

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety (PCOHS) Minutes of the January 21, 2013 Meeting

Committee Members:

Kiran Hanspal, Employer Co-Chair (A)
Martin Côté, Employee Co-Chair (P)
Margo Armstrong, MMS (A)
Doug O'Brian, ESS (A)
Nick Humphreys, Union Environment Workers (UEW) – PSAC (A)
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) (A)
Vishnu Jadoonath, Association of Certified Financial Officers (ACFO) (P)
Daniel Kingsberry, Natural Resources Union (NRU) (P)
Jennifer Talsma (Ken Ko) (P)
Mike Lynch, ESS (P)

Technical Advisors:

Sharon Tessier, Director, Workplace Health Division (P)
Naki Theocharides, SSEMD (A)
Manon Desormeaux, UEW-PSAC (P)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (A)

Guests/Observers:

Leah Brown, Administrative Assistant (P)

(A) – Absent

(P) – Present

MEETING :

Opening Remarks

Martin Coté chaired the meeting.

Follow-Up Action: N/A

1. Approval of Agenda

Agenda was approved.

2. Adoption of Previous Minutes

- Adopted.

3. Business Arising from Previous Minutes

3a. Terms of Reference

- There should be a minimum of four meetings per year, which should be scheduled well in advance to avoid cancellations and better ensure availability of members.
- The ADM CMSS should be a co-chair. However, an ADM hasn't attended the last several meetings.
- Documents were not distributed with adequate time to prepare for meetings over the past year – need to respect timeframes. An email should be sent out to seek agenda items.
- Mike suggested using SharePoint for circulating minutes and documents to members and alternates.
- The terms of reference were deemed as still valid and should still stand, however, out-of-date items should be updated (i.e.: names of co-chairs and DM, reflect workplace health division, etc.).

Follow-Up Action: HRSMB to schedule meetings for coming year, update TOR, and investigate the use of SharePoint.

3b. Mental Health

- Psychological Health and Safety in the Workplace Report released last week. [Report was shared with PCOHS members on January 18, 2013.] Webinar being held by the Mental Health Commission of Canada [English version available at
- Vishnu suggested that mental health should be addressed in a separate document rather than integrated with existing OHS policies.
- Suggested that mental health be added as a standing item for PCOHS.

Follow-Up Action: Add mental health as a standing item on PCOHS agenda; Lynn to send invitation to Webinar held by the Mental Health commission of Canada on the national standard to PCOHS [English version can be accessed from <http://www.mentalhealthcommission.ca/English/Pages/default.aspx> in fourth paragraph under “Voluntary standard for psychological health and safety in the workplace”, French version can be accessed from <http://www.mentalhealthcommission.ca/Francais/Pages/default.aspx> in fourth paragraph under “Norme d’application volontaire en matière de santé et de sécurité psychologiques en milieu de travail”]
CCOHS offers a free online e-course, “Mental Health: Awareness” « La santé mentale : sensibilisation » :
English: http://www.ccohs.ca/products/courses/mh_awareness/
French: http://www.cchst.ca/products/courses/mh_awareness/

3c. Training of Managers

- CCOHS providing training to supervisors and managers
- ESS is piggybacking on the one-day sessions – CCOHS is providing on-going support at low rates. The sector is building a framework on the regulation and policy items. Please let ESS know if this exists anywhere at NRCan.

Follow-Up Action: Members to share any frameworks on regulation and policy items that may exist in the department.

4. Standing items

4a. AEDs

- More research is being undertaken by Workplace Health Division, including benchmarking with other government departments.

Follow-Up Action: Share report with PCOHS members, once completed; include on next PCOHS agenda.

4b. Ergonomics

- Nothing to report

5. New Business

5a. Scheduling of PCOHS Meetings for 2013

- Schedule meetings for early July, September, December and keep the dates unless both co-chairs are unavailable. Mondays seem to work well for most – alternates can attend, if necessary.
- An alternate can sit in as a co-chair, but not two alternates co-chairing (must have at least one co-chair present to hold the meeting).

Follow-Up Action: Lynn to confirm co-chairs' availability and schedule next three meetings, to be held in July, September, and December, preferably on Mondays.

6. Round Table

- Safety outside the building is a concern. Streets around 580 / 588 Booth are very busy. With new condos, traffic will further increase.
- Patrice requested that a chart listing the various OHS committees and teams and their roles/responsibilities be created and shared with PCOHS to help direct questions and information to the appropriate people.
- Workplace Health Division is working on an OHS action plan for NRCan to create a culture of health and safety, improve reporting and address governance issues.

Follow-Up Action: Workplace Health Division to compile OHS committee lists and share with PCOHS; draft OHS action plan to be circulated with meeting minutes to members for information.

7. Next meeting

- To be scheduled for early July.

8. Adjournment

for Sharon Jessier

Employer Co-Chair
Kiran Hanspal

Date: 2013-03-13

M. C. Cote

Employee Co-Chair
Martin Cote

Date: 2013-03-13