**OH&S ACTION PLAN / MINUTES**

**Date/Time/Place:** Tuesday, March 16, 2021 2:00 pm – TEAMS

**Present:** Linda T. (Chair), Angela W (Minute taker), Colin H, Stanley L., Su W. **Regrets:** Fiona L. **Guest:** none

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

| **Discussion – Action** | **Responsibility** | **Anticipated Completion Date** | **Status** |
| --- | --- | --- | --- |
| **February 2021** | | | |
| **Addition to Agenda:** No additions  **Action**: None | OH&S Committee | March 16, 2021 | **Completed** |
| **Review and Approval of Minutes from January 19, 2021:**  **Action**: Typo correction (table header date) Committee approved. | OH&S Committee | March 16, 2021 | **Completed** |
| **Business from Previous Meeting** | | | |
| **OH&S Training:** Angela and Stanley have been scheduled to attend online training through BCGEU February 23& 24.  **Action:** Carried over to next meeting. | Colin, Su, Linda | February 2021 – Stanley and Angela | **Pending** – CH, SW, LT  **Completed** - SL & AW |
| **OH&S Annual Tea:** Confirmation 2021 event will be virtual. Roles, responsibility, PowerPoint presentation on ADP and logistics were reviewed by the committee. The long-term plan would be to have a dedicated space for OH&S existing SharePoint Intranet which the framework was currently in active development. Once completed, HR will invite OH&S committee to populated content. Employees would have access as self-directed training or on-demand resource.  Until then, and as an extension of the new system of onboarding new hires, Colin proposed building a PW protect web page – a mock web page was shown to the committee – as a vehicle to deliver this year’s event. It was agreed by all to adopt this format and ideas discussed were:   * Update last year’s PowerPoint presentation and present as video. * Create folder on N-drive to collect OH&S resources to forward to HR * Employee accountability (for CARF too) would remain recorded on ADP   Noted that OH&S Week typically first week of May. Dates to be determined at next meeting.  **Action:** Colin draft roadmap to action. Set event date for next meeting. | OH&S Committee | **May 2021** | **Ongoing** |
| **OH&S Committee Restructure:** Committee agreed to table until June after OH&S Tea event but Colin could provide any updates as they would arise.  **Action:** None | OH&S Committee | **June 2021** | **Pending** |
| **Earthquake Kits and Drill Response**: Discussed that this information could also live under the new OH&S format. It was agreed to table this until closer to October’s annual drill event. Proposal was also made on having an “Emergency of Month” featuring topics such as Earthquake, bomb, lice.  **Action:** Carried over | OH&S Committee | **September 2021** | **Pending** |
| **Reviewing Summary of Incidents:** [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) 3 incidents related to an Admin employee was recorded in January but due to departmental and operational changes, issues were no longer applicable.  **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) A reminder email was sent on February 4th to all staff to report the information with a photo to OH&S@bc-cfa.org for refill, repair, or replacement.  **Action:** None | OH&S Committee | **Ongoing** | **Ongoing** |
| **OH&S Staff Orientation*:*** Refer to meeting item OH&S Annual Team  **Action: None** | Colin | **February 2021** | **Completed** |
| **New Business** | | | |
| **OH&S Distribution List**: The procedure add new members to the OLT email distribution list was discussed. New member would send ticket to IT. Meeting invitations could be forwarded by any OH&S member  **Action:** Linda to sent ticket to IT. Angela to forward future TEAMS invitations to Linda. | Linda and Angela | **March 16, 2021** | **Completed** |
| **Covid-19 Committee Checklist**: OH&S received an email query from SCD consultant regarding the checklist information and risk assessments during essential onsite visits. It was agreed that this matter would be better address through the COVID-19 Task Force.  **Action:** Linda to forward SCD query to Task Force members per Colin’s recommendations. | Linda and Colin | **March 16, 2021** | **Completed** |
| **Other Business** | | | |
| None |  |  |  |

**Meeting adjourned at 3:10 pm**

**Next meeting: April 20, 2021, 2pm Room 303/TEAMS** **Chair:** Linda  **Minutes:** Angela