**OH&S ACTION PLAN / MINUTES -**

**Date/Time/Place:** Tuesday, January 19, 2021 2:00 pm – TEAMS

**Present:** Fiona (Chair 2:00-2:45pm), Colin (Chair 2:45-3:30 pm), Angela W (Minute taker), Fiona L., Linda T., Stanley L., Su W. **Regrets:** none **Guest:** none

**Approved minutes:** Kept on the public drive for to view

| **Discussion – Action** | **Responsibility** | **Anticipated Completion Date** | **Status** |
| --- | --- | --- | --- |
| **December 2020** | | | |
| **Addition to Agenda:** No additions  **Action**: None | OH&S Committee | January 19, 2021 | **Completed** |
| **Review and Approval of Minutes from December 8, 2020:**  **Action**: None. Committee approved. | OH&S Committee | January 19, 2021 | **Completed** |
| **Business from Previous Meeting** | | | |
| **OH&S Training:** It was reviewed that HSA may have OH&S Training available.  **Action:** Will relook at available training dates with BCGEU and HSA. | Colin, Stanley, Su, Angela, Linda | February 2021 | Pending |
| **OH&S Annual Tea:**  Historical overview for this event was discussed as few members in the group have 10 years or more experience (on/off) with this committee. This event crossed off many compliance requirements – WorkSafeBC, CARF, and government labour standards (federal & provincial). How the event was organized prior, conducted as a day long engagement, and some of the changes occurred over time were reviewed. Staff feedback gathered from last in person event in May 2019, though very positive, also pointed to suggestions of being less time consuming. The 2020 event was virtual and deemed successful.  The group raised questions on how critical and educational work safety information would continue to be delivered in this format as information sharing across the organization continued evolving and CARF compliance standards were undergoing a comprehensive review. It was discussed how the opportunity now existed to build out the tea event as a more in depth and on demand experience, as opposed to a one-day event, but without losing the purpose, significance, or tradition. Colin proposed of a year-round “virtual tea”, with revolving monthly topic and was agreed was by all. Further discussions would be required on delineation of responsibilities between HR and OH&S on how to best execute under this format. Ideas shared include virtual orientation tour and each member developing a one-page info sheet for monthly posting.  **Action:** Colin will continue to report of changes as they arise and all members are to evaluate ideas for added feedback at the next meeting. | OH&S Committee | **May 2021** | **Ongoing** |
| **OH&S Committee Restructure:** Discussions continued on restructure and related changes:  Actioned since the last meeting.   * To diversify group composition, ADP notice was posted for a call out for 2 new members which resulted in one HSA member (VSCD) joining the Committee. * Photos of committee members have been uploaded to ADP to increase OH&S visibility. * See item OH&S staff orientation item for recent changes to BCCFA website and ADP portal now utilized for staff orientation. These changes allowed for enhancement in scope, efficiency, and effectiveness in the delivery of safety training for new and current employees.     Proposed and approved at this meeting.   * Standing meeting date changed to the third Tuesday of the month and 1 hr meeting time.   For consideration at next meeting.   * Past key functions for this committee, such as OH&S Annual Tea and staff safety orientation (see related minute item), required a reassessment keeping in mind the current organizational needs and upcoming operational changes. * Committee members who are absent could attend by proxy.   **Action:** Colin will continue to report of changes and develop a framework to discuss with the OH&S committee in February 2021. | OH&S Committee | **Ongoing** | **Ongoing** |
| **Reviewing Summary of Incidents:** [N:\Public\Committees\OH&S\Incident Reports\2020\Annual OH&S Hazard-Incident Log 2020.xlsx](file:///N:\Public\Committees\OH&S\Incident%20Reports\2020\Annual%20OH&S%20Hazard-Incident%20Log%202020.xlsx) No incidents reported in the last month.  2021 Incident Log now available: [N:\Public\Committees\OH&S\Incident Reports\2021\Annual OH&S Hazard-Incident Log 2021.xlsx](file:///N:\Public\Committees\OH&S\Incident%20Reports\2021\Annual%20OH&S%20Hazard-Incident%20Log%202021.xlsx)  **Action**: None | OH&S Committee | **Ongoing** | **Ongoing** |
| **First Aid Room/ PPE Supplies:** [N:\Public\Committees\OH&S\PPE Supplies](file:///N:\Public\Committees\OH&S\PPE%20Supplies) New inventory to be updated. No issues reported.  **Action:**  None | Stanley | **Ongoing** | **Ongoing** |
| **OH&S Staff Orientation*:*** Because the Centre has its own website, staff accessible only pages were built since the last meeting which Colin previewed with the group. Recent new hires were onboarded in this manner which considered as Phase 1 of the HR employee orientation revamping  <https://bc-cfa.org/welcome-to-the-bc-centre-for-ability/>  <https://bc-cfa.org/before-you-begin-your-cfa-journey/>  <https://bc-cfa.org/your-first-week/>  Updates to ADP were also pointed on other new hire procedures recently adopted.  **Action**: None. Colin to provide update in upcoming meetings. | Colin | **Ongoing** | **Ongoing** |
| **New Business** | | | |
| Welcome Linda Thoreson from Supported Child Development (HSA) to OH&S Committee. | OH&S Committee | **FYI** | **Complete** |
| **Other Business** | | | |
| Earthquake kits and drill responses: Proposal to review status of kits and past drill results. | OH&S Committee | **February 2021** | **Pending** |

**Meeting adjourned at 3:30 pm**

**Next meeting: February 16, 2021, 2pm Room 303/TEAMS** **Chair:** Fiona  **Minutes:** Angela