

NATURAL RESOURCES CANADA

**Policy Committee on Health and Safety (PCOHS)
Minutes of the May 28, 2012 Meeting**

Committee Members:

Kiran Hanspal, Employer Co-Chair (P)
Martin Côté, Employee Co-Chair (P)
Margo Armstrong, MMS (P)
Doug O'Brian, ESS (A)
Nick Humphreys, Union Environment Workers (UEW) – PSAC (A)
Eugenie Prevost, IETS (A)
Chuck Davis, CFS (A)
Jerome Europa, Personnel Administration Group (A)
Patrice Lascelles, Natural Resources Union (NRU) – PSAC Alternate (P)
Allan Howatson, Canadian Association of Professional Employees (CAPE) (P)
Vishnu Jadoonath, Association of Certified Financial Officers (ACFO) (P)
Daniel Kingsberry, Natural Resources Union (NRU) (P)

Technical Advisors:

Naki Theocharides, SSEMD (P)
Manon Desormeaux, UEW-PSAC (A)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (A)

Guests/Observers:

Sandra Entwistle, SSEMD

(A) – Absent
(P) – Present

MEETING:

1. Opening Remarks

The Employee 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 of February 20th, 2012 were still in the approval stage and will be tabled at the next meeting.

Follow-Up Action: To be distributed when signed.

4. Business Arising from Previous Minutes

Mental Health in the Workplace has been an on-going topic in the past months with Work Force Adjustment (WFA) being the biggest stressor.

Kiran Hanspal indicated that every effort is being made to promote the Employee Voluntary Assistance Program (EVAP) services including having EVAP professionals on-site during the notification process to assist affected employees as quickly as possible to deal with the change.

Kiran also mentioned that managers are being provided with training via the Canada School of Public Service to facilitate handling difficult discussions with affected employees. In addition, a Question and Answer session was to be held by the Deputy Minister on May 29th, 2012 with the Public Affairs and Portfolio Management (PAPMS) Sector as well as two (2) groups within the Corporate Management Services Sector to address technical questions.

Information was shared with bargaining agents and resources are currently engaged with the job matching process for affected employees with additional resources available on a case by case basis to address any disability management issues.

Links to training were distributed to members of the Policy Committee on Occupational Health and Safety (PCOHS) as well as to Occupational Health and Safety (OHS) Coordinators and representatives throughout the Department.

Follow-up action: SSEMD to provide a copy of the CSA draft Standard for Psychological Issues in the Workplace once made available.

Naki Theocharides has continued to receive a lot of interest directly from various managers concerning an Automated External Defibrillator (AED) program. The briefing note providing options for the DM is in the final stages of review; costs and benefits for a partial or full program implementation are being updated.

Daniel Kingsberry stressed that the regions need to be considered as a priority. Further, it is to be considered a program, not simply a pilot initiative. A gradual implementation starting with the regions and adding other areas in order to move towards a full program would be ideal.

Allan Howatson felt that an updated cost/benefit analysis to support a full program should be included in the briefing note.

Kiran Hanspal reiterated that the policy committee can only make recommendations; the DM has the final say based on risk assessment. She stressed the need to paint a balanced picture and provide sufficient criteria to satisfy any kind of purchase in this area while maintaining a low cost approach.

Kiran would like to see updates on costs, any other government department best practices, and how many sectors have already deployed AEDs.

Sandra Entwistle mentioned that the standard response time for an ambulance is approximately eight (8) minutes in the National Capital Region (NCR) and that the critical response time for CPR/AED effectiveness is three (3) minutes.

Follow-up action: SSEMD to present information on AED program briefing note that was provided to senior management.

5. New Business

Accommodations - to be tabled at the next meeting.

Terms of reference to be re-circulated for review; comments to be sent to PCOHS secretariat.

Follow-up action: Members of the committee to send comments to secretariat by June 28th, 2012.

6. Round Table

Kiran Hanspal mentioned that the 580 Booth Street Workplace Health and Safety Committee (WPHSC) was now up and running and that having another Health and Safety point of view was beneficial.

Follow-up action: N/A

Daniel Kingsberry expressed concern that managers and supervisors are still not aware of their roles and responsibilities surrounding OHS and inquired as to why new hires weren't automatically signed up for this mandatory requirement. The suggestion was made once more that this form part of the on-boarding process.

Kiran shared Karen Ellis' vision that managers need to have a clear sense of obligations and that OHS has been flagged as an important piece in the integrated business and work plans currently under circulation. Developing learning road maps that cover learning plans, work objectives and basic obligations might be a way forward.

Naki Theocharides informed the committee that there is an OHS Checklist, which managers and supervisors can tailor for their respective areas with respect to OHS requirements for new hires, available on the WIKI.

Follow-up action: SSEMD to provide current statistics for the on-line training at next meeting.

Allan Howatson brought up the Public Service Employee Survey (PSES) results. While the scores seem to be lower incrementally, the Department seems to be downplaying the broader spectrum of the report, seemingly taking a reactive rather than proactive approach.

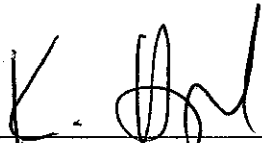
Kiran reminded the committee that Senior Management launched the new Values and Ethics (V&E) code and that this will be used to address issues stemming from the PSES, with respective ADM's receiving Sector specific report cards. The new V&E code is a chance for managers to have or start these conversations. The DM's corner acknowledged that the report indicated 64% of Senior Managers talk the talk but don't walk the walk and that this area needs work.

7. Next meeting

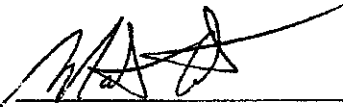
The next meeting is scheduled for September 24th, 2012. Members will be invited to the next meeting and provided time and location through the Outlook scheduler.

8. Adjournment

Meeting adjourned at 14:30 pm.



Employer Co-Chair
Kiran Hanspal



Employee Co-Chair
Martin Cote

Date: _____

Date: 2012-11-08