

LGLDHU MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE ANNUAL REPORT: 2017

The Leeds, Grenville and Lanark District Health Unit (LGLDHU) has a Multi-workplace Joint Health and Safety Committee (MJHSC). This committee is legislated by the Ministry of Labour and operates under the permission of a Minister's order to have one Joint Health and Safety Committee that represents all of our respective office locations. This committee represents the health and safety interests of over 150 workers, 2 bargaining units and non-union personnel.

The committee has 7 members representing management, unionized and non-union workers. The committee meets quarterly and each member is responsible to report key messages from each meeting to their respective groups.

According to the Terms of Reference (section 11.2), the co-chairs are required to evaluate the activities of the Multi-workplace Joint Health and Safety Committee and submit an annual report outlining the result of this evaluation to the employer.

The following activities were completed in addition to regular meetings by the committee:

Work Plan Completion:

(a) Compliance with Minister's order:

- Successfully achieved the renewal of our Order from the Minister to maintain our status as a Multi-workplace Joint Health and Safety Committee. Without this approval we would have been required to have Joint Health and Safety committees or Health and Safety representatives in each office (depending on number of employees at these locations).
- Revised MWJHSC Terms of Reference in accordance with requirements of Ministry of Labour. Terms of Reference signed by management, union and non-union representatives.

(b) Compliance with Terms of Reference:

- Following policies were reviewed:
 - Scent sensitive workplace - reviewed March 8, 2017
 - Outcome: Draft briefing note developed
 - Proper footwear for clinic staff - reviewed September 27, 2017
 - Outcome: Staff Development Co-ordinator Completed training of clinic staff regarding appropriate foot wear in clinical settings policy
- Meetings held quarterly with one additional meeting called by the chair.
- Annual selection of co-chairs completed at first meeting of the year.
- Task Force to address Internal Emergency Response established to a sustainable process to ensure that all staff are aware of their role in internal emergency responses.
 - Consulted with constituent groups, conducted a root cause analysis to determine the best means of ensuring staff is aware of their role in emergency response.
 - Outcome to be determined.

Investigations/incident Reports:

- There were no formal investigations performed in 2017.
- 8 incidents reported with no time lost. There were no prevention themes identified by the committee.
- Incident reporting format was improved to provide committee with timely information to evaluate incidents.

Orientation and Training:

- Erin Mclean completed training of clinic staff regarding appropriate footwear in clinical settings policy.
- Trained designated worker to complete office inspections in Gananoque, March 1, 2017.
- Community partners from BGH provided the one day Nonviolent Crisis Intervention training for free at our Health Unit site in May and October. Thirty staff received the training.
- Community partners from Children's Mental Health of Leeds and Grenville provided the 2 day ASIST training for free at our Health Unit in April. Six staff received the training.
- Revised office inspection training - power point, October 2017.

Monthly Workplace Inspections:

- Monthly workplace inspections were carried out in all office sites and inspections reviewed at each quarterly meeting.
- Items from reports were discussed and followed up as appropriate by the employer.

- Committee established a backup list for worker inspectors at all work sites.
- SLT has access to inspection reports via the Committee folder as of January 1, 2018.

MOL Inspections:

Two of our sites received field visits by Ministry of Labour inspectors in 2017.

July 11, 2017, Brockville office: Inspector was greeted by appropriate staff and conducted inspection of various areas of the office. No orders issued.

July 14, 2017, Smiths Falls Office: Inspector was greeted by appropriate staff and conducted inspection of various areas of the office. An order was issued for the following:

- An electrical outlet required a cover to be installed.
- Folding tables stored in the meeting room needed to be secured and stored to prevent them from falling or tipping.

Both of the above items were corrected in a timely manner acceptable to the Ministry of Labour.

Recommendations to the employer:

The co-chairs of the MJHSC at the consensus of the committee members have the right to make written recommendations to the employer when issues arise that require the employers action. The employer is required by the Ontario Health and Safety Act to respond in writing to a written recommendation within 21 days.

In 2017 the co-chairs made one recommendation to the employer as follows:

- Recommended ASIST and the Non-violent Crisis Intervention training for appropriate staff. Recommendation resulted in Non-violent Crisis Intervention training and the ASIST training being provided to appropriate staff in the spring and fall of 2017. This also resulted in SLT support for the Barb Langlois conflict resolution training given in the fall to all staff.

2018 Work Plan:

A work plan is being developed for 2018. Currently the work plan includes training for our committee members at each health and safety meeting.

A copy of the 2018 work plan will be provided to SLT for their review and comment.

In 2018 a monthly health and safety report will be available to SLT as an information item.

Quarterly 2018 Reports will be available to SLT and the Board of Health.

Respectfully,

Management Co-chair Jane Lyster _____

Worker Co-chair Jennifer Bricker _____

Date: _____