEE	TING
MINISTR	PSSG	REGION:		Fraser			
LOCATION ADDRESS:	AC	CCW - Maple Ridge, BC					
DATE OF PREVIOUS MEETING:		20	18	7	2	TIME:	1145 hrs
		YE		MONTH	DAY		
DATE OF MEETING:		20° YE		9 MONTH	3 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTIONS	S:			III.O.TTTT	DAI		
(1) ACCW (2)			(1) (2)				
(3)			(3)				
COMMITTEE MEMBERS PRESENT:				J. REPRESENTATIVES			
Employer Representatives (1) Terry MacKenzie		or E	3argair (1)	ing Agent Kerry Dumitrescu			
(2) Bev Mahoney			(2)	Dora Caruso			
(3)			(3)	Bernadette Cuff			
(4)			(4)				
(5) (6)			(5) (6)				
COMMITTEE MEMBERS ABSENT:							
(1)			(1)	Kimberly Ramsay			
(2)			(2)	Patty Schlafen			
(3)			(3)	Renee Dundas			
(4)			(4)	Monica Adam			
(5) (6)			(5) (6)	Samantha Schneck			
			(7)				
			(8)				
GUEST Shawn Collick (WSI)			(9)				
1)			3)				
2)			4)				
		CHAIRPERSON:		Dumitrescu, Kerry			
	RECOR	DING SECRETARY:		Arlene Bordeleau			
MEETING AGENDA							
Call to order.							
Circulation and adoption of agenda items.							
Reading of previous minutes.							
(a) Disposition of previous reco(b) Reports on matters held over							
New Business: (a) Accident/Incident Investigati	on Reports & r	ecommended corrective	action				
(b) Reports of inspections and r	•						
(c) Reports of members.(d) Introduction of new business	S.						
Delegation of special duties to Committee M							
Time and place of next meeting.	ionibolo.						
Adjournment.							
DISTRIBUTION OF MINUTES:							
B.C.G.E.U. Area Office or Bargaining Agent WorksafeT BC Head Office ADW Office							

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ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: LOCATION: DRRIDOR; OFFICES; SUPPLY CLO Saturday, August 3, 2019 INSPECTORS: CO SCHNECK ASSIGNMENTS/ACTION REQUIRED: Add to **HAZARD AND LOCATION** CORRECTION DATE TO BE **ACTION TAKEN/** HAZARD RATING (ACTION IF (Do not add Inspection COMPLETED DATE (A B C) COMPLETED to Inspection APPROPRIATE) BY Summary IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO **FLOOR** SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF. ---5 ---6 ---8 ---9 ---10 **Monthly Discussion Topics:** Staff nominated for Monthly DISCUSSION TOPIC Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		DATE: Saturday, A	ugust 31, 2019		LOC	ATION:N, GROUNDS,	SALLYPO	RT, GATE	
	INSPECTORS: CO RAMSAY/				ASSIGN	MENTS/ACTION REQUIR	Add to Inspection Summary (Do not add		
ITEM NO:	HAZARD AND LOCA (ACTION IF APPROPRIA		HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPL ETED	ACTION TAKEN/ COMPLETED DATE	Inspection Summary for further	(Do not add to Inspection	
1	Several uneven spots on the grounds/perimeter will an ankle	here someone could trip, fal	C C						
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Ionthly Discussion To	pics:					lo, m			
OPIC	DISCUSSION						Staff nominated for Monthly Safety Draw		

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title	O amandation
2.55535.51		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	of Ministry designate and date)	Completion Date
ACTIVE BUSINESS					
Monthly Inspection	SEP/19	SEP - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay, Kimberly Oct - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM Outstanding	Sep Inspection: • Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle. Ramsay to show Grundy Oct Inspection:	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	SEP/19	Sep 1-30, 2019 1 WCB - Time Loss	•Sep 3 - Completing rounds, nurse spoke to I/M the was holding cup of unknown substance. I/M charged, officer stepped in hurt Right Arm. Swollen limited movement. Time Loss	D. Romm + All JOHS members	Standing Item
Staff Accidents / Injuries	Oct/19	Oct 1-31, 2019 1 WCB - No Time Loss	•Oct 3 - Staff w/IM on Med TA. Needle inserted, blood came in contact with staff Left hand and possibly right eye. No Time Loss	D. Romm + All JOHS members	Standing Item
Monthly Tip	Oct/19	Oct JOHS Tip - Outstanding			
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	IWalting for proper ones)		
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Jul/19	N/A	Nothing to report	WSI	
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

Subject for Discussion		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
	Date	Date A. WCB Industrial Health and Safety B. WCB Industrial First Aid D. If consensus obtained, joint recommendation order E. If NO consensus, positions recorded and	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry Completio	
			E. If NO consensus, positions recorded and	designate	Date
	C. Factories Act (Occupational forwarded to Ministry second Level OH&S Committee	and date)			
		Environment)	Committee	,	

Inspection

OCT - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM - Monica Adam NOV - SEC HC, STAIR 1, SSP - Ramsay

Next Meeting - Tuesday, Nov 5, 2019 at 1145 hours in the Large Secure Boardroom

MINISTR	PSSG	REGION:	:	Fraser			
LOCATION ADDRESS:		ACCW - Maple Ridge,	ВС				
DATE OF PREVIOUS MEETING:			2018	7	2	TIME:	1145 hrs
			YEAR	MONTH	DAY		
DATE OF MEETING:			2019 YEAR	9 MONTH	3 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISI	DICTIONS:		TEAN	MONTH	DAT		
(1) ACCW			(1) (2)				
(2) (3)			(3)				
COMMITTEE MEMBERS PRESE	NT:		B.C.G.E.I	U. REPRESENTATIVES			
Employer Representatives				ning Agent			
(1) Terry MacKenzie(2) Bev Mahoney			(1)	Kerry Dumitrescu Dora Caruso			
(2) Bev Mahoney (3)			(2) (3)	Bernadette Cuff			
(4)			(4)				
(5) (6)			(5) (6)				
	т.		(5)				
COMMITTEE MEMBERS ABSEN (1)	1:		(1)	Kimberly Ramsay			
(2)			(2)	Patty Schlafen			
(3)			(3)	Renee Dundas			
(4)			(4)	Monica Adam			
(5) (6)			(5) (6)	Samantha Schneck			
			(7)				
			(8) (9)				
GUEST Shawn Collick (WSI)			(9)				
1)			3)				
2)			4)				
	REC	:CHAIRPERSON :ORDING SECRETARY		Dumitrescu, Kerry Arlene Bordeleau			
				7 MIONO BOIGOIOGO			
MEETING AGENDA							
Call to order.							
Circulation and adoption of agenda	a itams						
Circulation and adoption of agenda	a items.						
Reading of previous minutes. (a) Disposition of previous	vious recommendati	one					
(b) Reports on matter							
New Business:	nyostination Deposts	. 0	ativa aatian				
(b) Reports of inspecti		s & recommended corrected actions.	ctive action				
(c) Reports of membe	rs.						
(d) Introduction of nev							
Delegation of special duties to Cor	mmittee Members.						
Time and place of next meeting.							
Adjournment.							
DISTRIBUTION OF MINUTES:							
B.C.G.E.U. Area Office or Bargain	ina Agent						
_	mg Agont.						
WorksafeT BC Head Office	ing Agoni.						
_	ing Agoni.						

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: LOCATION: DRRIDOR; OFFICES; SUPPLY CLO Saturday, August 3, 2019 INSPECTORS: CO SCHNECK ASSIGNMENTS/ACTION REQUIRED: Add to **HAZARD AND LOCATION** CORRECTION DATE TO BE **ACTION TAKEN/** HAZARD RATING (ACTION IF (Do not add Inspection COMPLETED DATE (A B C) COMPLETED to Inspection APPROPRIATE) BY Summary IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO **FLOOR** SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF. ---5 ---6 ---8 ---9 ---10 **Monthly Discussion Topics:** Staff nominated for Monthly DISCUSSION TOPIC Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

		Saturday, Augus					Add to Inspection Summary (Do not add)			
		INSPECTORS:	CO RAMSAY/ CS I	BUCUIRCA			MENTS/ACTION RE			
ITEM NO:		HAZARD AND LOCATION (ACTION IF APPROPRIATE)		HAZARD RATING (A B C)	CORRECTION BY	TO BE COMPL ETED	ACTION TAKE COMPLETED D	N/ Inspection Summary for further	(Do not act to Inspecti	
1	Several uneven spots roll an ankle	on the grounds/perimeter where some	one could trip, fall, or	С						
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onthly Discussion	n Topics:									
PIC		DISCUSSION						Staff nominated for Monthly Safety Draw		
	tion that has make the formation less of life	e, body part and/or extensive loss of structure, equi				ined Astribush		hannel Samuelad		

	ACCW OPEN/MED	IUM	SEC	CUR	E IN
	DATE: Monday, September	30, 2019		LO	CATION:
	INSPECTORS:				Δ
ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRE CTION BY	DATE TO BE COMPL ETED	ACTION
1	TRAINING ROOM-COMPUTER TOWERS & CABLES				
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3	s.15				
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Monthly	Discussion Topics:				
TOPIC	DISCUSSION				
	OCTOBER IS FIRE SAFETY MONTH.				

A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Gen B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of haz

SPECTION REPORT								
ADMIN, OFFICES, BOA	ADMIN, OFFICES, BOARD ROOMS, LUNCH ROOM							
SSIGNMENTS/ACTION REQU	IRED:							
TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)						
Staff nomin	ated for Monthly S	Safety Draw						
erally this means that immediate corrective ac	tion is required. Activity	y should be discontinued until						
soon as possible								
zards should be eliminated without delay, but t	he situation is not an e	mergency						

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Completion Date Standing Item Standing Item
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
ACTIVE BUSINESS					
Monthly Inspection	SEP/19	SEP - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay, Kimberly Oct - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM Discussion: Oct is fire safety month. Nov - Secure H/C Upper, Lower and Stairwell, SSP	Sep Inspection: • Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle. Ramsay to show Grundy Oct Inspection: •TRAINING ROOM-COMPUTER TOWERS & CABLES s.15 Nov Inspection:	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	SEP/19	Sep 1-30, 2019 1 WCB - Time Loss	•Sep 3 - Completing rounds, nurse spoke to I/M the was holding cup of unknown substance. I/M charged, officer stepped in hurt Right Arm. Swollen limited movement. Time Loss	D. Romm + All JOHS members	Standing Item
Staff Accidents / Injuries	Oct/19	Oct 1-31, 2019 6 WCB - 5 No Time Loss 1 Time Loss	 Oct 3 - Staff w/IM on Med TA. Needle inserted, blood came in contact with staff Left hand and possibly right eye. Oct 7 - Staff Picking up something from floor caught left hand on corner of metal cabinet. Oct 7 - Blocking drill. Using left forearm repeatedly. Thought she felt a bracelet hit her forearm. Oct 11 - Tweaked left knee getting into corrections vehicle. Oct 22 - Cell inspection pulling mattresses, hurt lower right abdomen area - Time Loss Oct 25 - Tripped on stairs into building. Inner R/L ankle, arms/shoulders brusing of R/Elbow. 	D. Romm + All JOHS members	Standing Item
Monthly Tip	Oct/19	Oct JOHS Tip - Fire Safety	s.15	MacKenzie	Standing Item
Monthly Tip	Nov/19	Nov JOHS Tip - Clutter	5.10	MacKenzie	Standing Item

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion Date
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test results - failure The retrofits are a failure. LUB computer screen unable to come out of the box, poorly tilled to be even remotely usable. LUC and LUD arm unable to move the monitor high enough for tall people. Cause muscle aches are lower back from having the chair too low and of course the hunched position to view monitor. Short people monitor is ok they have issue with the keyboard tray which than requires everything else to go out of balance. Results, complaint same for tall/short. Eye strain an issue to the inability to adjust the monitor in the box to be properly visible enough to work. Monitors do not move easily, difficult to remove from the boxes. This option is not working for anyone. We need to consult the OHS committee for ideas with WSI to seek a reasonable solution. *Will send to Mahoney when completed Adam	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	•members choose courses - email Adam/Mahoney of choice •once course completed Adam/Mahoney will update the training spreadsheet	Adam	2019/Ongoing
WSI Update	Jul/19	N/A	Nothing to report	WSI	
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
NEW BUSINESS					

Inspection

OCT - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM - Monica Adam NOV - SEC HC, STAIR 1, SSP - Ramsay To be Completed

Dec - MED SMU, OPS, OLD A/D - Caruso

Next Meeting - Tuesday, Dec 3, 2019 at 1145 hours in the Large Secure Boardroom

MINISTR	PSSG	REGION:		Fraser			
LOCATION ADDRESS:	A	CCW - Maple Ridge, BC					
DATE OF PREVIOUS MEETING:		20)18	9	3	TIME:	1145 hrs
		YE	AR	MONTH	DAY		
DATE OF MEETING:)19 AR	11 MONTH	5 DAY	TIME:	1145 hrs
COMMITTEE WORKSITE JURISD	ICTIONS:	7.5	An	WONTH	DAT		
(1) ACCW (2)			(1) (2)				
(3)			(3)				
COMMITTEE MEMBERS PRESEN	IT:	В.	C.G.E.U	J. REPRESENTATIVES			
Employer Representatives		or		ning Agent			
(1) Terry MacKenzie(2) Jackie Kea			(1) (2)	Kerry Dumitrescu Renee Dundas			
(2) Jackie Kea (3)			(2) (3)	nenee Dundas			
(4)			(4)				
(5) (6)			(5) (6)				
	_		(0)				
COMMITTEE MEMBERS ABSENT (1)	Γ:		(1)	Kimberly Ramsay			
(2)			(2)	Patty Schlafen			
(3)			(3)	Dora Caruso			
(4)			(4)	Monica Adam			
(5) (6)			(5) (6)	Samantha Schneck			
(0)			(7)				
			(8)				
GUEST Ryan Jongenburger (WS	SI)		(9)				
1)	,		3)				
2)			4)				
		CHAIRPERSON:		Terry MacKenzie			
	RECOR	RDING SECRETARY:		Arlene Bordeleau			
MEETING AGENDA							
Call to order.							
Circulation and adoption of agenda	items.						
Reading of previous minutes.							
(a) Disposition of previ(b) Reports on matters							
(b) Heports on matters	s field over from last fir	eemig.					
New Business:		recommended corrective	action.				
(a) Accident/Incident In							
(a) Accident/Incident In(b) Reports of inspection	ons and recommended						
(a) Accident/Incident In	ons and recommended s.						
(a) Accident/Incident In(b) Reports of inspection(c) Reports of members(d) Introduction of new	ons and recommended s. business.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Com	ons and recommended s. business.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Com Time and place of next meeting.	ons and recommended s. business.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Com Time and place of next meeting. Adjournment.	ons and recommended s. business.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Com Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES:	ons and recommended s. business. nmittee Members.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Communication Time and place of next meeting. Adjournment.	ons and recommended s. business. nmittee Members.						
(a) Accident/Incident In (b) Reports of inspection (c) Reports of members (d) Introduction of new Delegation of special duties to Com Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES: B.C.G.E.U. Area Office or Bargaining	ons and recommended s. business. nmittee Members.						

ACCW - OHS SAFETY INSPECTION SUMMARY

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT DATE: LOCATION: DRRIDOR; OFFICES; SUPPLY CLO Saturday, August 3, 2019 INSPECTORS: CO SCHNECK ASSIGNMENTS/ACTION REQUIRED: Add to **HAZARD AND LOCATION** CORRECTION DATE TO BE **ACTION TAKEN/** HAZARD RATING (ACTION IF (Do not add Inspection COMPLETED DATE (A B C) COMPLETED to Inspection APPROPRIATE) BY Summary IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO **FLOOR** SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF. ---5 ---6 ---8 ---9 ---10 **Monthly Discussion Topics:** Staff nominated for Monthly DISCUSSION TOPIC Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

ACCW - OHS SAFETY INSPECTION SUMMARY

		DATE:	Saturday, Augus			LOC	ATION:N, GROUN	DS, SALLYPO	RT, GAT
		INSPECTORS:	CO RAMSAY/ CS I	BUCUIRCA		ASSIGN	MENTS/ACTION RE	QUIRED:	
ITEM NO:		AZARD AND LOCATION ACTION IF APPROPRIATE)		HAZARD RATING (A B C)	CORRECTION	DATE TO BE COMPL ETED	ACTION TAKEN COMPLETED DA	Summary	Complete (Do not add to Inspectio Summary)
1	Several uneven spots on the roll an ankle	grounds/perimeter where some	one could trip, fall, or	С					
2									
3									
4									
5									
6									
7									
8									
9									
10									
Monthly Discussion To	pics:								
TOPIC		DISCUSSION Staff nominated for Mont Safety Draw						onthly	

	DATE: Monday, September 30, 2019			LO	CATION:
	INSPECTORS:				
ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRE CTION BY	DATE TO BE COMPL ETED	ACTION
1	TRAINING ROOM-COMPUTER TOWERS & CABLES				
2	s.15				
3					
4					
5					
<u>6</u> 7					
8					
9					
10					
Monthly	Discussion Topics:				
TOPIC	DISCUSSION				
	OCTOBER IS FIRE SAFETY MONTH.				

<u>C Hazard -</u> Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of haz

SPECTION REPORT							
	ADMIN, OFFICES, BOARD ROOMS, LUNCH ROOM						
ASSIGNMENTS/ACTION REQU	IRED:						
TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)					
Staff nomin	ated for Monthly S	Safety Draw					
erally this means that immediate corrective ac	tion is required. Activity	y should be discontinued until					
soon as possible							
zards should be eliminated without delay, but t	he situation is not an e	mergency					

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
ACTIVE BUSINESS					
Monthly Inspection	OCT/19	Oct - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM Discussion: Oct is fire safety month. Nov - Secure H/C Upper, Lower and Stairwell, SSP Dec - MED SMU OPS OLD A/D	Oct Inspection: •TRAINING ROOM-COMPUTER TOWERS & CABLES s.15 Nov Inspection: •Handrail in HCC bathroom - Washroom is not a handicap - Meets code. •Keyboard tray for Nurses Station #1 to be replaced •Cords under HCC SO desk need to be secured. Dec Inspection: No Issues	JOHS Mackenzie	Standing Item
Staff Accidents / Injuries	Oct/19	Nov 1-30, 2019 6 WCB 2 Al 2 Time Loss	•Nov 2 - WCB Non compliant I/M in HC - Jerking and Twisting. Right knee swollen and hot. •Nov 19 - WCB/JI Time Loss Lifting numerous large items. Shoulder and lower back pain. •Nov 20 - WCB Perimeter check - fell and hit back and head •Nov 21 - WCB/JI Cuff I/M moving to SEG, resisted. Thumb swollen, red and sore. •Nov 21 - WCB Time Loss Assisting I/M to ground, hyper extended right arm. Upper body, shoulder and neck tight. Unable to raise r-arm above 45 degree. •Nov 25 - WCB No Time Loss Pain resulting Non-Work related injury from 2018. Aggravated from Pushups/ Force Ops	D. Romm + All JOHS members	Standing Item
Monthly Tip	Nov/19	DEC JOHS Tip - Think Before You Lift	s.15	MacKenzie	Standing Item

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date A. WCB Industrial Health and Safety D. If consensus obtained, joint red in order		(Name, Title of Ministry	Completion	
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	 *not a 24 hr supervision unit shouldn't have to see over screen, regular checks only *Adam to assess ergonomics *waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test results - failure The retrofits are a failure. LUB computer screen unable to come out of the box, poorly tilled to be even remotely usable. LUC and LUD arm unable to move the monitor high enough for tall people. Cause muscle aches are lower back from having the chair too low and of course the hunched position to view monitor. Short people monitor is ok they have issue with the keyboard tray which than requires everything else to go out of balance. Results, complaint same for tall/short. Eye strain an issue to the inability to adjust the monitor in the box to be properly visible enough to work. Monitors do not move easily, difficult to remove from the boxes. This option is not working for anyone. We need to consult the OHS committee for ideas with WSI to seek a reasonable solution. Dec 3 update: Bev considering bringing in PSA specialist. For further discussion. Monica to send list of those being most affected to Bev. 	Adam/WSI	
JOHS Training	Nov/18	JOHS Training Refresh/Update	 members choose courses - email Adam/Mahoney of choice immediately. There is a waiting list. once course completed Adam/Mahoney will update the training spreadsheet 	Adam	2019/Ongoing
WSI Update	Jul/19	N/A	Nothing to report	WSI	
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks (Bev is doing)	Mahoney	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	
<u>egresses</u>	Nov/19	Make sure offices in I/M spaces have egresses.	Put on inspection list	Mahoney	
New Business					
N95 Mask Fitting	Dec/19	All staff in the centre must be fitted.	JOHS members to encourage N95 Mask Fitting.	MacKenzie	Next Meeting

Subject for Discussion		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
	Date	A. WCB Industrial Health and Safety		(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee		

Inspection

Dec - MED SMU, OPS, OLD A/D - MacKenzie and Dundas completed Jan - Medium Programs Building - Ramsay

Next Meeting - Tuesday, Jan 7, 2020 at 1145 hours in the Large Secure Boardroom

JOHS FACE SHEET

MINISTR	PSSG	REGION:	Fraser			
LOCATION ADDRESS:	AC	CCW - Maple Ridge, BC				
DATE OF PREVIOUS MEETING:		2018	11	5	TIME:	1145 hrs
		YEAR	MONTH	DAY		
DATE OF MEETING:		2019	12	3	TIME:	1145 hrs
COMMITTEE WORKSITE JURISDICTION	ONS:	YEAR	MONTH	DAY		
(1) ACCW		(1)				
(2) (3)		(2) (3)				
COMMITTEE MEMBERS PRESENT:		B C G I	E.U. REPRESENTATIVES			
Employer Representatives			aining Agent			
(1) Terry MacKenzie		(1)	Kerry Dumitrescu			
(2) Bev Mahoney		(2)	Renee Dundas			
(3) (4)		(3) (4)	Monica Adam			
(5)		(5)				
(6)		(6)				
COMMITTEE MEMBERS ABSENT:						
(1)		(1)				
(2)		(2)	Patty Schlafen			
(3)		(3)	Dora Caruso			
(4) (5)		(4)	Samantha Schneck			
(5) (6)		(5) (6)				
		(7)				
		(8)				
GUEST		(9)				
1)		3)				
2)		4)				
		CHAIRPERSON:	Monica Adam			
	RECOR	DING SECRETARY:	Lesli Altenried			
WEETING AGENDA						
Call to order.						
Call to order.	ıs.					
Call to order. Circulation and adoption of agenda item Reading of previous minutes.						
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous	recommendations.					
MEETING AGENDA Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held	recommendations.					
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous	recommendations.					
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi	recommendations. d over from last me igation Reports & r	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a	recommendations. d over from last me igation Reports & r	eeting. recommended corrective action	on.			
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Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new business: Celegation of special duties to Committee.	recommendations. d over from last me igation Reports & r and recommended ness.	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new businession and place of next meeting.	recommendations. d over from last me igation Reports & r and recommended ness.	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new business. Delegation of special duties to Committee. Time and place of next meeting. Adjournment.	recommendations. d over from last me igation Reports & r and recommended ness.	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new businessity Delegation of special duties to Committee Time and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES:	recommendations. d over from last me igation Reports & r and recommended ness. ee Members.	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new businessity of the previous of the pr	recommendations. d over from last me igation Reports & r and recommended ness. ee Members.	eeting. recommended corrective action	on.			
Call to order. Circulation and adoption of agenda item Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investi(b) Reports of inspections a (c) Reports of members. (d) Introduction of new businessinate and place of next meeting. Adjournment. DISTRIBUTION OF MINUTES:	recommendations. d over from last me igation Reports & r and recommended ness. ee Members.	eeting. recommended corrective action	on.			
Reading of previous minutes. (a) Disposition of previous (b) Reports on matters held New Business: (a) Accident/Incident Investic (b) Reports of inspections a (c) Reports of members. (d) Introduction of new businessine and place of next meeting. (d) Journment. PISTRIBUTION OF MINUTES: C.C.G.E.U. Area Office or Bargaining AgylorksafeT BC Head Office	recommendations. d over from last me igation Reports & r and recommended ness. ee Members.	eeting. recommended corrective action	on.			

ACCW OPEN/MEDIUM/SECURE INS

		LO		
	INSPECTORS: AD	W MacKenzie/CS Dundas		ASSIG
ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRE CTION BY	DATE TO BE COMPL ETED
1	No hazards or concerns to note.		N/A	N/A
2				
3				
4				
5				
6				
7				
8				
9				
10				

Monthly Discussion Topics:

TOPIC	DISCUSSION

A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or mage. B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires a C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These

PECTION R	EPO	RT					
CATION: MED SMU, OPS, OLD A/D							
NMENTS/ACTION REQUIRED: None							
ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)					
N/A							
Staff nomin Safety Drav	ated for Mo v	nthly					

laterial. Generally this means that immediate corrective action is required. attention as soon as possible

types of hazards should be eliminated without delay, but the situation is no

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target	
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion	
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	Date	
ACTIVE BUSINESS		Jan - No Quorum				
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks (Bev is doing)	Mahoney	Ongoing	
Safety Culture Awareness	Mar/19	Importance of Sharing Safety	Celebrate/Why/etc Tracking Assaults Accident Investigations Help resolve Share information	Mahoney	Ongoing	
JOHS Training	Nov/18	JOHS Training Refresh/Update	 members choose courses - email Adam/Mahoney of choice immediately. There is a waiting list. once course completed Adam/Mahoney will update the training spreadsheet possible three new JOHS members, letter needed and courses scheduled 	Adam	2019/Ongoing	
Monthly Inspection	OCT/19	Oct - SEC ADMIN, OFFICES, BOARDROOMS, MUSTER, TRAINING ROOM, LUNCHROOM Jan - Med Programs Building - completed Jan 27, 2020 Ramsay/DiCastri Feb - Admission/Discharge, Effects Room - completed Feb 6, 2020 MacKenzie/Dumitrescu	Oct Inspection: •TRAINING ROOM-COMPUTER TOWERS & CABLES s.15 Jan Inspection: Lights out in the area outside of the gym, and in the stairwell by gym. (CS Buciurca notified) Feb Inspection: No Concerns	JOHS Mackenzie	Standing Item	
Staff Accidents / Injuries	Dec/19	Dec 4 - WCB No time loss Jan 7 - WCB 1 - Time loss 2 - Joint Investigation	Dec 3/19 WCB Force Ops training - Straining muscle near collar bone and shoulder. Dec 7/19 - WCB Walking up stairs on Unit, tripped banging knee. Dec 31/19 - WCB Code Yellow - I/M Kicked Right Inner thigh and knee, Hip joint Dec 31/19 - WCB Non complaint I/M in H/C. Safely lift I/M and carry her to Seg. Right lower bicep scratched. Jan 1/20 - WCB Staff Assault punched in eye. JI - MHN, SHP, Alert to Cornet Jan 6/20 - WCB I/M aggressive and argumentative during cell inspection. s. 15 Staff tried to escort I/M back to cell, bowl flipped contents because staff slapped it away and it resulted with fluid landing on arm. JI - N/A Jan 14/20 - WCB Fell down stairs in SEG. Left shoulder made popping sensation. Jan 25/20 - WCB Handcuff I/M to gain control, officer caught right wrist between I/M and wall. Shooting pain into right hand and pinky. Felt crunch when injury occurred. Jan 27/20 WCB Officer sitting went to stand, couldn't put weight on right leg.(Right calf) Jan 28/20 WCB Applied pressure point w/thumb to I/M neck to have I/M release arms to put behind back. Tender right thumb Jan 30/20 WCB Struck left knee on cupboard. Red and sore.	D. Romm + All JOHS members	Standing Item	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion Date
		B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	designate and date)	
Monthly Tip	Dec/19	Jan JOHS Tip - Slip and Falls		MacKenzie	Standing Item
Monthly Tip	Jan/20	Feb JOHS Tip - Bullying	s.15	MacKenzie	Standing Item
Ergonomics on Units	Jun/18	Ergonomic issues - Unit screen height/adjustable arm.	•not a 24 hr supervision unit shouldn't have to see over screen, regular checks only •Adam to assess ergonomics •waiting on WSI (Richard), (wrong monitors forwarded, waiting for proper ones) *Update: bracket done needs to be picked up Install on Delta - Ramsay/Dumitrescu to check once installed. (Test results - failure The retrofits are a failure. LUB computer screen unable to come out of the box, poorly tilled to be even remotely usable. LUC and LUD arm unable to move the monitor high enough for tall people. Cause muscle aches are lower back from having the chair too low and of course the hunched position to view monitor. Short people monitor is ok they have issue with the keyboard tray which than requires everything else to go out of balance. Results, complaint same for tall/short. Eye strain an issue to the inability to adjust the monitor in the box to be properly visible enough to work. Monitors do not move easily, difficult to remove from the boxes. This option is not working for anyone. We need to consult the OHS committee for ideas with WSI to seek a reasonable solution. Dec 3 update: Bev considering bringing in PSA specialist. For further discussion. Monica to send list of those being most affected to Bev. Waiting contact from PSA Herbert Lam.	Adam/WSI	
WSI Update	Jul/19	N/A	Nothing to report	WSI	
<u>egresses</u>	Nov/19	Make sure offices in I/M spaces have egresses.	Put on inspection list	Mahoney	

		Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
Subject for Discussion	Date	A. WCB Industrial Health and Safety	D. If consensus obtained, joint recommendation in order	(Name, Title of Ministry	Completion
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and	designate	Date
		C. Factories Act (Occupational	forwarded to Ministry second Level OH&S	and date)	
		Environment)	Committee		
New Business (Agenda)					
Entry Stair Strips	Dec/19	Hazardous Entry Stairs Strips - Strips are peeling again and could be dangerous.	BGIS Gordon Mantel to be contacted, reg maintenance in spring/summer when strips will adheres better	MacKenzie	
Update inspection schedule	Dec/19	With two members leaving schedule needs to be updated.		Adam	
Razor	Jan/20	Blade Risk Assessment	Risk Assessment to go forward - Endorsement email to be sent	Mahoney	
Violence Workplace	Jan/20	Violence Workplace Assessment 2020	Extensive review: Mahoney and Dumitrescu completed	Mahoney/ Dumitrescu	
First Aid	Feb/20	First Aid Assessment 2020	Completed	Mahoney	
Exposure Control Plan	Feb/20	Exposure Control Plan 2020	Updated - Noted Coronavirus	Mahoney	
Safety Week	Jan/20	Safety Week	(May 2020) Ideas		

Inspection

Mar - Med Laundry and Kitchen - Dumitrescu

Next Meeting - Tuesday, Mar 3, 2020 at 1145 hours in the Large Secure Boardroom

JOHS FACE SHEET

MINISTR	PSSG	REGION:		Fraser			
LOCATION ADDRESS:		ACCW - Maple Ridge, BC	;				
DATE OF PREVIOUS MEETIN	G:	20	019	12	3	TIME:	1145 hrs
			EAR	MONTH	DAY		
DATE OF MEETING:			020	2	4	TIME:	1145 hrs
COMMITTEE WORKSITE JUR	ISDICTIONS:	YE	EAR	MONTH	DAY		
(1) ACCW			(1)				
(2) (3)			(2) (3)				
COMMITTEE MEMBERS PRES	SENT:	R	CGEU	J. REPRESENTATIVES			
Employer Representatives				ing Agent			
(1) Bev Mahoney			(1)	Kerry Dumitrescu			
(2) Terry MacKenzie			(2)	Kimberly Ramsay			
(3)			(3)	Monica Adam			
(4) (5)			(4) (5)				
(6)			(6)				
COMMITTEE MEMBERS ABSI	ENT:						
(1) WSI Ryan Jongenburger			(1)	Samantha Schneck			
(2)			(2)	Renee Dundas			
(3)			(3)				
(4)			(4)				
(5) (6)			(5) (6)				
(6)			(6) (7)				
			(8)				
			(9)				
GUEST 1)			3)				
2)			4)				
		CHAIRPERSON:		Bev Mahoney			
	RECO	RDING SECRETARY:		Arlene Bordeleau			
MEETING AGENDA							
Call to order.							
	nda items.						
Circulation and adoption of age	nda items.						
Circulation and adoption of age Reading of previous minutes.		ns.					
Circulation and adoption of age Reading of previous minutes. (a) Disposition of p	nda items. revious recommendation ters held over from last i						
Circulation and adoption of age Reading of previous minutes. (a) Disposition of p	revious recommendation						
Circulation and adoption of age Reading of previous minutes. (a) Disposition of p	revious recommendation						
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ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT Monday, January 27, 2020 LOCATION: **Medium Programs Building** DATE: **INSPECTORS:** ADW Dicastri/CO Ramsay ASSIGNMENTS/ACTION REQUIRED: Add to DATE Inspectio HAZARDI CORRE TO BE ITEM **ACTION TAKEN/ HAZARD AND LOCATION** RATING CTION Summary Completed (Do not add to Inspection Summary) COMPL COMPLETED DATE NO: (ACTION IF APPROPRIATE) for BY (ABC) ETED further review Lights out in the area outside of the gym, and in С Email sent to Buciurca the stairwell by gym. 2 3 4 5 6 7 8 9 10 Monthly Discussion Topics: TOPIC DISCUSSION Staff nominated for Monthly Safety Draw A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corre B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency

ACCW OPEN/MEDIUM/SECURE INS Thursday, February 6, 2020 LOCATION: DATE: **INSPECTORS:** MacKenzie/Dumitrescu ASS DATE CORRE ACT **ITEM HAZARD RATING** TO BE HAZARD AND LOCATION **CTION** NO: (ACTION IF APPROPRIATE) (ABC) COMPL COMI BY **ETED** 1 Nothing to report None 2 3 ---4 5 6 7 ---8 ---9 ---10 ---**Monthly Discussion Topics:** TOPIC DISCUSSION

A Hazard - Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material.

B Hazard - Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention

C Hazard - Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of

SPECTION REPORT				
	Admission/Discharge, Effects Room			
SIGNMENTS/ACTION REQUIRED:				
FION TAKEN/ PLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)		
Staff nomin	Staff nominated for Monthly Safety Draw			
Generally this means that imm	nediate corrective action is	s required. Activity should be disco		
as soon as possible				
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Adult Custody Policy

	Find
	Occupational health and safe $ ilde{ wo}$
Revised: Dec-13	B.C. Corrections Br Previous Next Adult Custody Policy
Page 11.2–2	Chapter 11: Staffing

11.2.4. Beards and moustaches

- 1. Beards and moustaches may be worn if they are clean and well groomed.
- Staff whose duties require a breathing apparatus remain clean-shaven when the mask or respirator seals the face, in compliance with Occupational Health and Safety Regulation of the Workers' Compensation Board.

11.2.5. Seasonal wear

For the purposes of this policy, seasonal wear is defined by local policy.

11 26 Cane

Standing Operating Procedures

Section 1.1

1.1.14. Hygiene razor dispensing

Set out as local procedure to ACCW.

A. General

A joint Union/Management Occupational Health and Safety Provincial Risk Assessment on razor distribution and control has recommended that a razor distribution process be implemented on secure living units to decrease exposure to risk of violence and/or blood and bodily fluids to enhance safety for staff, contractors and inmates

B. Dispensing control

Razors in secure living units will be dispensed to inmates during unlock periods only.

Section 7.10

Alouette Correctional Centre for Women Standard Operating Procedures	Revised: Jul-14
Chapter 7: Administration	Page 7.10–3

Other contractors will always be escorted and do not require a PMT



- 4. PMTs will be worn above the waist and be clearly visible at all times.
- 5. Contractors will not be granted access to stairwell #1 until they have completed a PMT test with the security and surveillance post.

C. Prime contractor responsibility

- Contracted organizations that are identified will be requested to submit violence in the
 workplace risk assessments to the deputy warden of programs prior to the commencement of
 the contract. Exposure Control Plans will be submitted to the deputy warden programs at the
 commencement of the contract and then yearly thereafter, if deemed applicable. A schedule
 of the company's safety meetings and minutes of those meetings will be submitted as and
 when required.
- 2. Work activities conducted by contractors which may affect the health and safety of corrections staff, contractors, and volunteers must be communicated to the deputy wardens at ACCW. That information will be shared with all employees in writing via email and/or muster reports. Joint Occupational Health and Safety members will be notified as soon as practical.
- Activities of employers, workers, and other persons at the workplace in relation to occupational health and safety will be coordinated by the deputy warden program.
- 4. That coordination may include:

Section 8.1.9

D. Prime contractor responsibilities

- Contracted organizations that are identified as major contractors will be requested to submit violence in the workplace risk assessment to the deputy warden of programs prior to the commencement of the contract.
- 2. Exposure Control Plans will be submitted to the deputy warden programs at the commencement of the contract and then yearly thereafter, if deemed applicable.
- A schedule of the company's safety meetings and minutes of those meetings will be submitted as and when required.
- 4. Work Activities conducted by contractors which may affect the health and safety of corrections staff, contractors, and volunteers must be communicated to the deputy wardens at ACCW. That information will be shared with all employees in writing via email and/or muster reports. Joint Occupational health and Safety members will be notified as soon as practical.
- 5. Activities of contractors, workers, and other persons at the workplace in relation to occupational health and safety will be coordinated by the deputy warden program.
- 6. That coordination may include:

Section 8.6.2

E. Incident Reports

An incident report will be submitted by the correctional supervisor, the injured staff and all staff who witnessed the injury.

F. Joint Accident Investigation

A joint accident investigation will be completed for every staff injury. The investigation will be completed by an employer representative and an employee representative of the occupational health and safety committee within 3 days of the accident.

Section 8.6.2

F. Assistant deputy warden responsibilities

- 1. Ensure a Joint Accident Investigation Form (PSC38) is completed by an employer representative and a member of the Occupational Health & Safety Committee.
- 2. Take or initiate corrective action in response to incidents of violence within established protocols and contingencies and the requirements of the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.
- 3. Ensure that any employee reporting an injury or adverse symptom as a result of violence is advised to consult a physician of their choice for further treatment or referral.
- 4. Ensure the employee is aware of resources provided by the *Employee and Family Assistance Program* for treatment or referral.

G. Reporting requirements/OHS role

- All accidents and injuries to employees will be investigated jointly by one representative of the employer and one worker representative from the joint OHS Committee. A report
 - identifying the cause(s), unsafe conditions or acts, if any, and recommendations to prevent similar incidents, as per section 173 of the WCA will be completed on a form PSC38.

Section 8.6.3

8.6.3. Workplace Violence

As set out in Adult Custody Policy section 8.6.3.

A. General

- ACCW has implemented operational strategies to minimize the risk of violence to workers
 through risk assessments, information exchanges, environmental arrangements and
 emergency contingencies. Workplace risk assessments will be completed in accordance with
 WorkSafeBC, Occupational Health and Safety (OHS) regulations.
- Completed risk assessments will be reviewed through the OSH committee on an annual basis.

Management Services Manual

Section 4.5

B.C. Corrections Branch Management Services Policy Manual	Revised: Dec-13
Chapter 4: Orientation of New Staff	Page 4.5–2

- · Pay provisions for staff absent from duty;
- · Annual vacation, statutory holidays;
- Occupational Health and Safety Practices (WorkSafeBC) responsibilities of staff; and
- · Leave of absence (application form, policy).

Section 5.10.3

5.10.3 Guidelines

In allocating tuition subsidy funding, it is necessary to balance the benefits of training between the employee and Corrections Branch. While this balance may shift with each individual application, there are basic and consistent guidelines that can be applied. In order of priority, they are:

- Courses sponsored by the Corrections and Court Services Division, Justice Institute of BC and directly related to the employee's work are fully funded;
- Certification or re-certification training related to occupational health and safety requirements are fully funded;
- Conferences directly related to the employee's work may be funded at levels from 50% to 100% of the conference fees;
- Post-secondary courses directly related to the employee's work may be funded at levels from 50% to 100% of the tuition fees to a maximum of \$1,000 per employee per year;

Section 8.6

B.C. Corrections Branch	Revised: Oct-19
Management Services Policy Manual Chapter 8: Staff Administration	Page 8.6-2

8.6 Workplace Bullying and Harassment (revised: Oct-19)

8.6.1 Policy

- The Corrections Branch is committed to providing a workplace free from bullying and harassment.
- All employees have a right to work in an environment free from intimidation and a responsibility to ensure their conduct contributes to a positive and safe work environment for everyone.
- 3. It is everyone's responsibility to address bullying and harassment.
- Employees must immediately report when bullying or harassment is observed or experienced in the workplace in order for it to be addressed in a timely manner.
- WorkSafeBC occupational health and safety polices under the Workers Compensation Act
 outline responsibilities for supervisors and employees to prevent and address bullying and
 harassment in the workplace.

All of Chapter 9

B.C. Corrections Branch	Revised: Nov-16
Management Services Policy Manual	
Chapter 9: Occupational Health and Safety	Page 9.1-1

9. Occupational Health and Safety

9.1 Corrections Branch Health and Safety Program (revised: Nov-16)