# Health & Safety Committee Minutes

**Date:** Tuesday, September 19, 2017  
**Time:** 3:00 p.m.  
**Location:** FMC Third Floor Lounge

**Meeting Co-Chairs:** Vicky Garrah  
**Secretary:** Vicky Garrah  
**Members:** Vicky Garrah, Jennifer Wells, Rose Miller, Pat Friske, Kim Wallace, Mitch Doherty (Ex Officio)  
**Regrets:** Jennifer Wells

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<tr>
<th>Item</th>
<th>Topic</th>
<th>Presenter</th>
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<th>Action Item</th>
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<tr>
<td>1.</td>
<td>Approval of Agenda – agenda approved as circulated</td>
<td>V. Garrah</td>
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| 2.   | • Approval of Minutes of May 3 2017. Review of Action items from previous meeting if necessary.  
• Vicky reviewed items from previous minutes. There is still no definitive word from the University on the final composition of health and safety committees. Once we get word on this, Vicky will inform the committee. | V. Garrah | 2 min. | |

**Agenda Items**

- **Potential Ministry of Labour Visit**

  Vicky provided a brief description of what a MOL visit might look like if it were to happen at the QFHT. Two separate communications have gone out to all staff, physicians and residents about a potential MOL visit and what inspectors will be focusing on during this dedicated blitz. The focus will be on Infection Prevention and Control, Needle Safety and Workplace Violence and Harassment. JHS committee members were notified that they may be interviewed by an inspector and should they have any further questions about this, to contact Vicky.

- **Crisis Intervention Training**

  Vicky requested input from the group regarding how best to continue to provide crisis intervention and/or de-escalation education to clinical staff. Several sessions were
provided to clinic staff in the past but Vicky feels that something more permanent and ongoing, especially for new staff, is warranted. There was agreement that this would be helpful and appropriate given our setting. Vicky is currently investigating a couple of potential options for ongoing training and will update this committee at the next meeting.

- **DMF Policies relating to Occupational Health and Safety**

Vicky reviewed the list of departmental and QFHT policies that directly relate to health and safety. We reviewed where the policies and located and how to access them electronically. Vicky noted that all of our infection control policies would be part of an inspection by the Ministry of Labour should that happen.

4. **Other/Additions**

Vicky notified the committee that work is being done to put in place an EMR alert in the demographics that would flag patients who have a history of being aggressive or disruptive. This initiative is meant as a means to augment other safety processes in place that will serve to better protect staff against violence in the workplace. Vicky will update the committee as work continues with our service provider and IT staff.

Vicky provided a year to date graph of incident reports over the past five years. We discussed areas of improvement and the fact that staff seem to be more comfortable with completing incident reports. Vicky encouraged members to reiterate to colleagues that incident reporting is a very useful tool in assisting to make positive changes within the Department and to assist with developing policy to enhance safety.
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