Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Jan/16	Site inspection for December 2015 and January 2016 completed.	Inspection of the Medium SMU, Ops, Former Rec areas and Inspection of the Medium Programs Building completed prior to meeting. 5 items ongoing on Inspection Summary.	All OHS Members + WSI	Standing 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	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	Ongoing

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
NEW BUSINESS					
JOHS Responsibilities	Jan/16	JOHS Responsibilities list is outdated (Last updated Nov 2014) and needs revision	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

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2015	12	1	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	1	5	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Ms. S. Gemmill
(2) Ms. B. Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Ms. M. Adam
(2) Ms. J. Carr
(3)
(4)
(5)
(6)
(7)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2)
(3)
(4)
(5)
(6)

(1) Ms. D. Bozinac
(2) Ms. K. Dumitrescu
(3) Ms. B. Cuff
(4) Ms. M. Harvey
(5) Ms. P. Schlafen
(6) Ms. H. Chiang
(7) Ms. R. Dundas

GUEST

1) Ms. D. Romm - H/C Manager
2) Mr. D. Kinder - WSI

3)
4)

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 staff burning themselves when taking hot items out of them.	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	Questions raised whether a spill kit is required in SMU or OPS. This is not in ECP. Alder has a kit.	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	Plug-in heaters - question about how long they can be left on for. Many small heaters are used in the eagle hut and Aboriginal Liaison requests them to be left on all day.	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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target 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 - Icy 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	Revised at the January 2016 meeting and responsibilities were re-delegated. C. Allen edited the document and distributed to the committee for feedback. Feb/16 - Small changes made to one Responsibility (Purell Stations) and committee agreed to all other changes. Document to be uploaded to CorrPoint and All Share drive.	All JOHS committee members	Concluded

No New Business for February 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 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
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

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2015	1	5	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	2	2	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Ms. S. Gemmill
(2) Ms. B. Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Ms. M. Adam
(2) Ms. M. Harvey
(3)
(4)
(5)
(6)
(7)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2)
(3)
(4)
(5)
(6)

(1) Ms. D. Bozinac
(2) Ms. K. Dumitrescu
(3) Ms. B. Cuff
(4) Ms. J. Carr
(5) Ms. P. Schlafen
(6) Ms. H. Chiang
(7) Ms. R. Dundas

GUEST

1) No guests
2)

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

Feb 2016 - No items ongoing on the inspection summary

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target 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 Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
NEW BUSINESS					
Secure Garbage Piling up in the Connection Corridor	Mar/16	Garbage is piling up in the connection corridor which creates a safety concern. s.15 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. s.15	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 to be added as a primary responder. This will be brought forward to the 1.1 Union meeting.	B. Mahoney + P. Schlafen	Ongoing
Hazmat	Mar/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.	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 s.15	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

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	2	2	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	3	1	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Ms. B. Mahoney
(2) Ms. C. Spry
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Ms. P. Schlafen
(2) Ms. D. Bozanic
(3) Ms. B. Cuff
(4) Ms. J. Carr
(5) Ms. R. Dundas
(6) Ms. H. Chiang

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2)
(3)
(4)
(5)
(6)

(1) Ms. K. Dumitrescu
(2) Ms. M. Adam
(3) Ms. M. Harvey
(4)
(5)
(6)
(7)

GUEST

1) Kinder, D. - WSI
2) Romm, D. - Healthcare

3)
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 & 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	Follow up required
2	Medium Laundry & 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	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)	Mar-16	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 Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		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
		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
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 Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		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

DATE OF PREVIOUS MEETING: 2016 (YEAR) 3 (MONTH) 1 (DAY) **TIME:** 11:45 a.m.

DATE OF MEETING: 2016 (YEAR) 4 (MONTH) 5 (DAY) **TIME:** 11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Ms. B. Mahoney
(2) Mr. Lacroix
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Ms. D. Bozanic
(2) Ms. H. Chiang
(3) Ms. J. Carr
(4) Ms. M. Adam
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2) Ms. Schlafen
(3)
(4)
(5)
(6)

(1) Ms. K. Dumitrescu
(2) Ms. R. Dundas
(3) Ms. M. Harvey
(4) Ms. B. Cuff
(5)
(6)
(7)

GUEST

1) Kinder, D. - WSI
2)

3)
4)

CHAIRPERSON: Ms. M. Adam
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

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	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	Medium Laundry & 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	Mar-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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of:	Recommendations	REFERRED TO:	Target
		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					
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

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	4	5	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	5	3	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Ms. B. Mahoney
(2) Ms. M. Draaisma
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Ms. R. Dundas
(2) Ms. J. Carr
(3) Ms. M. Adam
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2) Ms. P. Schlafen
(3) Ms. S. Gemmill
(4)
(5)
(6)

(1) Ms. K. Dumitrescu
(2) Ms. D. Bozanic
(3) Ms. M. Harvey
(4) Ms. B. Cuff
(5) Ms. H. Chiang
(6)
(7)

GUEST

1) Kinder, D. - WSI
2) Romm, D - H/C

3)
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 Daryl)
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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	5	3	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	6	7	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Ms. B. Mahoney
(2) Ms. S. Gemmill
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Ms. H. Chiang
(2) Ms. M. Adam
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2) Ms. P. Schlafen
(3) Ms. M. Draaisma
(4)
(5)
(6)

(1) Ms. K. Dumitrescu
(2) Ms. D. Bozanic
(3) Ms. M. Harvey
(4) Ms. B. Cuff
(5) Ms. J. Carr
(6) Ms. R. Dundas
(7)

GUEST

1) Ryan Jongenburger - WSI
2)

3)
4)

CHAIRPERSON: Ms. M. Adam
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	9-Jun-16	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						

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Jul/16	**1**. Site inspection for June 2016 unable to be completed prior to meeting.Completed June 9, 2016 **2.** JULY inspection completed - **MONARCH HOUSES, GROUNDS AND GATES** No issues. **3.** 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.	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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	6	7	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	7	5	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Ms. B. Mahoney
(2) Ms. S. Gemmill
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Ms. M. Harvey
(2) Ms. M. Adam
(3) Ms. J. Carr
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Ms. A. Barley
(2) Ms. M. Draaisma
(3)
(4)
(5)
(6)

(1) Ms. K. Dumitrescu
(2) Ms. D. Bozanic
(3) Ms. P. Schlafen
(4) Ms. B. Cuff
(5) Ms. H. Chiang
(6) Ms. R. Dundas
(7) Ms. K. Dumitrescu
(8) Ms. V. Fillion

GUEST

1) Ryan Jongenburger - WSI
2)

3)
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 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	9-Jun-16	WSI - by CS Dundas	WSI is going to generate a work order. Old damage

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
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	 https://drive.google.com/file/d/0B4P9RyTGAbuKVmxSOFVLcmZtYms/view?usp=sharing	M. Draaisma	Standing Item

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2016	7	5	**TIME:**	11:45 a.m.
DATE OF MEETING:	2016	8	2	**TIME:**	11:45 a.m.

Forgo Meeting for AUGUST

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives
(1)
(2)
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1)
(2)
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:
(1)
(2)
(3)
(4)
(5)
(6)

(1)
(2)
(3)
(4)
(5)
(6)
(7)
(8)

GUEST
1)
2)

3)
4)

CHAIRPERSON: _____
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 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	9-Jun-16	WSI - by CS Dundas	WSI is going to generate a work order. Old damage

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Sep/16	1. Aug - Completed in Sept 2. Sept - Inspections completed in Sept after meeting	1. 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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	7	5	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	9	8	**TIME:**	11:45 a.m.

Forgo Meeting for AUGUST

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Bev Mahoney
(2) Renee Dundas
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Helen Chiang
(2) Darlene Bozanic
(3) Val Fillion
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Sandra Gemmill
(2) Rick Lacroix
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3) Bernadette Cuff
(4) Melissa Harvey
(5) Monica Adam
(6) Janette Carr
(7) Carla Spry
(8)

GUEST

1) Ryan Jongenburger - WSI
2)

3)
4)

CHAIRPERSON: Darlene Bozanic
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 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	WSI	Being dealt with.

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

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

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2016	9	8	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2016	10	4	**TIME:**	11:45 a.m.

Forgo Meeting for AUGUST

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Rick Lacroix
(2) Angela Hendry
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Janette Carr
(2) Renee Dundas
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Sandra Gemmill
(2) Bev Mahoney
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3) Bernadette Cuff
(4) Melissa Harvey
(5) Monica Adam
(6) Val Fillion
(7) Carla Spry
(8) Darlene Bozanic
(9) Helen Chiang

GUEST

1) Ryan Jongenburger - WSI
2)

3)
4)

CHAIRPERSON: Rick Lacriox
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 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	WSI	Being dealt with.

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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.	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	• 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	Oct/16	Chair Hygiene - Chairs sat on 24/7 in some departments	Email WSI which chairs need to be done. Will be forwarded to cleaners when extra cleaning is arranged. (CO Carr)	Lacroix Carr	On Going

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large Secure Boardroom

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING: 2016 (YEAR) 10 (MONTH) 4 (DAY) **TIME:** 11:45 a.m.

DATE OF MEETING: 2016 (YEAR) 11 (MONTH) 1 (DAY) **TIME:** 11:45 a.m.

Forgo Meeting for AUGUST

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Rick Lacroix
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Melissa Harvey
(2) Renee Dundas
(3) Carla Spry
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2) Angela Hendry
(3) Draaisma Maureen
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3) Bernadette Cuff
(4) Janette Carr
(5) Monica Adam
(6) Val Fillion
(7) Darlene Bozanic
(8) Helen Chiang
(9)

GUEST

1) Daryl Kinder - WSI
2)

3)
4)

CHAIRPERSON: Melissa Harvey
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 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 Nov 1, 2016

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

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING: 2016 (YEAR) 11 (MONTH) 1 (DAY) **TIME:** 11:45 a.m.

DATE OF MEETING: 2016 (YEAR) 12 (MONTH) 6 (DAY) **TIME:** 11:45 a.m.

Forgo Meeting for AUGUST

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Bev Mahoney
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Patty Schlafen
(2) Janette Carr
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Draaisma Maureen
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Renee Dundas
(3) Bernadette Cuff
(4) Carla Spry
(5) Monica Adam
(6) Val Fillion
(7) Darlene Bozanic
(8) Helen Chiang
(9) Melissa Harvey

GUEST

1) Ryan Jongenburger
2)

3)
4)

CHAIRPERSON: Janette Carr
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 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 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.				

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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. •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	Dec/16	WCB/Joint Investigation processing	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 COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING: 2016 (YEAR) 12 (MONTH) 6 (DAY) **TIME:** 11:45 a.m.

DATE OF MEETING: 2017 (YEAR) 1 (MONTH) 3 (DAY) **TIME:** 11:45 a.m.

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Rick Lacroix
(2) Val Fillion
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Monica Adam
(2) Melissa Harvey
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Sandra Gemmill
(2) Bev Mahoney
(3) Maureen Draaisma
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Renee Dundas
(3) Bernadette Cuff
(4) Carla Spry
(5) Janette Carr
(6) Val Fillion
(7) Darlene Bozanic
(8) Helen Chiang
(9) Patty Schlafen

GUEST

1) Daryl Kinder
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 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 Dec/Jan, 2016/2017

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
	DEC - MEDIUM SMU, OPS AND FORMER RECORDS AREA JAN - MEDIUM PROGRAMS BUILDING	Inspection completed - Harvey and Van Steinberg - No Issues				

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	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	
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/ Carr	Ongoing
WCB	Dec/16	WCB/Joint Investigation processing	WCB forms --> ADW Gemmill Joint Investigation froms --> DW Mahoney	Gemmill Mahoney	
NEW BUSINESS					

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			

Inspection

March 2017 - Medium Laundry and Kitchen - (Carr)

Next Meeting - Tuesday, March 7, 2017 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

DATE OF PREVIOUS MEETING: 2016 (YEAR) 1 (MONTH) 3 (DAY) **TIME:** 11:45 a.m.

DATE OF MEETING: 2017 (YEAR) 2 (MONTH) 7 (DAY) **TIME:** 11:45 a.m.

Forgo Meeting for AUGUST

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Bev Mahoney
(2) Sandra Gemmill
(3) Terry MacKenzie
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Renee Dundas
(2) Monica Adam
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Draaisma Maureen
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Janette Carr
(3) Bernadette Cuff
(4) Carla Spry
(5) Melissa Harvey
(6) Patty Schlafen
(7) Darlene Bozanic
(8) Helen Chiang
(9)

GUEST

1) Ryan Jongenburger
2) Deanna Romm

3)
4)

CHAIRPERSON: Bev Mahoney
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 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 Dec/Jan, 2016/2017

AREA		UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
	FEB - Admission/Discharge, Effects Room (Harvey)	No issues - Inspection completed by Chiang/Harvey	None required	Completed Feb 4/17		

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
NEW BUSINESS					
		ADW Ops office, two work stations that need free standing monitors rather than monitor on arms. Monitor doesn't reach the corner of the desk in which keyboard tray aligns with.	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 BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	2	7	**TIME:**	11:45 a.m.
DATE OF MEETING:	2017	3	7	**TIME:**	11:45 a.m.

Forgo Meeting for AUGUST

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. REPRESENTATIVES
or Bargaining Agent
(1) Renee Dundas
(2) Darlene Bozanic
(3) Bernadette Cuff
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Janette Carr
(3) Helen Chiang
(4) Carla Spry
(5) Melissa Harvey
(6) Patty Schlafen
(7) Monica Adam
(8)
(9)

GUEST

1) Daryl Kinder
2) Deanna Romm

3)
4)

CHAIRPERSON: 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 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
	MAR Medium Laundry and Kitchen	No issues - Inspection completed by Adam/MacKenzie	None required	Completed Mar 6/17		

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2017	3	7	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2017	4	4	**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. REPRESENTATIVES
or Bargaining Agent
(1) Patty Schlafen
(2) Helen Chiang
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Janette Carr
(3) Bernadette Cuff
(4) Carla Spry
(5) Melissa Harvey
(6) Patty Schlafen
(7) Monica Adam
(8) Renee Dundas
(9) Darlene Bozanic

GUEST

1) Daryl Kinder
2)

3)
4)

CHAIRPERSON: Helen Chiang
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 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	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 s.15	Email sent to CO Martins for further information	16-Mar-17	Martins	

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	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 s.15	Email sent to CO Martins for further information	Martins	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2017	4	4	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2017	5	2	**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. REPRESENTATIVES
or Bargaining Agent
(1) Monica Adam
(2) Renee Dundas
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Janette Carr
(3) Bernadette Cuff
(4) Carla Spry
(5) Melissa Harvey
(6) Patty Schlafen
(7) Helen Chiang
(8) Renee Dundas
(9) Darlene Bozanic

GUEST

1) Daryl Kinder
2)

3)
4)

CHAIRPERSON: 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 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	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 c s.15	Email sent to CO Martins for further information	16-Mar-17	Martins	

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	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) - **ordered** • 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. Email on hairbands to be sent by Adam	Adaml/ Carr	Ongoing

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY: Justice **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2017	5	2	**TIME:**	11:45 a.m.

DATE OF MEETING:

YEAR	MONTH	DAY		
2017	6	6	**TIME:**	11:45 a.m.

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives
(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent
(1) Monica Adam
(2) Renee Dundas
(3) Melissa Harvey
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Janette Carr
(3) Bernadette Cuff
(4) Carla Spry
(5) Darlene Bozanic
(6) Patty Schlafen
(7) Helen Chiang
(8) Renee Dundas
(9)

GUEST
1) Daryl Kinder
2)

3)
4)

CHAIRPERSON: 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 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	**June - Secure Units A, B, C, D, POD, Visits, Stairwells**	Stairwell 5 and Delta lights needs new battery (4x AAA)	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

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	6	6	**TIME:**	1145 hrs
DATE OF MEETING:	2017	7	4	**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. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Renee Dundas
(3) Kerry Dumitrescu
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2) Terry MacKenzie
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Bernadette Cuff
(4) Carla Spry
(5) Darlene Bozanic
(6) Helen Chiang
(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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	**June - Secure Units A, B, C, D, POD, Visits, Stairwells**	Stairwell 5 and Delta lights needs new battery (4x AAA)	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**		

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	Deanna - 1 recommended to seek Med TX/arrangements made for transfer 7 RTW 2 WCB - No Loss of Work 1 WCB (reported late) Miss Work 1 Joint Investigations	• 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 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. • 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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	7	4	**TIME:**	1145 hrs
DATE OF MEETING:	2017	8	1	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Sandra Gemmill
(2) Terry MacKenzie
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES

or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Kerry Dumitrescu
(4) Helen Chiang
(5) Darlene Bozanic
(6) Melissa Harvey
(7) Renee Dundas
(8)
(9)

GUEST

1)
2)

3)
4)

CHAIRPERSON: 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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	**SEC LINK CORRIDORS, OFFICES, STORAGE, ELEVATOR**	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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	AUGUST Two - WCB One - Joint Accident Investigation	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 s.15	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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	8	1	**TIME:**	1145 hrs
DATE OF MEETING:	2017	9	5	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Rick Lacroix
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Renee Dundas
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Kerry Dumitrescu
(4) Helen Chiang
(5) Darlene Bozanic
(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 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

JOHS FACE SHEET

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	N
• 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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	9	5	**TIME:**	1145 hrs
DATE OF MEETING:	2017	10	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Kerry Dumitrescu
(4) Helen Chiang
(5) Darlene Bozanic
(6) Melissa Harvey
(7) Renee Dundas
(8)
(9)

GUEST

1) Daryl Kinder
2)

3)
4)

CHAIRPERSON: 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 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

JOHS FACE SHEET

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**	Dundas	Nothing to report.	**16-Sep-17**		

Agenda

October 2017
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)

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

Next Meeting November 7, 2017

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

Agenda

I/M lunged at staff officer s.15 s.15 s.15 Right knee swollen.	No	Thursday, Sept 28, 2017	N

Next Meeting November 7, 2017

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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 Investigation • 3WCB	•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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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	Standing
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. •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**

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	10	3	**TIME:**	1145 hrs
DATE OF MEETING:	2017	11	7	**TIME:**	1145 hrs

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. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Val Fillion
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Kerry Dumitrescu
(4) Helen Chiang
(5) Darlene Bozanic
(6) Melissa Harvey
(7) Renee Dundas
(8)
(9)

GUEST

1) Daryl Kinder
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 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

JOHS FACE SHEET

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**	Dundas	Nothing to report.	**16-Sep-17**		

Dec 5, 2017

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
NEW BUSINESS					
s.15	Dec/17	s.15	•P. Schlafen sent out reminder email, Dec 5, 2017 s.15 •POD to address if persons taking items thru.	Bozanic/ Schlafen	Concluded

Inspection

January Inspection **- MED PROGRAMS BUILDING - Harvey**

Next Meeting - Tuesday, January 2, 2018 at 1145 hours in the Large **Secure Boardroom**

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	11	3	**TIME:**	1145 hrs
DATE OF MEETING:	2017	12	5	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Helen Chiang
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Sandra Gemmill
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Janette Carr
(3) Kerry Dumitrescu
(4) Val Fillion
(5) Darlene Bozanic
(6) Melissa Harvey
(7) Renee Dundas
(8)
(9)

GUEST

1) Ryan Jongenburger
2)

3)
4)

CHAIRPERSON: Bev Mahoney
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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	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

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	12	5	**TIME:**	1145 hrs
DATE OF MEETING:	2018	1	2	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Val Fillion
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3) Jill Fleming
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Rick Lacroix
(2) Sandra Gemmill
(3) Bev Mahoney
(4)
(5)
(6)

(1) Renee Dundas
(2) Janette Carr
(3) Bernadette Cuff
(4) Monica Adam
(5) Darlene Bozanic
(6) Melissa Harvey
(7)
(8)
(9)

GUEST

1) Ryan Jongenburger
2)

3)
4)

CHAIRPERSON: Kerry Dumitrescu
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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	**Medium Programs Building**		Not Completed by Jan 2, 2018			

Feb 6, 2018

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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 Large **Secure Boardroom**

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2017	1	2	**TIME:**	1145 hrs
DATE OF MEETING:	2018	2	6	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Sandra Gemmill
(2) Terry MacKenzie
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Darlene Bozanic
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Renee Dundas
(2) Janette Carr
(3) Bernadette Cuff
(4) Patty Schlafen
(5) Kerry Dumitrescu
(6) Melissa Harvey
(7)
(8)
(9)

GUEST

1) Daryl Kinder
2)

3)
4)

CHAIRPERSON: Sandra Gemmill
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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	**Medium Programs Building**	Med. Facilitators officer bookshelf needs to be secured to the wall	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

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2018	2	6	**TIME:**	1145 hrs

DATE OF MEETING:

YEAR	MONTH	DAY		
2018	3	6	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES

or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Kerry Dumitrescu
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Renee Dundas
(2) Janette Carr
(3) Darlene Bozanic
(4) Melissa Harvey
(5)
(6)
(7)
(8)
(9)

GUEST

1) Ryan Jogenburger
2) Jill Fleming

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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Mar/18	**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 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
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 one picture.	Bordeleau	April
NEW BUSINESS					
Wires under desks	Apr/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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	3	6	**TIME:**	1145 hrs
DATE OF MEETING:	2018	4	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Sandra Gemmill
(2) Terry MacKenzie
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Renee Dundas
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Janette Carr
(2) Darlene Bozanic
(3) Melissa Harvey
(4) Bernadette Cuff
(5) Kerry Dumitrescu
(6) Kimberly Ramsay
(7)
(8)
(9)

GUEST

1) Ryan Jogenburger
2) Jill Fleming

3)
4)

CHAIRPERSON: 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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

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

May 1, 2018

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

Inspection

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	4	3	**TIME:**	1145 hrs
DATE OF MEETING:	2018	5	1	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Terry MacKenzie
(2) Cristina Vendramin
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES

or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Darlene Bozanic
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Janette Carr
(2) Renee Dundas
(3) Melissa Harvey
(4) Kimberly Ramsay
(5) Kerry Dumitrescu
(6)
(7)
(8)
(9)

GUEST

1) Ryan Jogenburger
2) Jill Fleming

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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	AREA	UNSAFE CONDITIONS OR ACTS	CORRECTIVE ACTION REQUIRED	DATE ENTERED	REFERRED TO	DISPOSITION
1	**Medium Units**	None	None			
2						

June 6, 2018

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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. s.22	•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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	5	1	**TIME:**	1145 hrs
DATE OF MEETING:	2018	6	5	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Terry MacKenzie
(2) Rick Lacroix
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Kerry Dumitrescu
(4) Renee Dundas
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Janette Carr
(2) Darlene Bozanic
(3) Kimberly Ramsay
(4) Patty Schlafen
(5)
(6)
(7)
(8)
(9)

GUEST

1) Ryan Jogenburger
2) Jill Fleming

3)
4)

CHAIRPERSON: 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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	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	

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	June/18	July - Monarch Houses, Grounds and Gates - Cuff and Van Steinberg	•Walking hazards throughout the grounds, many pot holes s.15 •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. s.22	•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	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			

Inspection

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	6	5	**TIME:**	1145 hrs
DATE OF MEETING:	2018	7	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1)
(2) Bernadette Cuff
(3) Kimberly Ramsay
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Janette Carr
(2) Darlene Bozanic
(3) Renee Dundas
(4) Patty Schlafen
(5) Monica Adam
(6) Kerry Dumitrescu
(7)
(8)
(9)

GUEST

1) Ryan Jogenburger
2) Jill Fleming

3)
4)

CHAIRPERSON: Bernadette Cuff
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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

	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	

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	1. **WCB/JI** - Fell down stairs in SEG - Time Loss •focus on feet/add grip to stairs/paint stair a bright color to draw attention 2. **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. 3. **WCB** - Stopping door from slamming, finger caught between door and door frame. 4. **WCB** - Attempt to restrain large I/M and assist to stand - pain in left shoulder/arm 5. **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	

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 designate and date)	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		
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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	7	3	**TIME:**	1145 hrs
DATE OF MEETING:	2018	8	7	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:

Employer Representatives

(1) Sandra Gemmill
(2) Carla Spry
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Kimberly Ramsay
(4) Kerry Dumitrescu
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

(1) Renee Dundas
(2) Patty Schlafen
(3)
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

1)
2)

3)
4)

CHAIRPERSON: Sandra Gemmill
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 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

JOHS FACE SHEET

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Aug/18	**July** - Monarch Houses, Grounds and Gates - still pending. **Sept** - MED ADMIN, GROUNDS, SALLY PORT, GATES, FENCES - Ramsay/Buciurca	**July** •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)** **Sept** **• Medium perimeter path full of weeds/rocks, staff can trip at night/bad weather** **•Garden path/bricks covered in moss slippery.**	JOHS Mackenzie	Standing Item
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	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) • 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	

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	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	Sept/18	Jill Fleming will be absent for a few months as she is working on a special SOP project.	Ionela Bucuirca will be filling in as an employer representative in her absence.	Information item	Completed
Mill Yard	Sept/18	WSI is requesting the shrubbery inside 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	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.	*Terry to send out a reminder to all staff.	MacKenzie	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			

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 Large **Secure Boardroom**

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	8	7	**TIME:**	1145 hrs
DATE OF MEETING:	2018	9	4	**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)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Bernadette Cuff
(3) Renee Dundas
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Sandra Gemmill
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3) Kimberly Ramsay
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

1) Richard Chapman, WSI
2) Ryan Jogenburger, WSI
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 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

JOHS FACE SHEET

ACCW - OHS SAFETY INSPECTION SUMMARY

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

Oct 2, 2018

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Aug/18	**Oct** - Secure Admin: Offices, Boardrooms, Muster, Training and Lunchroom – Adam/MacKenzie	**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 - AI	•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.	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	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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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 AIs processed)*	Arlene	Completed
Update Training Spreadsheet	Oct/18	**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 •Orientation for Managers and Supervisors - elearning •OHS Violence Prevention Seminar 1/2 day training •OHS Train the Trainer - Invitation only ** Add/Remove staff ** Name of Managers that completed the training since they work closely on investigations (Ms. Adam)	• 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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	9	4	**TIME:**	1145 hrs
DATE OF MEETING:	2018	10	2	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Cristina Vendramin
(2) Terry MacKenzie
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Kerry Dumitrescu
(3) Kimberly Ramsay
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Sandra Gemmill
(2) Bev Mahoney
(3)
(4)
(5)
(6)

(1) Renee Dundas
(2) Patty Schlafen
(3) Bernadette Cuff
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

1) Richard Chapman, WSI
2) Ryan Jogenburger, WSI
3)
4)

CHAIRPERSON: 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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, October 2, 2018	LOCATION:	ACCW Admin Area
INSPECTORS:	MacKenzie/Adam	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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 vacuum the room periodically.		X
3	Loose wires in SSP	None	Zap Straps	2018.10.02	WSI secured the wires with zap straps and Velcro.		X
4	Loose wires at Jennifer Lemke's desk	None	Zap Straps	2018.10.02	Wires were secured by ADW MacKenzie with zap straps.		X
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 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

Nov 6, 2018

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Oct/18	**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	Oct/18	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)	•PHSA advise in cases of s.15 s.15 8.1.6 Response to exposure to blood or other potentially infectious material will remain 8.1.7 s.15 s.15 •Poster from PHSA - BBF Exposure Protocol to be laminated and posted.	Information	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
Violence Risk Assessment	Nov/18	Violence Risk Assessment to be more complex	•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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	10	2	**TIME:**	1145 hrs
DATE OF MEETING:	2018	11	6	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Monica Adam
(2) Dora Caruso
(3) Kimberly Ramsay
(4) Bernadette Cuff
(5) Renee Dundas
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Patty Schlafen
(3)
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Monday, November 5 , 2018	LOCATION:	SEC H/C, Stair 1, SSP
INSPECTORS:	Ramsay/Dundas	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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	No Issues						
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 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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
OLD BUSINESS					
Monthly Inspection	Nov/18	**Dec -** 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 Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR' PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	11	6	**TIME:**	1145 hrs
DATE OF MEETING:	2018	12	4	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Patty Schlafen
(2) Dora Caruso
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Bernadette Cuff
(3) Monica Adam
(4) Kimberly Ramsay
(5) Renee Dundas
(6)
(7)
(8)
(9)

GUEST

1) Richard Chapman, WSI
2) Shawn Collick

3) Ionola Buciurca
4)

CHAIRPERSON: Bev Mahoney
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, November 27, 2018	LOCATION:	um SMU,OPS and Former Records
INSPECTORS:	Caruso/ CS Buciurca	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	No hazards found	---					
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 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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR' PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	12	4	**TIME:**	1145 hrs
DATE OF MEETING:	2019	1	2	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Patty Schlafen
(2) Renee Dundas
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kerry Dumitrescu
(2) Bernadette Cuff
(3) Monica Adam
(4) Kimberly Ramsay
(5) Dora Caruso
(6) Samantha Schneck
(7)
(8)
(9)

GUEST

1) Shawn Collick
2)

3)
4)

CHAIRPERSON: Bev Mahoney
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, November 27, 2018	LOCATION:	um SMU,OPS and Former Records
INSPECTORS:	Caruso/ CS Buciurca	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	No hazards found	---					
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 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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	1	2	**TIME:**	1145 hrs
DATE OF MEETING:	2019	2	5	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Samantha Schneck
(2) Kerry Dumitrescu
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Patty Schlafen
(2) Bernadette Cuff
(3) Monica Adam
(4) Kimberly Ramsay
(5) Dora Caruso
(6) Renee Dundas
(7)
(8)
(9)

GUEST

1) Shawn Collick
2) Richard Chapman
3)
4)

CHAIRPERSON: Kerry Dumitrescu
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, Feb 5, 2019	LOCATION:	dmissions discharge, Effects Roo
INSPECTORS:	MacKenzie/Dumitrescu/Suddhisanont	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	No hazards found	---					
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 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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion 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	1.WCB - Walking to Med Sallyport - slipped, fell on left butt and leg 2.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	

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTRY PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	2	5	**TIME:**	1145 hrs
DATE OF MEETING:	2019	3	5	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Renee Dundas
(2) Kerry Dumitrescu
(3) Patty Schlafen
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Samantha Schneck
(2) Bernadette Cuff
(3) Monica Adam
(4) Kimberly Ramsay
(5) Dora Caruso
(6)
(7)
(8)
(9)

GUEST

1) Shawn Collick
2) Richard Chapman

3)
4)

CHAIRPERSON: Bev Mahoney
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, March 5, 2019	LOCATION:	Medium Laundry/Kitchen
INSPECTORS:	MacKenzie/Dumitrescu	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	Lights in the loading dock roll up are burnt out.	None	WSI	2019.03.15	WSI Work Order: BCB30742651		
2	Steamer Heater for soup pots broken down and possibly at end of life. Injury/burn hazard using pots on stove.	B	WSI	2019.04.15	WSI inquiring about repair time and possible replacement of device. Will report back.		
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 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

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
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
Volunteers	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
Inspection
May Inspection - MEDIUM UNITS - Schneck
Next Meeting - Tuesday, May 7, 2019 at 1145 hours in the Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	3	5	**TIME:**	1145 hrs
DATE OF MEETING:	2019	4	2	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Renee Dundas
(2) Kerry Dumitrescu
(3) Dora Caruso
(4) Bernadette Cuff
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Samantha Schneck
(2) Patty Schlafen
(3) Monica Adam
(4) Kimberly Ramsay
(5)
(6)
(7)
(8)
(9)

GUEST

1) Shawn Collick
2)

3)
4)

CHAIRPERSON: Bev Mahoney
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Tuesday, March 26, 2019	LOCATION:	Upper/Lower Secure Laundry/ Li
INSPECTORS:	CO Caruso & SO Schneck	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	Seg: Lower Shower by SG11; water pools by access door.	C					
2	Seg: Lower Shower by SG; vinyl flooring coming up/pieces missing	C					
3	Seg: Staff desk; electrical & computer wires underneath tangled and hanging. Wires strung across between computers.	C			Completed		
4	Door, Hinge/Lock - SEG Upper Tier	C					
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 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

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR` PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	4	2	**TIME:**	1145 hrs
DATE OF MEETING:	2019	5	7	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Bev Mahoney
(2) Greg Firlotte
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Renee Dundas
(2) Bernadette Cuff
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) Terry MacKenzie
(2)
(3)
(4)
(5)
(6)

(1) Samantha Schneck
(2) Patty Schlafen
(3) Monica Adam
(4) Kimberly Ramsay
(5) Kerry Dumitrescu
(6) Dora Caruso
(7)
(8)
(9)

GUEST

1) Richard Chapman
2) Shawn Collick

3)
4)

CHAIRPERSON: Bernadette Cuff
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 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

JOHS FACE SHEET

ACCW OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:		LOCATION:	Medium Units
INSPECTORS:		ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1							
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 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

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

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

Inspection

July - MONARCH: GROUNDS, GATES - Cuff, Bernadette/Caruso

Next Meeting - Tuesday, July 2, 2019 at 1145 hours in the Large Secure Boardroom

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2018	5	7	**TIME:**	1145 hrs

DATE OF MEETING:

YEAR	MONTH	DAY		
2019	6	4	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Renee Dundas
(2) Dora Caruso
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Samantha Schneck
(2) Patty Schlafen
(3) Monica Adam
(4) Kimberly Ramsay
(5) Kerry Dumitrescu
(6) Bernadette Cuff
(7)
(8)
(9)

GUEST

1) Richard Chapman
2)

3)
4)

CHAIRPERSON: Bev Mahoney
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 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:	Friday, May 17, 2019	LOCATION:	Medium Units
	Wednesday, May 29, 2019		Secure Units A,B,C,D, POD, Visits, Stairwells
INSPECTORS:	May Inspection -SCHNECK/CARUSO	ASSIGNMENTS/ACTION REQUIRED:	
	June Inspection - MacKenzie, Dundas		

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	Electrical outlet in Birch staff office hanging off wall (next to desk) with ether cable detached	None	WSI				
2							
	June Inspection - No Hazards						

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 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

ACCW - OHS SAFETY INSPECTION SUMMARY

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2018	6	4	**TIME:**	1145 hrs

DATE OF MEETING:

YEAR	MONTH	DAY		
2019	7	2	**TIME:**	1145 hrs

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. REPRESENTATIVES

or Bargaining Agent

(1) Renee Dundas
(2) Dora Caruso
(3) Samantha Schneck
(4) Monica Adam
(5) Kerry Dumitrescu
(6) Bernadette Cuff

COMMITTEE MEMBERS ABSENT:

(1) Bev Mahoney
(2)
(3)
(4)
(5)
(6)

(1) Kimberly Ramsay
(2) Patty Schlafen
(3)
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

1)
2)

3)
4)

CHAIRPERSON: Samantha Schneck

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 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:	Tuesday, June 25, 2019	LOCATION:	Monarch, Grounds, Gates
INSPECTORS:	Caruso/ Cuff	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	Nothing to report	---					
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 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

ACCW - OHS SAFETY INSPECTION SUMMARY

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

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
Staff Accidents / Injuries	Aug/19	**Aug 1-31, 2019** **WCB - 8** **1 - # 8 - Time Loss** **JI** **1 - # 8**	1. WCB - Aug 3 - Helping inmate stand up, scratched/Knicked staff right middle finger 2. WCB - Aug 9 - I/M flipped a used urinal, body fluid landed on Left forearm and left pant leg 3. WCB - Aug 14, 2019 - Disinfecting scissors officer cut through wipe and black viking gloves; scissors extremely sharp 4. 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 5. WCB - Aug 14, 2019 - Trying to gain I/M control - Kneeling for extended period time. Scratch left arm, Lower back Pain, Right knee. 6. WCB - Aug 14, 2019 Non- compliant I/M - Fell on right knee, throbbing pain, swelling and redness 7. WCB - Aug 14, 2019 - Unit door closed on officers left hand - middle finger bruised 8. 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	s.15	T. MacKenzie	Standing Item
Monthly Tip	Sep/19	Sep JOHS Tip - Hazmat			
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	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
JOHS Achievement	May/19	Celebrate our success	•Ideas on how to celebrate our JOHS success' •Muster message every 2 weeks	Mahoney	

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			
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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

DATE OF PREVIOUS MEETING:

YEAR	MONTH	DAY		
2018	7	2	**TIME:**	1145 hrs

DATE OF MEETING:

YEAR	MONTH	DAY		
2019	9	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Dora Caruso
(3) Bernadette Cuff
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kimberly Ramsay
(2) Patty Schlafen
(3) Renee Dundas
(4) Monica Adam
(5) Samantha Schneck
(6)
(7)
(8)
(9)

GUEST **Shawn Collick (WSI)**

1)
2)

3)
4)

CHAIRPERSON: Dumitrescu, Kerry
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 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:	Saturday, August 3, 2019	LOCATION:	ORRIDOR; OFFICES; SUPPLY CLC
INSPECTORS:	CO SCHNECK	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO FLOOR	---					
2	SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL	---					
3	SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF.	---					
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 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 OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Saturday, August 31, 2019	LOCATION:	N, GROUNDS, SALLYPORT, GATE
INSPECTORS:	CO RAMSAY/ CS BUCUIRCA	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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	Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle	C					
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 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

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

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 designate and date)	Completion Date
		B. WCB Industrial First Aid	E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee		
		C. Factories Act (Occupational Environment)			

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	7	2	**TIME:**	1145 hrs
DATE OF MEETING:	2019	9	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Dora Caruso
(3) Bernadette Cuff
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kimberly Ramsay
(2) Patty Schlafen
(3) Renee Dundas
(4) Monica Adam
(5) Samantha Schneck
(6)
(7)
(8)
(9)

GUEST Shawn Collick (WSI)

1)
2)
3)
4)

CHAIRPERSON: Dumitrescu, Kerry
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 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:	Saturday, August 3, 2019	LOCATION:	ORRIDOR; OFFICES; SUPPLY CLC
INSPECTORS:	CO SCHNECK	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO FLOOR	---					
2	SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL	---					
3	SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF.	---					
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 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 OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Saturday, August 31, 2019	LOCATION:	N, GROUNDS, SALLYPORT, GATE
INSPECTORS:	CO RAMSAY/ CS BUCUIRCA	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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	Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle	C					
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 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 OPEN/MEDIUM/SECURE IN

DATE:	Monday, September 30, 2019	LOCATION:
INSPECTORS:		A

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION
1	TRAINING ROOM-COMPUTER TOWERS & CABLES	---			
2	s.15	---			
3		---			
4		---			
5		---			
6		---			
7		---			
8		---			
9		---			
10		---			

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 ha

SPECTION REPORT

ADMIN, OFFICES, BOARD ROOMS, LUNCH ROOM

ASSIGNMENTS/ACTION REQUIRED:

TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)

	Staff nominated for Monthly Safety Draw

erally this means that immediate corrective action is required. Activity should be discontinued until

soon as possible

zards should be eliminated without delay, but the situation is not an emergency

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

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

JOHS FACE SHEET

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY	
DATE OF PREVIOUS MEETING:	2018	9	3	**TIME:** 1145 hrs
DATE OF MEETING:	2019	11	5	**TIME:** 1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Jackie Kea
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Renee Dundas
(3)
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kimberly Ramsay
(2) Patty Schlafen
(3) Dora Caruso
(4) Monica Adam
(5) Samantha Schneck
(6)
(7)
(8)
(9)

GUEST Ryan Jongenburger (WSI)

1)
2)

3)
4)

CHAIRPERSON: 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 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:	Saturday, August 3, 2019	LOCATION:	ORRIDOR; OFFICES; SUPPLY CLC
INSPECTORS:	CO SCHNECK	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION TAKEN/ COMPLETED DATE	Add to Inspection Summary	Completed (Do not add to Inspection Summary)
1	IPO PROGRAMS OFFICE: LOOSE WIRES & CORDS DANGLING OFF DESK ONTO FLOOR	---					
2	SUPPLY CLOSET: STRONG FUME/CHEMICAL SMELL	---					
3	SUPPLY CLOSET: HEAVY BOXES ON TOP MIDDLE SHELF.	---					
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 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 OPEN/MEDIUM/SECURE INSPECTION REPORT

DATE:	Saturday, August 31, 2019	LOCATION:	N, GROUNDS, SALLYPORT, GATE
INSPECTORS:	CO RAMSAY/ CS BUCUIRCA	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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	Several uneven spots on the grounds/perimeter where someone could trip, fall, or roll an ankle	C					
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 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 OPEN/MEDIUM/SECURE IN

DATE:	Monday, September 30, 2019	LOCATION:
INSPECTORS:		A

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACTION
1	TRAINING ROOM-COMPUTER TOWERS & CABLES	---			
2	s.15	---			
3		---			
4		---			
5		---			
6		---			
7		---			
8		---			
9		---			
10		---			

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 ha

SPECTION REPORT

ADMIN, OFFICES, BOARD ROOMS, LUNCH ROOM

ASSIGNMENTS/ACTION REQUIRED:

TAKEN/ COMPLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)

	Staff nominated for Monthly Safety Draw

erally this means that immediate corrective action is required. Activity should be discontinued until

soon as possible

zards should be eliminated without delay, but the situation is not an emergency

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

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

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

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2018	11	5	**TIME:**	1145 hrs
DATE OF MEETING:	2019	12	3	**TIME:**	1145 hrs

COMMITTEE WORKSITE JURISDICTIONS:

(1) ACCW
(2)
(3)

(1)
(2)
(3)

COMMITTEE MEMBERS PRESENT:
Employer Representatives

(1) Terry MacKenzie
(2) Bev Mahoney
(3)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Renee Dundas
(3) Monica Adam
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1)
(2)
(3)
(4)
(5)
(6)

(1) Kimberly Ramsay
(2) Patty Schlafen
(3) Dora Caruso
(4) Samantha Schneck
(5)
(6)
(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 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 INS

DATE:	Wednesday, December 4, 2019	LO	
INSPECTORS:	ADW MacKenzie/CS Dundas	ASSIG	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED
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 m

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 REPORT

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 nominated for Monthly Safety Draw

aterial. 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

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

Subject for Discussion	Date	Brief Outline of Problem and/or Violation of Regulation of: A. WCB Industrial Health and Safety B. WCB Industrial First Aid C. Factories Act (Occupational Environment)	Recommendations D. If consensus obtained, joint recommendation in order E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee	REFERRED TO: (Name, Title of Ministry designate and date)	Target Completion Date
Monthly Tip	Dec/19	Jan JOHS Tip - Slip and Falls	s.15	MacKenzie	Standing Item
Monthly Tip	Jan/20	Feb JOHS Tip - Bullying		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	
egresses	Nov/19	Make sure offices in I/M spaces have egresses.	Put on inspection list	Mahoney	

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 designate and date)**	**Completion Date**
		B. WCB Industrial First Aid	**E. If NO consensus, positions recorded and forwarded to Ministry second Level OH&S Committee**		
		C. Factories Act (Occupational Environment)			
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

PROVINCE OF BRITISH COLUMBIA - LOCAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING

MINISTR PSSG **REGION:** Fraser

LOCATION ADDRESS: ACCW - Maple Ridge, BC

	YEAR	MONTH	DAY		
DATE OF PREVIOUS MEETING:	2019	12	3	**TIME:**	1145 hrs
DATE OF MEETING:	2020	2	4	**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)
(4)
(5)
(6)

B.C.G.E.U. REPRESENTATIVES
or Bargaining Agent

(1) Kerry Dumitrescu
(2) Kimberly Ramsay
(3) Monica Adam
(4)
(5)
(6)

COMMITTEE MEMBERS ABSENT:

(1) WSI Ryan Jongenburger
(2)
(3)
(4)
(5)
(6)

(1) Samantha Schneck
(2) Renee Dundas
(3)
(4)
(5)
(6)
(7)
(8)
(9)

GUEST

1)
2)

3)
4)

CHAIRPERSON: Bev Mahoney
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 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:	Monday, January 27, 2020	LOCATION:	Medium Programs Building
INSPECTORS:	ADW Dicastri/CO Ramsay	ASSIGNMENTS/ACTION REQUIRED:	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	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	Lights out in the area outside of the gym, and in the stairwell by gym.	C			Email sent to Buciurca		
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

DATE:	Thursday, February 6, 2020	LOCATION:	
INSPECTORS:	MacKenzie/Dumitrescu	ASS	

ITEM NO:	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING (A B C)	CORRECTION BY	DATE TO BE COMPLETED	ACT COMI
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:

TION TAKEN/ PLETED DATE	Add to Inspection Summary for further review	Completed (Do not add to Inspection Summary)

	Staff nominated for Monthly Safety Draw

Generally this means that immediate corrective action is required. Activity should be disco

as soon as possible

f hazards should be eliminated without delay, but the situation is not an emergency

Adult Custody Policy

Find
Occupational health and safe
Previous Next

Revised: Dec-13	B.C. Corrections Br 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.
2. 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.

11.2.6. Caps

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

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

Section 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

1. 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.
3. 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

1. 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.
3. 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

1. 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.
2. The OHS Committee will review injuries to employees and consider recommendations on how to minimize workpl

Section 8.6.3

8.6.3. Workplace Violence

As set out in *Adult Custody Policy* section 8.6.3.

A. General

1. 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.
2. Completed risk assessments will be reviewed through the OSH committee on an annual basis.

Management Services Manual

Section 4.5

- 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 Management Services Policy Manual	Revised: Oct-19
Chapter 8: Staff Administration	Page 8.6–2

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

8.6.1 Policy

1. The Corrections Branch is committed to providing a workplace free from bullying and harassment.
2. 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.
4. 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.
5. 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 Management Services Policy Manual	Revised: Nov-16
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)