

Joint Health & Safety Committee MINUTES



Department of Family Medicine

Date: Thursday August 20, 2020

Time: 12:00 noon

Location: Join Zoom Meeting

Meeting Chair: Vanessa Patterson

Members: Liz Hughson, Jennifer MacDaid, Laura McDiarmid, Lynne McQuarrie, Vanessa Patterson, Ashleigh Van Luven, Kim Wallace

Item	Topic	Presenter	Action Item
1.	<p>Approval of Agenda Agenda approved with additions:</p> <ul style="list-style-type: none"> • Review Terms of Reference • Committee Secretary • Fire drills at Bagot and Haynes Hall – frequency • Bike storage • Security cameras for Bagot and Haynes Hall 	Chair	Approval
2.	<p>Approval of Minutes from September 2019 – Minutes approved as circulated. Review of Action items from previous meeting if necessary.</p>	Chair	Approval
3.	<p>JHSC Committee Membership The committee Chair welcomed new members – Jennifer MacDaid (management) and Laura McDiarmid (management). The Chair indicated that we are currently compliant with our committee membership having the appropriate number representing ONA, OPSEU, USW and management with 2 members (1 manager and 1 worker) being certified in OHS training. She also indicated the need to get a couple of more members on the committee, one of which is required to be a non-unionized employee. We are also in need of a co-chair and one who can act as the committee secretary. In the meantime, and because meetings are being held virtually, it was agreed that the meetings be recorded to enable easy completion of the minutes by the Chair or whoever offers to do them.</p>	All	Discussion and decision

<p>4.</p>	<p>JHSC Terms of Reference</p> <p>The terms of reference were provided to the committee for review. It was noted that one edit is required considering the document was drafted in 2011 and we no longer utilize the 275 Bagot Street location. The chair will make the revision discussed and circulate to the committee for approval prior to sending to the Department Head and the Department of Environmental Health and Safety.</p> <p>The question was raised about incident reports and injury statistic reports and whether this committee has been receiving these reports. The Chair will look into where these reports are located and report back to the committee.</p>	<p>All</p>	<p>Discussion and decision.</p> <p>Vanessa to revise T of R and send to the committee for approval, and follow up on the location of incident reports and injury statistic reports and report back to the committee.</p>
<p>5.</p>	<p>COVID Plans and Protocols – How are we doing?</p> <p>The committee discussed and agreed that all pandemic protocols, signage and communications around appropriate screening and clinical operations as directed by KFL&A Public Health are well in hand at both Bagot and Haynes Hall locations with the exception of screening the number of patients entering the Bagot location during the lunch hour. Currently, it is difficult to staff the screening desk consistently. When not staffed, the job of screening falls to the employee working the switchboard. This is problematic when they are on the phone and patients arrive at the door at the same time. There is the risk that patients will enter the building without being screened. A suggestion was made that the entrance doors be locked over the lunch hour and it was noted that this issue was discussed at a previous meeting. It was noted that this is not an issue at Haynes Hall as the entrances to the 1st and 2nd floor clinics are locked over the lunch hour.</p> <p>The committee also discussed the issue of staff arriving ahead of the screeners in the early morning. While staff are expected to self-screen or check in with the screener, there is concern this isn't happening consistently. There was discussion that FHS was looking into a self-screening app for staff but that this is yet to be developed or implemented.</p> <p>After much discussion, it was agreed that the committee would suggest that consistent staffing be in place for the screening desk over the lunch hour or have the doors locked during the lunch hour.</p>	<p>All</p>	<p>Discussion.</p> <p>Vanessa to send an email to the QFHT clinic manager and lead physician re staffing the Bagot screening desk or locking the doors.</p>

6.	<p>Health and Safety Inspections</p> <p>The Chair informed the committee that monthly inspections are mandatory. It was agreed that, to share the workload of inspecting two buildings, the task would be shared by pairing up committee members on a rotating schedule to be set by and communicated to the committee by the Chair.</p>	Chair	<p>Discussion and decision.</p> <p>Vanessa to email committee with schedule of monthly inspections.</p>
7.	<p>Fire Drills</p> <p>The Chair indicated that management was asking about the frequency of fire drills at Bagot and Haynes Hall. It was noted that a fire drill was held at Bagot about one year ago. The question was raised about how frequent the drills are to be conducted. One member who works out of Haynes Hall noted that fire drills had not been conducted there for quite some time. The chair agreed to look into the issue of regularly scheduled fire frills at both locations and the frequency required.</p>	Chair	<p>Information and discussion.</p> <p>Vanessa to find out details about regular fire drills.</p>
8.	<p>Security Cameras</p> <p>The Chair reported that the video surveillance system at the back door of Bagot was found to be faulty following a recent bike theft. Staff were unable to pull video footage from the day of the theft because the hard drive had failed. The Chair indicated that vendor for the system had been notified and a new system had been installed earlier this week. Additionally, plans are in place for additional security cameras to be installed throughout both buildings.</p> <p>The Chair also noted that discussion has taken place about allowing staff who work at the Bagot location to store their bikes in the basement. It was agreed that, if approved by HDH and EHS to use the elevator for this purpose, the committee would suggest that staff have the option to store their bikes in the basement.</p>	Chair	<p>Information.</p> <p>Vanessa to check with HDH and EHS for approval to have staff use the elevator at 220 Bagot to take bicycles to basement for storage; if approved, present to DFM senior management as a suggested option for safe storage of staff bicycles.</p>

Next meeting: November 19, 2020