

NATURAL RESOURCES CANADA**Policy Committee on Health and Safety (PCOHS)
Minutes of the October 1, 2013 Meeting****Committee Members:**

Kiran Hanspal, Employer Co-Chair (P)
Martin Côté, Employee Co-Chair (P)
Mario Riopel, MMS (P)
Nick Humphreys, Union Environment Workers (UEW) – PSAC (A)
Carrie Bolton, Natural Resources Union (NRU) – PSAC (P)
Michael Lynch, Canadian Association of Professional Employees (CAPE) (P)
Vishnu Jadoonath, Association of Certified Financial Officers (ACFO) (A)

Technical Advisors:

Sharon Tessier, Director, Workplace Health Division (WHD) (P)
Naki Theocharides, Manager, Departmental Occupation Health and Safety (WHD) (P)
Manon Desormeaux, UEW-PSAC (P)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (P)
Michael Nowlan, Real Property and Environmental Management Division (P)
Jean Yves Lebel, Natural Resources Union (NRU) (P)

Guests / Observers:

Sandra Entwistle, Director, Security and Emergency Management Division (P)
Trevor Bergh, Environmental Management Division, CMSS (P)
Jacinthe Bercier, MMS replacement for M. Riopel (P)

(A) – Absent
(P) – Present

MEETING:**Opening Remarks**

Kiran Hanspal chaired the meeting.

Follow-Up Action: N/A

1. Approval of Agenda

The agenda was approved.

Follow-Up Action: N/A

2. Adoption of Previous Minutes

The minutes of the previous meeting of May 16, 2013, were adopted.

Follow-Up Action: N/A

3. Business Arising from Previous Minutes

3a. Terms of Reference

- Prior to having the Terms of Reference signed, the Employee Chairperson listed must be updated as Martin Côté is stepping down. A replacement is being sought from PIPSC. Once identified, employee representatives at the table will select their co-chair.
- It should also be noted that Mario Riopel is stepping down as a management representative for MMS.

Follow-up action: WHD will follow with PIPSC for a representative.

3b. Training of Managers

- Naki Theocharides provided an update on the training of managers at NRCan.
- Earth Sciences Sector (ESS) will have trained 450 supervisors by the end of September in order to meet the Assurance of Voluntary Compliance (AVC) requirements signed by ADM ESS.

Follow-up action: WHD to update PCOHS on AVC at November 25, 2013 meeting.

4. Standing Items

4a. Automated External Defibrillators (AEDs) in the Workplace

- Comments from members were received.
- The Field Safety Advisory Group (FSAG) will be asked to review and comment on the draft document.
- Sharon Tessier provided an update on the next steps.
- The directive, once signed, will become part of the life cycle program rather than part of Departmental OHS.

Follow-up action: WHD will send the draft document to the FSAG

4b. Mental Health:

- The topic will be removed from Standing Items; however, it will be reinstated should it be necessary.

Follow-up action: WHD will remove Mental Health as a standing item from future agendas

5. New Business

5a. 615 Booth Street Security Issue

- Sharon Tessier, Director, Workplace Health Division (WHD) and Sandra Entwistle, Director, Security and Emergency Management Division (SEMD) provided a summary of what had occurred, the response and lessons learned. (Namely that a male employee entered the women's shower located in the basement of 615 Booth Street. The issue was investigated, the person disciplined and swipe access was installed for the showers.)
- Feedback indicated that there was a breakdown of communication.
- One final issue to address is to review security issues of departmental shower areas as needed.

Follow-up action: WHD to follow up with SEMD regarding the findings of the review

5b. Real Property – Environment Audit Results

- Trevor Bergh, Manager, Environmental Management, Real Property Management Division, Shared Services Office provided a summary of the audit findings from the review of Management of Hazardous Substances.
- Next steps: To raise awareness of information available to help reduce the Department's environmental and health and safety risk; increase training; ensure proper hazard signage is posted; increase awareness of lab procedures; review hazardous waste storage rooms to reflect NFC requirements; and work with WHD to ensure MSDS sheets are up to date.

Follow-up action: WHD to follow up with EM/RPEMD as required

5c. Real Property – Accommodation – Workplace 2.0

- Michael Nowlan, Real Property Policy and Information Manager, gave an overview of what process is in place when relocating offices or setting up new offices using Public Works and Government Services Canada's (PWGSC) Workplace 2.0 standard.
- Workplace 2.0 standard meets the Canada Labour Code requirements. If an employee needs to be accommodated, duty to accommodate overrides the standard.
- Using Sir William Logan (580 Booth Street) as an example, with Workplace 2.0, the building is very close to full capacity.
- Any new requests should be presented in a business case and submitted to RPEMD.
- When a group is moving, a Space Management Board is established with a sector representative, etc. As it was noted that local workplace health and safety committees are required to participate, the Board will act accordingly.

Follow-up action: WHD will follow up with ESS OHS

6c. DOHS – Task Hazardous Analysis (THA) & Safe Work Practices Directive & the Hazardous Prevention Program (HPP)

- Electronic versions of these two documents have been circulated to PCOHS members for their review and comments. The Departmental OHS Team has already reviewed.
- The document will replace the current THA directive. The THA identifies each task, what is involved as well mitigates the hazards. The Departmental OHS will act as a repository for all of the electronic listing of all task hazardous analyses.

Follow-up action: WHD will obtain comments from PCOHS members for discussion at the November 25th meeting.

6d. Health and Safety Program Application (HASPA)

- To date, the database indicates 79 injuries.
- The database was developed in-house and is problematic as well as costly to fix problems.
- PCOHS' direction - create a task team to establish a working plan to tackle the problem.

Follow-up action: WHD will ask the OHS Team for volunteers to sit on the Task Team. Naki Theocharides will provide an update at next meeting.

7. Round Table

- No other items were brought forward.

Follow-up action: N/A

8. Next meeting

The next scheduled meeting will be Monday, November 25, 2013. The time of the meeting will be 1:30 to 3:30 p.m. and the location will be 3B9, 580 Booth Street.

8. Adjournment

Meeting adjourned at 15:00 p.m.



Employer Co-Chair
Kami Ramcharan

Date: 14-01-14



Employee Co-Chair
Martin Cote

Date: 14-01-14