

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety (PCOHS) Minutes of the May 17, 2010 Meeting

Committee Members:

Martin Côté, Employee Co-Chair (P)
Monique Paquin, Management Co-Chair alternate (P)
Mario Riopel, MMS (A)
Sylvain Lemay, ESS alternate (P)
Nick Humphreys, Union of Environment Workers (UEW) - PSAC (P)
Eugenie Prevost, IETS (P)
Chuck Davis, CFS (A)
Elaine Tremblay, Personnel Administration Group alternate (P)
Bernie Brotschi, Natural Resources Union (NRU) – PSAC (P)
Allan Howatson, Canadian Association of Professional Employees (CAPE) (P)

Bargaining Agents Not Represented:

Association of Canadian Financial Officers (ACFO)

Technical Advisors:

J-F Duperré, Security, Safety and Emergency Management Division (SSEMD) (P)
Naki Theocharides, SSEMD (P)
Manon Desormeaux, UEW- PSAC (P)
Adam Beaudoin, Labour Relations Values and Ethics Unit (LRVEU) alternate (P)
Patrice Lascelles, NRU (A)

(A) – Absent

(P) - Present

MEETING:

1. Opening Remarks

M. Paquin welcomed the members. A round-table followed to introduce new members.

Follow-Up Action: N/A

2. Approval of Agenda

The agenda was approved.

Follow-Up Action: N/A

3. Adoption of Previous Minutes

Minutes of the February 22, 2010 meeting were adopted.

Follow-Up Action: N/A

4. New Business

a. **Terms of Reference (TOR) Review:**

The Committee discussed the terms of reference, including Committee membership. Further discussions will take place at a later date.

Follow-Up Action: The Security, Safety and Emergency Management Division (SSEMD) will track this item.

b. **Membership Changes:**

New members Eugenie Prevost representing Innovation and Energy Technology Sector (IETS) and Allan Howatson representing the Canadian Association of Professional Employees (CAPE) were welcomed.

To ensure that a quorum is met at each meeting, all members are asked to designate an alternate.

Follow-Up Action: SSEMD will contact members for alternate names.

c. **Impact of budget reductions on training (UEW)**

N. Humphreys, UEW, asked if there would be any impact on training as a result of budget reductions. At present there is no indication that training will be impacted. M. Paquin reinforced that mandatory training will continue as directed. The on-line OHS mandatory training for managers and supervisors is moving forward. Sectors are to carry-on with mandatory functional OHS training.

Follow-Up Action: SSEMD will discuss this issue at the next Sector and Regional OHS Team meeting.

d. **Disaster Preparedness Training (UEW)**

N. Humphreys, UEW, indicated that the Department of Fisheries and Oceans (DFO) is developing a business case to establish a core of trained individuals who can respond to emergency or catastrophic situations (i.e. earthquakes) which will include basic training and refresher training. He inquired if NRCan has something similar?

N. Theocharides indicated that there was an existing Building Evacuation Directive as well as Building Emergency Organization at each NRCan facility. J.F. Duperré also indicated that the Employee Emergency Line is also available to provide information on building closures.

Follow-Up Action: N. Humphreys will provide a copy of DFO's report, when available, for review by SSEMD.

5. Business Arising From Previous Minutes

a. Update: Directives

- **Prevention of Violence in the Work Place**

N. Theocharides reported that the directive was signed. Preparation for inclusion on the SSEMD web site and creation of a new web page is currently underway.

Follow-Up Action: SSEMD to update SSEMD web site and prepare a Source article to communicate the provisions of the new directive to employees.

- **Smoking Directive**

N. Theocharides reported that the directive was signed and is now posted on the SSEMD web site.

Follow-Up Action: SSEMD to send e-mail to Senior Officers whose facilities will be impacted by the change in the directive.

b. Update: Training for the Managers and Supervisors

N. Theocharides reported that SSEMD will soon invite NRCAN managers and supervisors that remain to be trained to complete the new on-line training that will be launched during the summer.

SSEMD will be monitoring the participation as well as maintaining a list of managers and supervisors still to be trained. If participation is low, M. Paquin indicated that statistical sampling can be presented to Departmental Management Committee members soliciting their support to promote the training.

Follow-Up Action: SSEMD will track and monitor the feedback of participants and report at the next meeting in September.

c. Update: Automated External Defibrillators (AED) Program

Further discussions are required. A business case will be presented to the ADM of CMSS.

Follow-Up Action: SSEMD to provide update on its status.

d. Update: Ergonomic Evaluation Training (UEW)

N. Humphreys asked for clarification of NRCAN's response to ergonomic issues. He stated that DFO was developing an action plan to address ergonomic issues at their facilities. Once available, NRCAN will review and assess if DFO's plan could be adaptable within NRCAN.

Ergonomic is part of the Hazard Prevention Program (HPP). A working group, comprised of some of the OHS Coordinators, has developed a draft directive and an implementation plan which is being reviewed by Departmental OHS.

N. Theocharides indicated that some NCR OHS Coordinators were trained to provide ergonomic adjustment coaching.

Follow-Up: In collaboration with the NRCan OHS coordinators, SSEMD will finalize the HPP implementation plan.

e. Update: Radon Testing

N. Theocharides indicated that the testing of NRCan facilities is ongoing. Nothing major has arisen from the testing. Any anomalies in the reading levels generate a second testing.

Follow-Up Action: SSEMD will continue to update the committee as required.

6. Round Table

- Ergonomic evaluation and AEDs will be kept as standing agenda items.

Follow-Up Action: N/A

- E. Prevost requested to have the membership listing of PCOHS placed on the SSEMD web site.

Follow-Up Action: SSEMD will follow-up.

- E. Prevost raised the issue of accommodation and environmental sensitivities (chemicals and allergies) being a problem across NRCan and not just in the NCR. JF Duperré questioned if the scope of the PCOHS mandate include environmental sensitivities.

A small task team, comprised of E. Prevost, M. Cote and N. Humphreys, was created to look at best practices used in other departments.

Follow-Up Action: The task team will report at the September 2010 meeting.

- P. Lascelles indicated that health and safety will be profiled at the next session of Orientation for New Employees.

Follow-Up Action: N/A

- N. Humphreys will try to attend one meeting annually in person.

Follow-Up Action: N/A

- Members appreciate the opportunity to join the meeting either by teleconferencing or videoconferencing.

Follow-Up Action: SSEMD will communicate with the Shared Services Office to find out why audio did not work for the meeting.

7. Next Meeting

The next meeting is scheduled for September 20, 2010 in Room 301, 588 Booth Street.

8. Adjournment

Meeting adjourned at 13:15.


Management Co-Chair


Employee Co-Chair

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