

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety (PCOHS)
Minutes of the October 14, 2011 Meeting

Committee Members:

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

Technical Advisors:

Raynald J. Lampron, Security Safety and Emergency Management Division (SSEMD) (A)
Naki Theocharides, SSEMD (P)
Manon Desormeaux, UEW-PSAC (P)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (A)

(A) – Absent
(P) – Present

MEETING:

1. Opening Remarks

The Employer 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 May 16, 2011 were adopted as written.

Follow-Up Action: N/A

4. Business Arising from Previous Minutes

E. Prevost, of the sub-committee on Accommodation and Environmental Sensitivities, advised that they are still working on the completion of the Swim Lane document and the development of an awareness campaign for managers and new hires possibly through the on-boarding process with several links to existing internal networks and other avenues of communications (ie: Lunch and Learns, Youth Network, Employee Equity Network and Communication Billboards).

Follow-up action: E. Prevost to provide update at next PCOHS meeting.

N. Theocharides indicated that requests were still coming in for access to the on-line training for managers and supervisors that is being delivered by the Canadian Centre for Occupational Health and Safety (CCOHS).

Follow-up action: N/A

D. Kingsberry asked his Sector's managers if they knew of Hazardous Occurrences and Investigation Reporting (HOIR) requirements; the majority indicated that they did not. Some directors asked if manuals would be forthcoming as they tend to move around a lot making tracking of this training difficult – a manual would be more portable and at-a-glance information more accessible; especially considering all labs and Sectors are different.

It was also mentioned that more awareness training was needed for Managers and Supervisors and that there's still a stigma surrounding not wanting to bother Senior Management for some of the HOIR required signatures; also communicating the need to fill out HOIR.

N. Theocharides mentioned that SSEMD had provided 'Introduction into Hazard Occurrence Investigation and Reporting' sessions in the NCR and through Tandberg to Hamilton and Calgary. SSEMD also provided the session packages to sector/regional OHS Coordinators for their use.

Follow-up action: SSEMD will continue to work with Sector OHS Coordinators to promote HOIR related requirements.

Two examples of extreme delays in ensuring compensation claims were processed in a timely fashion were mentioned.

Follow-up action: SSEMD will remind Sector OHS Coordinators of requirements.

Regarding the fluorine spill at 601 Booth Street, N. Theocharides reminded the committee that HRSDC had agreed to a two (2) phased approach surrounding training and awareness for both managers and employees in order to address compliance.

K. Hanspal has requested that ESS brief the committee on steps taken to date.

Follow-up action: ESS to brief at next meeting

5. Automated External Defibrillators (AED)

No further movement since last meeting; request to refresh at the February 2012 meeting was approved by members.

It was noted that the Policy Committee on Occupational Health and Safety voted to recommend to the Deputy Minister that a partial AED program be implemented for non-urban locations. Further discussion on policy and program implementation as well as an updated risk/cost analysis was requested for review at the February meeting.

Follow-up action: Item will be scheduled on agenda.

6. Ergonomics

The ergonomic coach sessions in the NCR have been delayed until funding is available. SSEMD had previously arranged for two (2) sessions to train internal *ergonomic coaches*. (An example of the savings enjoyed by CMSS in having in-house ergonomic coaches was given.)

External ergonomic assessments range anywhere from \$300-\$500 per assessment and a Standing Offers list is being prepared by PWGSC with assistance from the Department of National Defense.

Handouts are available in the interim for individuals to adjust their own workstations prior to obtaining external assistance.

E. Prevost asked that the process map (or “swim lane”) for obtaining an Ergonomic Assessment be made available here:

<http://innovation.nrcan.gc.ca/Published/60-Ergonomic%20Assessment-HL.pdf>

A request to revisit this topic at next meeting was recommended by a regional member.

Follow-up action: Item will be scheduled for discussion at a later date.

7. New Business

Mental Health in the Workplace – the Treasury Board Policies and any other documentation will be distributed via the committee in order to conduct a robust conversation surrounding this topic at the scheduled November 21st, 2011 meeting.

8. Round Table

D. Kingsberry inquired to whom the various NRCan Occupational Health and Safety Committees report to and which committees were actually meeting their respective mandates. N. Theocharides responded that SSEMD normally provides this information to the PCOHS in the Fall. D. Kingsberry has observed and feels that the Work Place Health and Safety Committee of 580 Booth Street currently seems to be 'broken'.

Follow-up action: SSEMD will report on the Workplace Health and Safety Committee activity in the new Fiscal Year and review activities with regard to the 580 Booth Street Committee.

M. Riopel wanted clarification with regard to standards for fume hood testing (555 Booth Street) and noted that there didn't seem to be any rigorous way of testing old fume hoods. He inquired about investments in this regard.

N. Theocharides informed that the CSA standard is the minimum but that the PWGSC Guide was more stringent; a sub-committee that includes facilities management and the Chief Scientist would need to be involved.

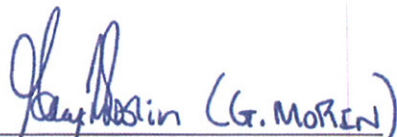
Follow-up action: K. Hanspal will discuss with M. Riopel and A. Thomson offline.

9. Next meeting

The next meeting is scheduled for December 19th, 2011. Members will be invited to the next meeting and provided time and location through the Outlook scheduler.

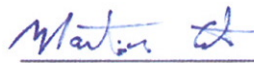
10. Adjournment

Meeting adjourned at 14:40pm.



Employer Co-Chair

Kiran Hanspal



Employee Co-Chair

Martin Côté

For