



FRIENDSHIP • SUPPORT • COMMUNITY

HEALTH & SAFETY

CQI 2019

Health and Safety CQI Report 2019

Overview

Lifetime Networks has done a lot of work over the past year in area of Health and Safety. Lifetime Networks saw many changes in the Joint Occupational Health and Safety team while maintaining a healthy and safe working environment for all participants and staff. Highlights of the year included:

- Health and Safety policies and procedures – reviewed and revised as needed
- Joint Occupational Health and Safety Committee continued to meet monthly and have added new members both Employee Representatives and added a participant representative.

This Continuous Quality Improvement Plan describes the health and safety areas reviewed in October 2018 and sets the improvement goals to be achieved between November 2018 and October 2019.

Status – October 2018

A. Joint Occupational Health and Safety (JOHS) Committee

- 2 members of JOHS attended external training
- Self-Advocate representative joined
- 1 of 3 Lifetime Networks newsletters had a Health and Safety article in it

Improvement Goals for 2018/2019

1. All Employee and Management representatives will attend a minimum of one training in the year related to Occupational Health and Safety.
2. JOHS members will ensure that each Lifetime Networks newsletter has a Health and Safety article included.

B. Emergency Procedures Tests

- A schedule for the drills was created and staff implemented Emergency Drills at all work sites. As of October 2018, 29 of 36 drills were completed at 6 different work sites.

Improvement Goal for 2018/2019

3. JOHS to track and ensure follow up on “Actions For Improvement” documented and recommended for completion on the Emergency Drill form
4. All worksites will participate in Great BC Shakeout on October 17 2019
5. 100% of drills will be complete at all worksites

C. Employee Injury While at Work

- A procedure for reporting injury including reporting on staff First aid Record form, Work Safe BC form, contacting Work Safe BC and JOHS accident investigation was created. Lifetime Networks had one employee injury while at work in 2018.

Improvement Goals for 2018/2019

6. Staff will continue to attend SIVA training and management will ensure there are regular check-ins with staff after a critical incident.

D. Worksite Safety

- Last year, Lifetime Networks created templates for all 6 different worksites utilized by Lifetime Networks. A staff member was trained at each site to do the self-inspection. Lifetime Networks' main site experienced increased areas of concern in its final inspection, these will be addressed in the first quarter of the 2018/2019 report.
- Lifetime Networks identified in the last year that there was evidence of mice at the main office site. Steps have been taken to remediate the issue.

Improvement Goals for 2018/2019

7. Maintain Annual Fire Inspection report being placed in the emergency binder and in Network Shares under the OHS section
8. Maintain Annual Fire extinguisher certification.
9. Ensure we reduce concerns by 50% following each quarterly inspection
10. Ensure all four quarterly inspections for the year are completed at each site by a staff member
11. By March 2019 Lifetime Networks will have had 6 months with no evidence of mice
12. All floor plans will be updated to represent new office arrangement
13. A smoke and air quality procedure will be created to combat affects from poor air quality in the summer.

Lifetime Networks Health and Safety Plan November 2018- October 2019

Summary of 2019 Improvement Goals:

Health and Safety 2019 Goal Grid

	2018 Improvement Goal	2019 Improvement Goal	Indicator for Success	Person Responsible	Target Date	2018 Completion date/status	2019 Completion date/status
1	JOHS to submit an article in the Lifetime Networks newsletter three times a year which are distributed to all employees. Will highlight H & S bulletins, updates, training etc.	100% of newsletters will have a topic for health and safety in it.	Article submitted and circulated to all Lifetime Network employees.	Chair on JOHS Committee	October 2019	1 of 3 newsletters had a topic in it	
2	JOHS to track and ensure follow up on "Actions For Improvement" documented and recommended for completion on the Emergency Drill form	All actions for improvement will be collected in one document with timelines and follow ups	JOSH develops method to track and ensure follow up to "Actions for Improvement"	Chair on JOHS Committee	December 2019- creation of document Ongoing addition to and follow ups at each meeting	Actions for improvement were reviewed at each JOHS meeting	
3	Ensure Annual Fire Inspection Report is placed in the Emergency Binder and in Network Shares under the OHS section.	Maintain Annual Fire Inspection Report is placed in the Emergency Binder and in Network	Fire Inspection Report is posted	Chair	June 2019 Inspection Date: June 15, 2019	June 2018, completed	

	2018 Improvement Goal	2019 Improvement Goal	Indicator for Success	Person Responsible	Target Date	2018 Completion date/status	2019 Completion date/status
		Shares under the OHS section.					
4	Fire Extinguisher Annual Certification	Maintain Fire Extinguisher Annual Certification	Fire extinguisher certified	JOHS Committee	April 2019 Must be renewed by: May 31, 2019	Inspection Completed May 30 2018	
5	Reduce areas of concern from Quarterly Reports	Ensure we reduce concerns by 50% following each quarterly inspection	Less concerns reported during Quarterly Inspections.	Chair	March 2019 July 2019 October 2019	Increased concerns from 8 in May 2018 to 23 in Oct 2018, items will be addressed at November 2018 OHS meeting	
6	Inspection of all worksites conducted and one staff member from each site will be trained and responsible for inspections quarterly.	Ensure all four quarterly inspections for the year are completed at each site by a staff member.	A staff member at each worksite will complete the quarterly inspection.	JOHS Committee	January 2019 April 2019 August 2019 November 2019	2 of 4 complete for main Lifetime Networks Site. 2 of 4 completed at Caledonia Site 2 of 4 at Kaleidoscope and Figgard	

	2018 Improvement Goal	2019 Improvement Goal	Indicator for Success	Person Responsible	Target Date	2018 Completion date/status	2019 Completion date/status
						Street Forum.	
7	Staff will continue to attend SIVA training and management will ensure there are regular check-ins with staff after a critical incident.	Staff will continue to attend SIVA training and management will ensure there are regular check-ins with staff after a critical incident.	Staff will feel comfortable during critical incident situations, ultimately reducing the risk of injury to both the participant and staff member.	Chair	October 2019	Completed: 26 staff attended SIVA in 2018 at the following sessions: March 14 & 16, 2018 July 18 & 25, 2018 September 14 & 21, 2018	Ongoing
8	Lifetime Networks will no longer have a mouse problem.	By March 2019 Lifetime Networks will have had 6 months with no evidence of mice.	Won't find mouse droppings Won't find dead mice	Chair	March 2019	October 2018, regular cleans and maintenance of space has shown decreased to no evidence of mice.	
9	N/A	Have all office participation in BC ShakeOut	Have a completed drill form for the province wide initiative	OHS committee	Oct 17, 2019	N/A	
10	N/A	Have all floorplans updated to	All floorplans in emergency	OHS Committee	January 2019	N/A	

	2018 Improvement Goal	2019 Improvement Goal	Indicator for Success	Person Responsible	Target Date	2018 Completion date/status	2019 Completion date/status
		represent new desk arrangement	binders are up to date				
11	N/A	Have all members of the JOHS committee attend a minimum of one training per year.	Each JOHS member has recorded their training along with any notes in the training folder within OHS folder.	OHS Committee	September 2019	Last year only 2 members of the committee attended external OHS training.	
12	N/A	Have a smoke and air quality procedure to combat wildfires in the summer.	Send out a staff wide email with an infographic of how to manage smoke and air quality in the workplace Have masks available if needed.	OHS Committee	May 2019	N/A	

