

when the signs go missing, there is still something there. He added that he would like to investigate tactile paint that has a raised surface, which may be a substitute.

First Aid Kits – A Laranjeira

S Smith stated that S Hawryszko has received updated information from EH&S for what is required in first aid kits, where to get the seals, and is currently sourcing suppliers.

A Laranjeira added that per the regulations from WSIB, the First Aid station shall be maintained and in the charge of a worker who works in the immediate vicinity of the station and is a qualified first aider. She added that we could go through the list (of first aiders) and assign people to be in charge of the first aid kit(s). The regulations also state:

The box shall be large enough so that each item is in plain view and easily accessible.

A checklist to make sure that everything is there as well as inspections that are no less than quarterly, with each box marked with the date and the signature of the person inspecting it.

S Smith responded that currently, assigning S Hawryszko, (Assistant Manager), to that role is his preferred route because it's consistency across all 18 buildings and there is more value for us to have a single point person to do it.

Agenda/Minute proposal - A Laranjeira

A Laranjeira suggested that within the minutes, instead of bullet points, an item is dated for tracking purposes, to identify how long it has been on the agenda.

Inspections – S Smith and A Laranjeira

No inspections have been completed to date. S Smith stated that by the next meeting, we should endeavour to have several buildings completed.

Incident/Accident Reports - A Laranjeira

An employee reported that the weight in a garbage bag shifted while putting it in the dumpster, causing her hand and arm to turn awkwardly. Three fingers were bent, and a nail was torn, medical attention was sought, and they returned to modified duties, no time was lost from work.

A worker reported that while she was cleaning a bathroom, she bent forward and struck her head with force on the bathroom door. Her vision was blurred momentarily, she experienced headache and swelling and was diagnosed with a concussion. Time was lost from work.

Mental Injury – A Laranjeira

A Laranjeira stated that we often forget that injury just isn't physical but is sometimes mental, this year when staff were switching over to conference season, things could have gone better, and we could have been more proactive. She added:

Previously we had meetings where everyone was given the same information, that did not happen this year and there was frustration between co-workers trying to be on the same page and meet deadlines.

I am wondering if it is possible to have the pre-conference season meeting moving forward.

S Smith will bring this item forward to R Byrom and S Hawryszko.

Meeting adjourned, Next Meeting – July 8, 2024