

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: NORTH PEACE HOUSING FOUNDATION operating as NORTH PEACE HOUSING FOUNDATION	Employer Representative/Title: Tammy Menssa / Executive Director
Work Site Party Name Provided: North Peace Housing Foundation	Phone Number: (780) 624-2055
Work Site Address: 6780 103 AVENUE, PEACE RIVER, ALBERTA, T8S0B6	Email Address: tammy.menssa@nphf.ca
Site Name / Description: North Peace Housing Foundation/Office Complex	Completed By: Adetokunbo Taiwo

Contact Activities

Item	Details	Date	
Publications Delivered	Publication	November 13, 2020	
	Catalogue Number		Document Title
	CH007		WHMIS Information for Workers
	CH008	WHMIS Information for Employers	

Item	Details	Date
Inspection	<p>On Friday November 13, 2020 OHS Officer conducted an inspection at the North Peace Housing Foundation Office Complex located at 6780 103 Avenue Peace River, AB.</p> <p>OHS Officer conducted the inspection with the Executive Director, Director of Finance and The Health and Safety Representative of the work site.</p> <p>At the time of this inspection the below were mentioned by the workplace officials and observed by the OHS Officer:</p> <ul style="list-style-type: none"> - Work site has appointed a Health and Safety Representative and the mandatory training has been completed by the H.S.R - Work site hold monthly safety meetings (last meeting was held Oct 21st, 2020) - Hazard Assessment has been completed by employer with workers input on the document - Workplace violence and harassment has been identified as a workplace hazard in the hazard assessment document - Emergency Response Plan developed by the employer - Violence Prevention Plan (which includes violence prevention policy and procedures) has been developed by the employer - Harassment Prevention Plan(which includes harassment prevention policy and procedures) has been developed by the employer - The violence and harassment plan includes investigation procedures for all such acts by the employer - Workplace violence and harassment training conducted by the employer was signed by seven workers - Covid-19 awareness posters available in the workplace - Covid-19 information received from Alberta Health Services and Alberta.ca/covid-19 - Covid-19 procedure developed at the workplace by the employer and emailed to all workers - Regular meetings held to discuss new covid-19 information - PPE (antibacterial masks and nitrile gloves) provided by the employer - Hand sanitisers and disinfectants provided by the employer - High touch areas regularly wiped down within the course of the day - Employer committed to WHMIS training for workers - No worker has been Covid-19 sick in the workplace. 	November 13, 2020

This Contact Report was delivered electronically to: Tammy Menssa, Clayton Bobber and Rhonda Massier on November 13, 2020

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be posted in a conspicuous place as soon as practicable until conditions have been met.

Section 70 and 71 of the Occupational Health and Safety Act allow for orders and some decisions to be reviewed and/or appealed. Visit [alberta.ca/labour-and-immigration.aspx](https://www.alberta.ca/labour-and-immigration.aspx) or call 1-866-415-8690 for more information. The initiation of a review or appeal does not suspend the order or decision unless a stay is granted. Requests for review and/or appeal must be initiated within 30 days of the initial date of service.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.qp.alberta.ca

To stay current on all COVID-19 information, including guidelines for workplaces, visit <https://www.alberta.ca/guidance-for-workplaces.aspx>

Orders put in place by the Chief Medical Officer of Health can be viewed at <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>