

## NATURAL RESOURCES CANADA

### Policy Committee on Health and Safety (PCOHS) Minutes of the November 23, 2009 Meeting

#### **Committee Members:**

Martin Côté, Employee Co-Chair (P)  
Bill Merklinger, Management Co-Chair (P)  
Phil Lightfoot, Mines and Minerals Sector (MMS) (P)  
Doug O'Brien, Earth and Sciences Sector (ESS) (P)  
Nick Humphreys, Union of Environment Workers (UEW) – Public Service Alliance of Canada (PSAC) (A)  
Maria Pemberton, Innovation and Energy Technology Sector (IETS) (P)  
Chuck Davis, Canadian Forest Services (CFS) (A)  
Jerome Europa, Personnel Administration Group (A)  
Bernie Brotschi, Natural Resources Union (NRU) – PSAC (P)

#### **Bargaining Agents Not Represented:**

Association of Canadian Financial Officers (ACFO)  
Canadian Association of Professional Employees (CAPE)

#### **Technical Advisors:**

Jean-François Duperré, Security, Safety and Emergency Management Division (SSEMD) (P)  
Naki Theocharides, SSEMD (P)  
Darryl Hoeike, UEW- PSAC alternate (P)  
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (A)  
Patrice Lascelles, NRU (P)

#### **MEETING:**

##### **1. Opening Remarks**

M. Merklinger chaired the meeting. Members were welcomed to 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**

Minutes of the September 15, 2009 meeting were adopted.

**Follow-Up Action:** N/A

#### 4. Business Arising from Previous Minutes

- **Update: NRCan Prevention of Violence in the Workplace (PVIWP) Directive**

N. Theocharides indicated that training has been developed and incorporated into the mandatory harassment training given by the Labour Relations, Values and Ethics Unit.

**Follow-Up Action:** SSEMD will prepare the Directive for signature by the Assistant Deputy Minister, Corporate Management and Services Sector (ADM, CMSS). The package will also include the communication strategy for promulgation of the directive.

- **Up-date: Status of the Radon Testing Program**

There was no update provided at this time.

**Follow-Up Action:** SSEMD will provide an update as required until all NRCan properties have been tested.

- **Update: Automated External Defibrillator (AED) Program Implementation Plan**

N. Theocharides provided members with an overview of the proposed program structure, milestones, key deliverables and timelines. The program proposal is the results of a comprehensive assessment conducted by an external expert with significant experience in deploying AED programs.

Prior to submitting the proposal for Deputy Minister (DM) approval, members requested time to review the package and submit their comments by December 4, 2009. When ready for submission, a coherent proposal will be prepared which will include a briefing note accompanied by a policy statement, directive and action plan for DM approval.

Once final approval is given by the Deputy Minister, the Departmental Occupational Health and Safety (OHS) Office will hire a project manager to initiate the implementation of the program.

**Follow-Up Action:** SSEMD will prepare a briefing note for mid-December 2009 from the ADM, CMSS to the DM. The briefing note will include the program policy statement and program directive.

- **Update: Training for the Managers and Supervisors (NCR)**

Improving the number of supervisors and managers trained in OHS is a major recommendation from the Management Accountability Framework Round VI. To improve efficiency and increase attendance, the Departmental OSH Office, in collaboration with the sector OHS coordinators, has scheduled joint training sessions in the National Capital Region. N. Theocharides reported that there has been increased attendance to this mandatory OHS training as a result. As 2010 approaches, the Departmental OHS Office will closely monitor attendance and, if required, will seek commitment to participation at the ADM level through ADM CMSS.

**Follow-Up Action:** SSEMD to monitor registration for upcoming sessions and report to ADM CMSS as required.

- **Update: H1N1 Pandemic**

J.F. Duperré provided an update on H1N1 Pandemic situation. All provinces have put in place H1N1 clinics as quickly as possible to deal with the demand.

NRCan's Technical Advisory Group (TAG) continues to meet weekly to monitor and address related issues. The department has activated its H1N1 web site as well as its [H1N1info@nrcan.gc.ca](mailto:H1N1info@nrcan.gc.ca) e-mail address.

The Departmental Management Committee (DMC) held a table top exercise on September 16 followed by additional departmental table top exercises being held at the operational level. More than 60 of NRCan critical functions' managers participated in those exercises.

The question was raised regarding contractors in the work place displaying symptoms of illness but without sick leave benefit. J.F Duperré emphasized the manager's responsibility in providing a healthy and safe work place. Managers should advise sick contractors to avoid being a health hazard for their coworkers. The issue has been raised with Treasury Board; however, no response has been received. In the meantime, if managers have an issue, they should send it to the TAG for advice and guidance.

**Follow-Up Action:** SSEMD to provide updates at future meetings. Ms. Paquin, Director General, Human Resources and Security Management Branch (HRSMB) will be advised of this issue.

## 5. New Business

- **Preparation of Committee Minutes and Timelines**

D. Hoelke raised the issue that minutes are not circulated for comments nor prepared and distributed in a timely fashion. As a result of the discussion, B. Merklinger has requested that draft minutes should be prepared and sent to his office three (3) weeks after each meeting.

**Follow-Up Action:** SSEMD will work with HRSMB and the ADM's office to ensure that the timelines are met.

- **Posting of Minutes**

The issue of where to post minutes and how quickly they are posted was raised. Minutes are currently posted in public folders once the minutes have been signed. For non-NRCan members who cannot access the departmental public folders, SSEMD is forwarding directly the minutes via email.

**Follow-Up Action:** Non-NRCan members to communicate with SSEMD if they have gap in their minutes archive and SSEMD will provide the missing documents.

- **Work Place Inspection Checklist**

Some interest was raised as to whether work place inspection checklists were been used at NRCan when inspections were being conducted. N. Theocharides advised that examples of checklists have been provided and the Departmental OHS Office continues to do so upon request. These can be easily modified to meet specific work place needs.

**Follow-Up Action:** SSEMD will provide a template and reference guide to members for information.

- **Effectiveness of the PCOHS**

Members were asked if the PCOHS was meeting the needs of the employees. Members were also asked to consider ways of improving the effectiveness of the meeting.

**Follow-Up Action:** Members' comments should be sent to SSEMD by December 4<sup>th</sup>, 2009.

6. **Round Table**

- No significant issues

**Follow-Up Action:** N/A.


7. **Next Meeting**

- The next meeting is scheduled for February 15, 2010.
- Location 588 Booth St. Room 301.

8. **Adjournment**

- Meeting adjourned at 14:40 hours.

  
Management Co-Chair

  
Employee Co-Chair

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