

Meeting Minutes

Name	Present	Absent	Member Category	Certified Member
Veronique LeGoaix	X		M	Y
Wendy Beesley	X		M	Y
Sheri Rice	X		M	N
Tricia McCarthy	X		W	Y
Martin Sommer	X		W	Y
Michelle Arndt	X		W	N
Amanda Finn	X		W	Y
Rachel Allison		X	W	N
Sara McKenzie		X	W	N
Sam Tate	X		Guest	n/a
Carolyn Varden	X		A	N
Erinn Beaton	X		A	N
Member Category: W – Worker Representative M – Management Representative A – Administrative				

Chaired Meeting: Vero LeGoaix

Secretary: Erinn Beaton

1. Additions to the Agenda

- None

**2. Acceptance of the Agenda
 MOTION**

The agenda was approved by Tricia and Wendy

3. Old Business

a. Action items from previous minutes

- Training – 3 grief training sessions have been completed. Feedback gathered by Carolyn. Most employees enjoyed the training. More will be scheduled for March/April.
- Panic Buttons – Trent Security deactivated all panic buttons and replaced with lanyards at the main Peterborough office.
- N95 masks – N95 masks are being ordered and fit testing will take place once they have arrived.

b. No recommendations to management presented

4. Incident Summary

Reviewed two (2) incidents

Type	Details	Action taken
Strain	Staff strained their back while assisting a client who fell	Staff received medical care at hospital
Near Miss	Aggressive client at office door, but client was compliant with staff request to remove foot blocking door	Police were involved and notice from Landlord will be issued

5. Monthly Reports

Vero reviewed the monthly inspections from Oct, Nov, and Dec 2021:

- No outstanding items from Oct, Nov, and Dec 2021
- Reminder about scanning inspections to Erinn for hand in
- Discussion about smaller sites to be added to larger sites. Michelle to add Charlotte St and Hunter St to her monthly inspections.

6. Policies and Procedures

- Terms of Reference – Carolyn to update and email to Erinn to post on website.
- Workplace Harassment Policy – Carolyn to update and email to Erinn to post on website.
- Violence Policy – Carolyn to update and email to Erinn to post on website.

7. New Business

7.1 New members

- Reviewed current list of members.
- Sam is our guest for this meeting and will consider joining committee.
- Vero to reach out to Katie

7.2 COVID safety plan and procedures

- Sam suggested an office log for staff to log who was in and out of each office. Wendy will review if sharing an office is considered a close contact.

7.3 Safety Days

- Proper lifting

7.4 Submitting inspections

- 7.4 Submitting inspections
 - Already discussed

8. Hazard Analysis

See attachment

9. Annual Reviews

- a. Terms of Reference – January
- b. Committee Members – January
- c. Workplace Harassment Policy; Violence Policy – January

10. Next Meeting Dates

April 27, 2022
July 27, 2022
October 26, 2022


11. Adjournment – Martin and Carolyn adjourned at 2:18

Approved and Signed:

Co-Chair Worker Rep
Print name: ~~John~~ P. McCarthy

Signature: 
Date: 26 4 22

Co-Chair Management
VERONIQUE LEGOIR


Feb 4/22

October	Location	Received	Issues	Description of issues	Progress	Resolved
	Main	Missing - Hannah did it, but it was never handed it - I checked through her office and couldn't find it				
	220 Simcoe	n/a	n/a			
	68 Lindsay	Yes	None			
	37 Lindsay	Yes	None			

November	Location	Received	Issues	Description of issues	Progress	Resolved
	Main	Missing - Rachel left on my desk or DW, but neither of us have it				
	220 Simcoe	n/a	n/a			
	68 Lindsay	Yes	None			
	37 Lindsay	Yes	None			

December	Location	Received	Issues	Description of issues	Progress	Resolved
	Main	Yes	Yes	1. Need to update JHSC members list and CPR list 2. Grey bin blocking door 3. Kettle needs to be replaced	1. Caroyln will email updated copies to each site for posting 2. RA moved the bin during inspection 3. Wendy replaced Dec 22	Yes
	220 Simcoe	n/a	n/a			
	68 Lindsay	Team was pulled off site since December 9				
	37 Lindsay	Yes	None			

