

**St. Alban's Boys and Girls Club
Worker's Health & Safety Committee Meeting
May 10 , 2018**

Present: Kris Pecore, Shawn Burgess, Susana Martins

At St. Alban's main site

- Pest Control (Mice)
- Discussion of implementing a proper foot attire for programing

Weston Mount Dennis

- H&S measures have been implemented
- Wolner mice and roach problem

Jane and Finch

- Issue with pests
- Talk of installing cameras
- Replacement for Risa on the board

Kensington

- Issue with the lockdown procedures, when the door opens out. And the staff do not have a key to lock the door.

Evacuation and Lock down procedures

- Evacuation and Lockdown procedures have been implemented throughout Albans and its satellite locations.
- JHSC has reviewed revised Evacuation and Lockdown procedures
- Revised evac and lockdown procedures have been sent to Community Directors and Anna for review – will revise as needed

Food Handlers certification

- Shawn is continuing to look for opportunities for training and certification. Will wait for September to start training new staff.

Training

- Review training practices in regards to Health and Safety. Make sure people know what Health and Safety is.
- Cost of getting staff trained \$32 for online training.

Facility H&S

Getting the health and safety board to start thinking on how are facilities incorporate health and safety. Handicap washroom accessibility Stairs, slip and falls

Next month's inspections.

- *Kris-1st floor – (preschools, playground, kitchen, hall, front desk, gym, weight room, dance studio, outside) Pool, Change rooms, maintenance room, basement, 2nd floor and stairs.*
- *Shawn– will report on all Lawrence Heights/WMD*
- *Risa – will report on all Jane and Finch sites*
- *Ikram– Alban's satellites*

Next Meeting

Training Records

- Kris Pecore – JHSC Part 1 April 2 2015 & Part 2 April 29
- CCOHS Workplace Inspection eCourse completed on March 29 2012.
Kris, Shawn, Laurie
- CCOHS Workplace Violence Awareness eCourse completed on April 17 2012
Kris, Shawn, Laurie
- CCOHS Workplace Inspection eCourse completed on August 20 2012.
Alex, Chris B
- Shawn completed JHSC II – August 2012
- CCOHS Workplace Inspection eCourse completed on January 22 2015.
Anna, Ikram

Opportunities for improvement:

Facility inspection and maintenance is a strength...however we can probably improve on training and practices.

- Are supervisors and managers trained/knowledgeable about the H&S risks and procedures for their departments and locations? Know the job, the risks and the law.
 - Follow up and consistency once staff have been trained (how are H&S measures being followed)
- More feedback from staff – anonymous surveys
- Reports on incidents, and “near misses” – kept in one central location (Main office)
- Fire drills – should there be one central person that all supervisors report to? How do we know if everyone is out of the building? Does everyone know their role depending on who is in the building?
 - Book of all MSDS sheets that we can give to fire dept
 - Have considerations been made for adults who need assistance?
- Identified high risk area – potential violence from youth/community members (everywhere, but particularly priority communities) – are staff adequately prepared/trained?