

**Di-Med/X-RAY ASSOCIATES
JHSC Meeting**

Meeting Date: June 6, 2024

Meeting Time: 3:30 pm

Meeting Location: Online Zoom

Chairperson: Vicki Goard

Attendees: Rosalba Simone, Marlene McCarthy, Sharon Swider, Tatiana OConnor, Sue

Kotsopoulos Absent: Pan Tran, Ann Myers

Fixed Agenda Items		
Item	Description	Action and Follow-up
REVIEW OF LAST MONTHS MINUTES – March 19, 2024	1. Newmarket floors	1. Floors in Newmarket are in progress. 2. Minutes passed by Marlene and Sharon.
WORKPLACE INSPECTION REVIEW	1. Each clinic sending to Rose monthly.	1. No issues to report
FIRST AID REVIEW	1. Clinics ask when supplies are needed.	1. Sue to check in Newmarket that supplies are not expired, and Sharon to check in Vaughan. Aurora has been done by Marlene.
INCIDENT REVIEW	1. Room 6 Ultrasound/Radiologist door locked with patient inside.	1. The patient was able to open the door. Vasily is concerned if the patient cannot – Rose to look to see if we have an extra key for the door to be left at the front desk for emergencies.
NEW BUSINESS		
1. Health & Safety Quizzes	1. Have staff completed.	1. Rose to check in Survey Monkey for any outstanding staff to complete
2. CPR Certificates	1. Rose checking for completion	1. Rose reaching out to all staff for completion, and Vicki checking the HSB for updated certificates.
3. Floors Newmarket	1. Staff expressing concerns about a couple of areas of newly laid flooring	1. Vicki to pass on concerns of areas of “sponginess” of new flooring. Marlene to reach out to the company to check.
4. Trackballs Toshiba machines	1. Concerns with the trackballs on machines not rolling.	1. All trackballs have been replaced on all Toshiba machines. Contracts for the Toshiba machines finished May 31, 2024.
5. Chairs	1. Chairs for Maryam, Sabrina and Vaughan X-ray	1. Rose and Marlene to work with staff with ergonomic concerns. Vicki to bring chairs from Aurora for the X-ray room Vaughan.
6. Policy and Procedure Books	1. Updates for policy and procedure books.	1. Marlene to update policy and procedure books with new guidelines with Accreditation Canada. Sign-offs will be completed after this. Aurora and Vaughan will be assessed in the fall of 2024.
Next Meeting	Next meeting September 2024	Vicki to co-ordinate with Rosalba, and agenda will be sent out prior to the next meeting.

WORKER CHAIR SIGNATURE: *Vicki Goard*

MANAGEMENT CHAIR SIGNATURE: *Rosalba Simone*

