

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety Minutes of the February 16, 2009 Meeting

Committee Members:

Martin Côté, Employee Co-Chair (P)
Richard Tobin, Management Co-Chair (P)
Phil Lightfoot, MMS (P)
Doug Culham, ESS (P)
Nick Humphreys, Union of Environment Workers (UEW) - PSAC (P)
John Hogan, ETPS Alternate (P)
Chuck Davis, CFS (P)
Noel Latour, (*replacing Ellen Jarjour*) Personnel Administration Group (P)
Patrice Lascelles, (*replacing Bernie Brotschi*), Natural Resources
Union (NRU) – PSAC (P)

Bargaining Agents Not Represented:

Association of Canadian Financial Officers (ACFO)
Canadian Association of Professional Employees (CAPE)

Technical Advisors:

Michael Ward, SSEMD (P)
Naki Theocharides, SSEMD (P)
Jim McDonald, UEW- PSAC (P)
Céline-Renée Arbique, (*replacing Nathalie Leblanc*) Labour Relations,
Values and Ethics Unit (LRVEU)

Meeting:

1. Opening Remarks

M. Côté chaired the meeting.

Members were welcomed to the meeting.

Follow-Up Action: N/A

2. Approval of Agenda

M. Ward presented changes to the agenda. The agenda was approved.

Follow-Up Action: N/A

3. Confirmation of Employee Co-Chair

N. Theocharides advised that the employee members had met electronically and had elected Martin Côté as their co-chair. This has now been confirmed.

Follow-Up Action: N/A

4. Adoption of Previous Minutes

Minutes of the November 24, 2008 meeting were adopted.

Follow-Up Action: N/A

5. Business Arising from Previous Minutes

- **NRCan Prevention of Violence in the Workplace (PVIWP) Directive.**

Committee members were advised of the creation of a working group comprised of Labour Relations, ICMS, Security, OHS and Communications to develop a communication and implementation strategy for the Directive. N Theocharides advised that he had also contacted colleagues in OGDs to learn of their experiences and seek their best practice.

For training, the intent is to incorporate the required PVIWP elements into the existing harassment training program run by the LRVEU.

P. Lascelles asked if this training will be mandatory and made available to all employees. N. Theocharides confirmed that when completed, it will be available to all.

The working group will continue to develop the required strategy and training.

Follow-Up Action: SSEMD will prepare the PVIWP Directive for formal signature of R. Tobin. The docket will also include an implementation plan and communications strategy.

- **Employee Voluntary Assistance Program (EVAP) Support for NRCan Employees with Family Members Deployed Overseas**

M. Ward briefed the committee that a note has been drafted with input from Labour Relations outlining the excellent support services available from DND through the Military Family Resource Centre network. This will be distributed through the OHS Team, HRSMB and SSO HRSS as well as an article through The Source.

P. Lascelles asked if we knew how many NRCan employees are affected. No precise number were available, however, anecdotal evidence indicates there are several; SSEMD alone has two employees with this type of concern.

Follow-Up Action: SSEMD will circulate a note through the OHS Network as well as prepare an article for the Source.

- **Changes to Facilities Management at Bells Corners**

This was an item in response to a question raised at the previous meeting. M. Ward briefed the committee that the changes at Bell's Corners were part of a larger NRCan project (Management of NRCan Inventory through Alternate Forms of Delivery). The changes at Bells Corners will take effect April 01, 2009, and will see the responsibility for facilities management shift from PWGSC to ProFac. There will be no changes to the structure of method of delivery of OHS services there. Tenant issues will be addressed through program funds, while base building issues will be addressed by ProFac. ProFac has committed to providing an enhanced level of OHS service.

P. Lightfoot asked if the agreement was signed – it was confirmed that it had been signed.

There was another question as to whether the new employees would be unionized (unknown).

The question was raised as to whether ProFac would have a representative on the local workplace committee (yes).

Finally, it was also confirmed that the reporting chain for OHS issues for NRCan employees would be via NRCan staff to the local NRCan managers or the local workplace committee, and not directly to ProFac.

Follow-Up Action: N/A

6. New Business

- **OHS Program Briefing to DMC**

M. Ward briefed the Committee on the program overview presented to the DMC in January of 2009, and that the DM expressed her strong support for the program and for ensuring that generic OHS training was delivered in all Sectors.

The Committee was also told that the recent OHS compliance profile was being distributed to all DMC members and the members of the OHS Team.

Follow-Up Action: Update at the next meeting.

- **Update AED Program Implementation Plan**

N. Theocharides briefed the Committee on the difficulties putting a contract in place in this FY for the development of an implementation plan to present to the DM. The Committee was told that this contract would be in place early in the new fiscal year.

Follow-Up Action: A status update will be delivered to the Committee by May of 2009.

- **Monitoring New NRCAN workplaces**

N. Theocharides briefed the Committee on the status of SO, BEO and WPHSC in newly occupied NRCAN workplaces.

Follow-Up Action: N/A

- **End-year Committee Report**

N. Theocharides briefed the committee on the status of the thirty-two (32) committees listed in HASPA. Overall, performance was good, with 31 Committees meeting at least 9 times, and one meeting 8 times. One Committee (55 Murray Street, Ottawa) is "on hold" due to decreasing numbers of employees on site.

Follow-Up Action: N/A

- **Safety at the Devon Facility**

It was determined that this was not an issue to be addressed by the Committee.

Follow-Up Action: N/A.

7. Round Table

- J. McDonald indicated that he would be resigning as the advisor to the Committee and moving onto new challenges within UEW/PSAC. His likely replacement will be Darryl Hoelke.

Follow-Up Action: N/A.

- J. McDonald also asked about the status of the Radon testing program within the Department. The Committee was briefed that this program was ongoing.

Follow-Up Action: SSEMD will distribute a testing schedule to the Committee.

- P. Lascelles asked if ProFac will be assuming facilities management duties at 601/615 Booth Street. (yes)

Follow-Up Action: N/A.

- P. Lascelles raised a concern regarding construction at 601/615, and asked that the local WPHSC be advised before any construction starts.

Follow-Up Action: SSEMD will refer this matter to SSO for their appropriate action.

8. Next Meeting

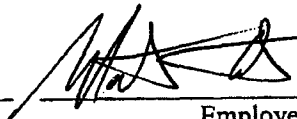
- The next meeting is scheduled for Monday, May 19th, 2009. Location TBC.

9. Adjournment

- Meeting adjourned at 15:00 hours.



Management Co-Chair



Employee Co-Chair

Distribution: Policy Committee Members; TBS, NRCan OSH Team; Local WPHS Committees