

Joint Occupational Health and Safety (JOHS) Committee Meeting Minutes

YOUR COMPANY NAME

Meeting date: January 12, 2023	Time: 1:00 – 2:00 pm	Location: Main Boardroom
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Attendees <i>List committee members present, include full names, titles and indicate worker (W) or employer (E) representative</i> Kunval Sison, Health Care Aide (W)- CO-chair Katie Richter, Executive Director (E) – Co-chair Zack Dhalla, Kitchen Supervisor (W) Garrett Ryan, Maintenance (W) Marga Derksen, LPN (W) Anna Thibault, Admin Assistant (E) Jenn Butler, Recreational Therapist (E)	Regrets <i>List committee members absent, include full names, titles and indicate worker (W) or employer (E) representative</i> Brooke LaSage, Food Services (W) Saleema Schultz, Housekeeper (W) Mark Mahmood, Dir/ Operations (E)
Ex-Officio Lisa Donahue, WorkSafeBC Officer	
Guests Ken Chance, Patient Handling - Slings and Lifts Vendor	

Welcome
Call to order: Time 1:05pm <i>Include applicable Acknowledgement Statement</i> SafeCare BC wants to start today’s presentation by recognizing that we are gathered on the ancestral and unceded territory of First Nations, Inuit, and Metis people across British Columbia. We thank them for being good caretakers of the land and allowing us to be visitors on this shared territory to do good work. Call out for additional agenda items and adoption of agenda: Approved by: Kunval Sison and Garrett Ryan Adoption of (December 15, 2022) JOHS Committee meeting minutes: Approved by: Saleema Schultz and Mark Mahmood

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Regular reports	
First aid and injury reports	<ul style="list-style-type: none"> • Staff in east wing reported feeling dizzy when contractors were painting.
Incident reports and investigations <i>Investigation findings, corrective actions, and updates. Include near misses.</i>	<ul style="list-style-type: none"> • Threats of violence report • Quarterly injury/incident report (including location and type of injury/illness). • Investigation on paint odour in east wing
Workplace inspection reports <i>Planned or unscheduled inspections (may include tools, equipment, and work practices)</i>	<ul style="list-style-type: none"> • October - December (quarterly) site inspection report • HVAC monthly review of system report
Emergency drills <i>Emergency drills conducted during the month, including outcomes.</i>	<ul style="list-style-type: none"> • November earthquake drill feedback report • December fire drill record
Education and training <i>Safety huddles, new worker orientation, new equipment/procedures, WHMIS, first aid, JOHS Committee training.</i>	<ul style="list-style-type: none"> • First Aid attendant training – complete before 2023 ticket expiries • New committee member (Saleema Schultz) to take 8hr mandatory JOHS Committee training in January
Other OHS reports <i>Special committee or sub-committee reports, reports of employer response to corrective actions, audits, review of OHS policies and procedures or reports on WorkSafeBC site visits.</i>	<ul style="list-style-type: none"> • Improving safety culture sub-committee report • Annual review of health and safety program – final report for 2022 • WorkSafeBC indoor air quality site visit report – December 22, 2022

Unfinished business			
<i>(Include status of items not complete and items resolved since the last meeting)</i>			
Item Number <i>(i.e., Year /Month/ Item #) Ex: 2022-09-001</i>	Description/progress/status	Person responsible	Action due date
2022-10-05	Review of new worker health and safety orientation package and onboarding procedures– in progress	Katie Mark (to approve)	January 15, 2023
	All departments have reviewed - final step is senior management approval/sign off	Anna (to distribute)	January 20, 2023

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2022-11-04	Parking lot safety upgrades (lighting, painting, rails) - completed	Garrett	January 2, 2023
2022-12-01	Corrective actions from November Kitchen Inspection deficiencies – in progress, 80% completed	Zach	December 30, 2022

New business			
Item Number <i>(i.e., Year - Month- Item #)</i> <i>Ex: 2022-09-001</i>	Description/progress/status	Person responsible	Action due date
2023-01-01	Emergency fire drill date (for evening staff) This will not be a surprise drill. Mark to discuss with evening staff a suitable time that is not too disruptive for residents.	Garett Mark	February 25, 2023
2023-01-02	Update emergency evacuation drills - record keeping. Transition from a binder to an electronic record)	Katie Marga	February 24, 2023
2023-01-03	Investigation on paint odour in east wing while contractor was painting. Windows were opened and residents and staff moved to the dining hall for an extended lunch and recreation break. Additional corrective measures includes developing a contractor orientation information sheet and a written procedure to include a 1-day notice when upgrade work is done to re-schedule affected area.	Anna Garrett Katie (to develop orientation and new procedure)	By March committee meeting

Next meeting date: February 8, 2023	Time: 1:00 – 2:00 pm	Location: Main Boardroom
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Meeting adjourned: Time 1:55 pm

Posting instructions:

Consider areas where copies of these minutes should be posted/sent. Suggestions include:

- Post these JOHS Committee Minutes on the **health and safety bulletin board**

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- Keep a copy in the **health and safety committee binder**
- **Send a copy** of these minutes to *(insert names/organizations/unions here)*

You may choose to include the following to track incidents and injuries in your workplace

Incident and Injury Data Tracker

	Incident s	Near misses	Injuries			Days lost due to injury	Threats of violence
			First aid only	Medical aid only	Time- loss injuries		
This period	2	1	1	0	1	4	1
This period last year	7	2	3	1	3	12	2
Year to date	5	1	2	2	1	18	1

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