

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety (PCOHS) Minutes of the February 21, 2011 Meeting

Committee Members:

Martin Côté, Employee Co-Chair (P)
Monique Paquin, Management Co-Chair Alternate (P)
Mario Riopel, MMS (P)
Doug O'Brien, ESS (A)
Nick Humphreys, Union of Environment Workers (UEW) - PSAC (A)
Eugenie Prevost, IETS (P)
Chuck Davis, CFS (P)
Jerome Europa, Personnel Administration Group (A)
Patrice Lascelles, Natural Resources Union (NRU) – PSAC Alternate (P)
Allan Howatson, Canadian Association of Professional Employees (CAPE) (P)
Sylvain Lapierre, Association of Certified Financial Officers (ACFO) (P)

Technical Advisors:

Raynald J. Lampron, Security, Safety and Emergency Management Division (SSEMD) (P)
Naki Theocharides, SSEMD (P)
Manon Desormeaux, UEW- PSAC (P)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (A)

(A) – Absent
(P) - Present

MEETING:

1. Opening Remarks

The Management Co-Chair chaired the meeting.

Follow-Up Action: N/A

2. Approval of Agenda

The agenda was approved.

Follow-Up Action: N/A

3. Adoption of Previous Minutes

The minutes of the previous meeting, November 15, 2010 meeting were adopted as written.

Follow-Up Action: N/A

4. Business Arising From Previous Minutes

a. Update from Sub-Committee on Accommodation and Environmental Sensitivities:

The Sub-Committee indicated that managers and employees are unaware as to the location of information pertaining to ongoing health and safety issues, such as accommodation and environmental sensitivities, in order to deal with related issues which may arise. The Shared Services Office (SSO) has secured the service of a consultant in order to assist with the developing of a swim lane document that will assist managers on how to address questions pertaining to various health and safety issues. The aforementioned work is being developed into two phases:

Phase I will see the completion of the swim lanes under the leadership of Mr. Kevin Montgomery, project lead.

Phase 2 will comprise of the development of an awareness campaign and the deployment of the swim lane document.

Follow-Up Action: Sub-Committee to present the draft swim lane document at the next meeting.

b. Update - Mandatory Training for Managers and Supervisors:

The Committee was advised that 611 invitations had been sent out to managers and supervisors as of February 2011 and led to 216 passwords being issued. However out of that number 188 managers and supervisors have accessed the site without completing the on-line course or taking the exam. To date, only 50 out of the 216 invitees (managers and supervisors) have successfully completed the on-line course.

The Safety, Security and Emergency Management Division (SSEMD) will send a list of those who have not completed the requisite training to the sector OHS Coordinators. The sector coordinators will be asked to follow up and report to SSEMD within 60 days.

Follow-Up Action: SSEMD will continue to track this item.

c. Terms of Reference:

The terms of reference were reviewed by members; no significant changes were proposed or made. The terms of reference will be updated as required.

Follow-Up Action: SSEMD to make the changes and have the document signed and distributed to members.

d. Review OHS Directive – Overview:

The Committee was informed of new or updated requirements stemming from the revised National Joint Council (NJC) OHS Directive. A request to seek clarification on the issue of the cleaning of bottled water dispensers based on the identity of ownership (employer vs. employee water clubs) was requested.

Follow-Up Action: SSEMD to provide an update at the next meeting.

5. Standing Issues:

a. Automated External Defibrillators (AED) Program:

This proposition has been submitted for consideration to the Corporate Financial Resources Committee. Provided the business case is moved forward, corporate costing will be looked at next fiscal year.

Follow-Up Action: Committee to be updated as information becomes available.

b. Ergonomic Evaluation:

An ergonomic adjustment coaching course has been delayed to the new fiscal year. Volunteers will be requested from Sector OHS Coordinators. Participants will be advised of the course date.

Regional offices will have to organize training on their own or continue the service through contracts as per current approach.

Follow-Up Action: N/A

6. New Business

a. Hazardous Occurrence Investigation Reporting (HOIR) Statistics:

The Committee was provided an overview of the HOIR statistics for the period 2007 to 2010. The data as entered into the Health and Safety Program Application (HASPA) indicated a very low Injury Incident Rate (IIR) of 1.76 for 2010. Although it showed a slight increase from previous years, it remains at almost half the Public Service average.

Worker compensation costs, however, have shown a significant increase from 2007/08 to 2009/10 of almost 350 per cent. N. Theocharides clarified that these charges only represent the direct costs of injuries to employees excluding salary.

Follow-Up Action: SSEMD to prepare an information package for distribution to members of the Executive committee.

7. Round Table

a. Fluorine Spill at 601 Booth:

The Committee was given an overview of the five directions to comply with the Canada Labour Code, Part II, which was issued by Human Resources and Skills Development Canada (HRSDC) on February 16, 2011. ESS is preparing the response on how compliance will be met by February 28, 2011. An Assurance of Voluntary Compliance with a further three items was voluntarily signed by ESS.

Follow-Up Action: ESS will present the sector's response when it becomes available.

b. Task Hazard Analysis (THA):

An annual review of the THA listing and directive will be conducted this year.

Follow-Up Action: SSEMD will provide an update at the meeting in the fall.

c. Environmental Sensitivities:


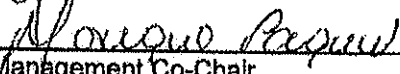
An issue has been raised about the cleaners wearing scents in the workplace. The Shared Services Office has been asked to explore the inclusion of a scent sensitivity clause in the contract which would request that cleaners not wear scents in the workplace.


8. Next Meeting

The next meeting is scheduled for May 16, 2011 in Room 301, 588 Booth Street.

9. Adjournment

Meeting adjourned at 14:35.


for 
Management Co-Chair


Employee Co-Chair

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