



Capital Health

**Joint Occupational Health and Safety Committee (JOHSC)  
Cobequid Community Health Centre  
Annual Report 2013/2014**

**ANNUAL REPORT APRIL 2013 – MARCH 2014**

**JOHSC ANNUAL REPORT**

We are pleased to submit the Annual Report for the Capital Health Joint Occupational Health and Safety Committee (JOHSC). This report is submitted in accordance with the Terms of Reference as set by the JOHSC and covers the period **2013/04/01 to 2014/03/31**.

The JOHSC had a busy and productive year. Using the Terms of Reference and the actions required of the JOHSC, accomplishments of the committee are highlighted below:

**Terms of Reference approval date: April 2013**

**Membership List:**

Chris Weir	Housekeeping
Gloria Doucet	Housekeeping
Kim Fleming	Mental Health
Christine Merritt	Environmental Health
Cindy Hamilton	Emergency Services
Kim Marshall	Community Services
Karleen Swinamer	Diagnostic Imaging
Lori Sacrey	Diagnostic Imaging (Alternate)
Margaret Merlin Wilson	Administration
Oscar Landry	Engineering & Maintenance
Pamela Hollingsworth	Physiotherapy
Holly Ross	Physiotherapy (Alternate)
Joan Bouchie	eHealth (Registration)
Judy Levy	Endoscopy Clinic
Steve Conrad	Maintenance & Engineering
Linda McLean	Laboratory Service
Wanda Zinck	Administration
Thomas Taggart	Security
Allyson Gauthier	NS Hearing & Speech
Sam Whiteman	Security
Cindy Kelly	Maintenance & Engineering
Louise Gorman	Recording Secretary

**Dates and attendance at Joint Occupational Health and Safety Policy Committee:****List JOHSC meeting dates (and whether or not there was quorum):**

April 18 <sup>th</sup> , 2013 – Quorum	October 17 <sup>th</sup> , 2013 – Quorum
May 16 <sup>th</sup> , 2013– Quorum	November 21 <sup>st</sup> , 2013 – Quorum
June 20 <sup>th</sup> , 2013 – Quorum	December 19 <sup>th</sup> , 2013– Quorum
July 18 <sup>th</sup> , 2013 – Quorum	January 16 <sup>th</sup> , 2014 – Quorum
August 15 <sup>th</sup> , 2013 – Quorum	February 20 <sup>th</sup> , 2014 – Quorum
September 19 <sup>th</sup> , 2013 - Quorum	March 20 <sup>th</sup> , 2014 – Quorum

**Location (s) of where meeting minutes, Occupational Health and Safety Act and Department of Labor and Workforce Development’s phone number are posted throughout the facility:**

Minutes posted on bulletin board in hallway on second floor outside Cobequid Community Health Center’s Lunch Room.

<b>ACTIVITIES</b>	
Number of Inspections Conducted	134
Number of Inspections Required	180
Number of Inspection Issues that were reviewed by JOHSC	All reports reviewed by subcommittee
Number of Inspection Issues that were resolved by JOHSC	Nothing outstanding for committee to resolve
Number of SAFE Reports Reviewed By JOHSC	Reports on the SAFE website were reviewed March 2014. Individual reports were reviewed as follows: Apr 1; Oct 1; Feb. 1; Mar 2.
Number of additional recommendations from JOHSC from SAFE Report Review	None.
Number of Safety Concerns brought to the JOHSC	The following issues were brought to the committee: lack of a pathway in front of the building, security coverage, shelving unit in ambulance bay area, real Christmas tree on site, and exhaust fumes entering building from idling ambulances.
Number of Safety Concerns Resolved	Three of the five issues were resolved; there are two pending.
Number of Health and Safety Policies Reviewed	June – 1; July – 1; Sept – 1; Mar- 3
# of Work Refusals Investigated	0
# of Recommendations to Management	1
# of Inspections by Dept of Labour and Workforce Development	0
Training	
Module 1 – Rights and Legislation	
Module 2 – Hazard Assessment and Control	

Module 3 - Inspections	
Module 4 – Incident Investigations	
Other –	N/A
# of fire drills conducted	12
Identification of Team Accomplishments and Issues Other (including safety promotion and awareness)	Provided Fire training including use of extinguishers, training in conducting investigations and formed an investigation sub committee, updated Fire Warden checklist, and added descriptive names to fire warden zone maps.

Respectfully submitted,

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Kim Fleming, Chairperson, JOHSC (Current)

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Chris Weir, Chairperson, JOHSC (Current)