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

**Date/Time/Place:** Tuesday, July 20, 2021 2:00 pm – TEAMS

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

**Approved minutes:** Located on [SharePoint](https://bccfa.sharepoint.com/:f:/g/Eo7OzCSWSmtQhyiqgcF3EBkBPtcNnFCH47Yj6Orgz8VVHA?e=ya4pQk)

| **Discussion – Action** | **Responsibility** | **Anticipated Completion Date** | **Status** |
| --- | --- | --- | --- |
| **July 2021** | | | |
| **Addition to Agenda:**  **Action**: None | OH&S Committee | July 20, 2021 | **Completed** |
| **Review and Approval of Minutes from June 15, 2021:** Committee approved.  **Action**: None | OH&S Committee | July 20, 2021 | **Completed** |
| **Business from Previous Meeting** | | | |
| **OH&S Program Development**:   1. *CARF:* [OH&S SharePoint folder](https://bccfa.sharepoint.com/:f:/r/Public%20Files/2021%20Accreditation%20Evidence/OHS/H%20(Workplace%20Health%20%26%20Safety)?csf=1&web=1&e=nhbexL).   **Action:** Carried forward to next meeting.   1. *Workplace Inspections*: Inspections for Head Office were scheduled for this week with inspection roles assigned prior.   **Action:** 1st floor and Parkade (Linda and Josh). 2nd floor east and west & 3rd floor (Wade, Stanley, and Angela).   1. *Drills:* Committee discussed and agreed to the following schedules:    1. Fire: End of August with details to be finalized at the August OH&S meeting.    2. Earthquake: Coincide with BC ShakeOut happening October 21, 2021.    3. Bomb, violent, and other threatening incidents: To be evaluated further if a standalone drill was required or if the demonstration of effective evacuation from the fire and earthquake drills along with documented procedures for these scenarios would be sufficient for CARF requirements.   It was noted the recent procedural change in staff and visitor sign-in using iPads triggered an updated of the evacuation procedures and emergency plans. The purpose and access to the contents of the locked silver case stored at Reception were also reviewed.  **Action:** Committee will continue to coordinate drill planning leading up to the next meeting. Wade and Stanley to gain access for the locked case, review contents, and coordinate content updates as required.   1. *Education for Staff and OH&S* Pertaining to the upcoming drill, committee discussed staff education and ideas of combining hand outs and website to facilitate training.   **Action:** Committee will continue to evaluate educational delivery for new staff and annual staff retraining. OH&S committee member training will be added to the August meeting agenda. | OH&S Committee  OH&S Committee  Drills - OH&S Committee  Silver case – Stanley and Wade  Staff Training- OH&S Committee  OH&S Committee Training – Linda | **Ongoing**  **July 2021**  **Ongoing**  **August 2021**  **Ongoing**  **August 2021** | **Ongoing**  **Pending**  **Ongoing**  **Pending**  **Ongoing**  **Pending** |
| **Joint Health and Safety Committee Evaluation 2021:** Lead by the Chair, the committee filled out the [JHSC evaluation](https://bccfa.sharepoint.com/:w:/r/Public%20Files/Committees/OH%26S/Annual%20JHSC%20Evaluation/2021/2021%20JHSC%20Evaluation%20_DRAFT.docx?d=w631d5a056b4643f999f9276805cd22e7&csf=1&web=1&e=TaK51X) collectively but was unable to complete due to lack of time. It was agreed that selected members would continue in a dedicated meeting and provided a finished draft for all to review. The OH&S Committee would evaluate the final copy at the next meeting.  **Action:** Linda and Angela to coordinate JHSC evaluation meeting and deliver finished draft. OH&S Committee to review finished draft prior next meeting. | OH&S Committee | **August 2021** | **Pending** |
| **Reviewing Summary of Incidents:** No new incidents were reported.  **Action**: None | OH&S Committee | **Ongoing** | **Ongoing** |
| **First Aid Room/ PPE Supplies:** No report.  **Action:** None. | OH&S Committee | **Ongoing** | **Ongoing** |
| **New Business** | | | |
| **August Meeting Date Change Request:** Committee decided to keep to original meeting date of August 17th  **Action:** None | OH&S Committee | **July 20, 2021** | **Completed** |
| **Other Business** | | | |
| None |  |  |  |

**Meeting adjourned at 3:05 pm**

**Next meeting: August 17, 2021, 2pm TEAMS** **Chair:** Wade  **Minutes:** Linda

**CHAIRING SCHEDULE:**

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| --- | --- | --- |
| ~~Tuesday July 20, 2021 – Linda~~ | Tuesday September 21, 2021 – Fiona | Tuesday November 16, 2021 – Linda |
| Tuesday August 17, 2021 – Wade | Tuesday October 19, 2021 – Colin | Tuesday December 21, 2021 – Wade |