

Minutes of the Policy and Board Development Committee Meeting
Monday, May 2, 2022
11:00 am

Attended by: Ramona Robins (Chair), Michelle McKenzie, Chris Czember, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager), Myrna Cooper (Advisor to the Board)(Zoom)

Regrets:

1. Call to Order

The meeting was called to order at 11:00 am.

2. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda as presented.
CARRIED

3. Approval of the Minutes

MOTION: Moved by Chris Czember to approve the minutes of the Policy and Board Development Committee Meeting on March 7, 2022. CARRIED

4. Amendments to Policies:

a. Policy P-8 Maintenance on Call

MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-8 Maintenance on Call as amended to the Board for approval.
CARRIED

b. Policy P-19 Probationary Period

MOTION: Moved by Chris Czember to recommend the revised Policy P-19 Probationary Period as amended to the Board for approval.
CARRIED

c. Policy P-27 Smoking

MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-27 Smoking with Cannabis Agreement as amended to the Board for approval. CARRIED

d. Policy R-25 Managed Risk Agreement

MOTION: Moved by Chris Czember to recommend the revised Policy R-25 Managed Risk Agreement as amended to the Board for approval.
CARRIED

e. Policy R-29 Assisting with Rectal Medications

MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-29 Assisting with Rectal Medications to the Board for approval.
CARRIED

- f. Policy R-39 Use of Incontinence Products
MOTION: Moved by Chris Czember to recommend the revised Policy R-39 Use of Incontinence Products as amended to the Board for approval. CARRIED
- g. Policy R-40 Biomedical Biohazards Management
MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-40 Biomedical Biohazards Management to the Board for approval. CARRIED
- h. Policy R-44 Palliative/End of Life Care
MOTION: Moved by Chris Czember to recommend the revised Policy R-44 Palliative/End of Life Care as amended to the Board for approval. CARRIED
- i. Policy R-47 Allergies
MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-47 Allergies be tabled for further clarification from Heather Armstrong. CARRIED
- j. Policy R-48 Health Care Aide Competency
MOTION: Moved by Chris Czember to recommend the revised Policy R-48 Health Care Aide Competency to the Board for approval. CARRIED
- k. Policy R-49 Pain Management
MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-49 Pain Management as amended to the Board for approval. CARRIED
- l. Policy R-51 Falls
MOTION: Moved by Chris Czember to recommend the revised Policy R-51 Falls to the Board for approval. CARRIED
- m. Policy H-1 Health & Safety
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-1 Health & Safety as amended to the Board for approval. CARRIED
- n. Policy H-4 Health & Safety Committee & Workplace Representatives
MOTION: Moved by Chris Czember to recommend the revised Policy H-4 Health & Safety Committee & Workplace Representatives to the Board for approval. CARRIED
- o. Policy H-7 Working Alone
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-7 Working Alone to the Board for approval. CARRIED
- p. Policy H-9 Workplace Violence
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-9 Workplace Violence be tabled for further information. CARRIED

- q. Policy H-10 Protection of Others in the Vicinity of the Worksite
MOTION: Moved by Chris Czember to recommend the revised Policy H-10 Protection of Others in the Vicinity of the Worksite to the Board for approval. CARRIED

- r. Policy H-50 Incident / Accident Reporting & Investigation
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-50 Incident / Accident Reporting & Investigation to the Board for approval. CARRIED

- s. Policy H-70 Hazard Evaluation According to Risk
MOTION: Moved by Chris Czember to recommend the revised Policy H-70 Hazard Evaluation According to Risk to the Board for approval. CARRIED

- t. Policy H-82 Field Level Hazard Assessment
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-82 Field Level Hazard Assessment as amended to the Board for approval. CARRIED

5. New Policies:

- a. Policy H-91 Hazard Assessment
MOTION: Moved by Chris Czember to recommend the new Policy H-91 Hazard Assessment to the Board for approval. CARRIED

- b. Policy H-92 Preventative Maintenance
MOTION: Moved by Michelle McKenzie to recommend the new Policy H-92 Preventative Maintenance to the Board for approval. CARRIED

- c. Policy H-93 Harassment Prevention
MOTION: Moved by Chris Czember to recommend the new Policy H-93 Harassment Prevention to the Board for approval. CARRIED

- d. Policy H-94 Contractor Health & Safety Obligations
MOTION: Moved by Michelle McKenzie to recommend the new Policy H-94 Contractor Health & Safety Obligations to the Board for approval. CARRIED

- e. Policy H-95 Contractor Safety
MOTION: Moved by Chris Czember to recommend the new Policy H-95 Contractor Safety to the Board for approval. CARRIED

- f. Policy H-96 Multiple Employers & Self-Employed
MOTION: Moved by Michelle McKenzie to recommend the new Policy H-96 Multiple Employers & Self-Employed as amended to the Board for approval. CARRIED

- g. Policy H-97 Employee Competency Checklists, Performance or Coaching Reviews

MOTION: Moved by Chris Czember to recommend the new Policy H-97 Employee Competency Checklists, Performance or Coaching Reviews to the Board for approval. CARRIED

6. Deletion of Policies:

- a. Policy H-12 Contractor Management (included in H-95)

MOTION: Moved by Michelle McKenzie to recommend the deletion of Policy H-12 Contractor Management (included in H-95) to the Board for approval. CARRIED

- b. Policy H-81 Near Miss Policy & Procedure (included in H-95)

MOTION: Moved by Chris Czember to recommend the deletion of Policy H-81 Near Miss Policy & Procedure (included in H-95) to the Board for approval. CARRIED

- c. Policy P-16 Harassment Policy (rewritten as H-93)

MOTION: Moved by Michelle McKenzie to recommend the deletion of Policy P-16 Harassment Policy (rewritten as H-93) to the Board for approval. CARRIED

7. Date for the next meeting

The date for the next meeting is to be determined at a later date.

8. Adjournment

The meeting was adjourned at 12:55 pm.

Minutes by Chelsy McArady, May 2, 2022