

Employment and Social Development Canada (ESDC) POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING Tuesday March 14 th , 2017 – 12:30 to 15:45	
PRESENT	REGRETS
EMPLOYER MEMBERS	
<p>David Swol Director General, HR Centres of Expertise, Human Resources Services Branch (HRSB) Barbara Cretzman Executive Director, Employee Services, Information and Technology Branch (IITB) Pauline Roy Director, Centre of Expertise, Integrity Services Branch (ISB) Stéphane Michaud Manager, Business Client Support Chief Financial Officer Branch (CFOB) Rhonda Crawford Area Manager- Citizen Services and Program Delivery Branch (CSPDB), Atlantic Region Derrick Neilson Area Director, Citizen Services Branch (CSB), Western Canada and Territories Region Stacy St-Amand Service Manager- Citizen Services Branch (CSB), Ontario Region</p>	<p>David Di Felice Director, Network Delivery, Citizen Services and Program Delivery Branch (CSPDB) Frances McCormick Director, Internal Integrity and Security, Integrity Services Branch (ISB) Benson Gorber Director, Facilities and Asset Management, Chief Financial Officer Branch (CFOB)</p>
EMPLOYEE MEMBERS (selected by: ACFO, CEIU, PIPSC and UNE)	
<p>Theresa MacInnis Citizen Services Officer Port Hawkesbury Service Canada Centre, Atlantic Region Fabienne Jean-François Senior Agent, Citizen Services Branch (CSB), Quebec Region Mike Brecht Integrity Services Investigator, Integrity Services Branch (ISB), Western Canada and Territories Region Karl Lafrenière Operations Clerk, Passport Program Michael O'Donnell Health and Safety Officer, Labour Program</p>	<p>Dean Corda IM/IT Technician, Information and Technology Branch (IITB) Randy Andersen Financial Officer, Internal Control Chief Financial Officer Branch (CFOB), Atlantic Region Jamie Weatherbee IM/IT Technologist, Information and Technology Branch (IITB)</p>

PHSC SECRETARIAT	GUESTS / OBSERVERS
<p>Penny Lavigne Director, Health and Safety and Disability Management (HSDM)</p> <p>Gilles Hubert Manager, National OHS Office</p> <p>Martin Gaudreau Project Coordinator, National OHS Office</p> <p>Rosine Alie Senior Project Officer, National OHS Office</p>	<p><u>GUESTS</u> Jolee Lord Senior Advisor, National OHS Office</p> <p>Sylvie Thériault Senior Advisor, National OHS Office</p> <p>David Zanetti Senior Project Officer, National OHS Office</p> <p>Marie-Josée Chabot Manager, Employee Assistance Services, Health Canada</p> <p><u>OBSERVERS</u> Eddy Bourque National President, CEIU</p> <p>Crystal Warner NEVP, CEIU</p> <p>Luc Pomerleau National Research Officer, CEIU</p>

ITEM	AGENDA ITEM LEAD(S)	DESCRIPTION / DELIVERABLE(S)	ACTION / DECISION
1. Opening Remarks	Theresa MacInnis and David Swol	<p>Theresa called the meeting to order at 12:36</p> <p>Changes in membership:</p> <ul style="list-style-type: none"> • This meeting is Theresa MacInnis's last as a member to the committee. • This meeting is Dean Corda's last as a sitting member. He will be replaced by Tanisha Coultis, but will continue to have a role within the committee as an alternate for both Tanisha and Jamie Weatherbee. <p>A few members were unable to attend this meeting:</p> <ul style="list-style-type: none"> • David Di Felice is replaced by Stacy St. Amand. • Frances McCormick is replaced by Pauline Roy. • Benson Gorber is replaced by Stephane Michaud. <p>Guests who will join the meeting later for their agenda items:</p> <ul style="list-style-type: none"> • Jolee Lord, Senior Advisor, National OHS Office to provide an update on the 2016-2018 PHSC Priorities and Key Actions. • Sylvie Thériault, Senior Advisor, National OHS Office to give an update on the Hazard Prevention Program. • Marie-Josée Chabot, Manager EAS, Health Canada to discuss the Employee Assistance Program. • David Zanetti, Senior Project Officer, National OHS Office to discuss the Changes to the Regional Health and Safety Advisory Committee Terms of Reference Template. <p>Eddy Bourque, Crystal Warner and Luc Pomerleau were announced as observers.</p>	
2. Approval of the Agenda	Theresa MacInnis	<p>The agenda was approved with no additional items.</p> <p>Karl thanked Theresa for her excellent work, support and collaboration to the committee.</p>	DECISION: Agenda was approved

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<p>3. Approval of the November 17th, 2016 minutes and Review of the Action Tracker</p>	<p>Theresa MacInnis</p>	<p>Members did not have any further feedback to provide and the minutes were approved.</p> <p><u>Review of the Action Tracker:</u></p> <p>Theresa suggested that, following an intense exercise of security measures, that the committee should evaluate the results of these. David has informed that senior management has been asking to include union in these exercises.</p> <p>State of Emergencies Mike asked that F. McCormick contact him to discuss the resolution of the Emergency.Preparedness – State.</p> <p>Working Alone Guide – Weekend Duty Procedures Karl informed that he hasn't caught up to the latest updates, since he has been absent for some time. Penny mentioned that P. Roy and F. McCormick are having conversations with stakeholders and asked that they include Karl in future discussions.</p>	<p>DECISION: Minutes were approved.</p> <p>DECISION: Action Tracker approved with changes.</p>
<p>4. PHSC Priorities and Key Actions 2016-2018 & Discussion on Future Priorities</p>	<p>Jolee Lord</p>	<p>Jolee updated the committee on the priorities and key actions.</p> <p>Support to committees</p> <ul style="list-style-type: none"> • Links to the key tools that were developed in support of priorities ending in 2016: Environmental Sensitivities campaign material • Checklists • Feature Articles <p>A Quick Reference Card to remind committees of their key requirements is ready and will be shared with regional co-chairs in the next few days.</p> <p>OHS Reporting and Monitoring Progress Report has been updated to focus on core OHS requirements.</p> <ul style="list-style-type: none"> • Workplace Inspections and H&S Committee data OHS Training data Incidents and Injuries data 	

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		<p>The progress report will be released bi-annually.</p> <p>Michael mentioned that a huge challenge on the committees is turnover, which could partly account for low training completion rates.</p> <p>Theresa mentioned that time commitments for committees to complete their duties are still a concern at the local level. Karl added that he would like to see more involvement from the local and regional committees.</p> <p>Penny said that the priorities should be set by committees and that the Progress Report is intended as an information/data tool to help committees determine those priorities.</p> <p>Karl questioned the numbers of workplaces and workplace committees on the progress report and asked if these figures are correct. Penny mentioned that they will look at it and provide information.</p> <p>Training, Awareness and Education Atlantic Region held a virtual café awareness session for all their WHSCs and HSRs in late February.</p> <p>Rhonda and Theresa mentioned that the session was well-received in their Region.</p> <p>Jolee mentioned that the session was a good model and that similar sessions will be rolled out to other regions during NAOSH Week.</p>	<p>ACTION: NOHSO to provide information on numbers of workplaces and workplace committees.</p>

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5. Hazard Prevention Program Update	Sylvie Thériault	<p>Sylvie provided an update on the Hazard Prevention Program.</p> <p>National OHS Office (NOHSO) has been working with Citizen Services Branch (CSB), Transformation and Integrated Service Management Branch (TISMB) and Integrity Services Branch (ISB) on the hazard identification and assessment (HIA) into critical incident stress and cumulative stress for jobs with citizen interactions.</p> <p>The approach to conduct the hazard identification phase was confirmed. It will consist of telephone interviews with randomly selected employees across branches/regions. A few on-site visits will also be conducted to observe the work environment in the three branches.</p> <p>The initial sample of employees to be interviewed will be 50 employees in ISB, 50 in TISMB and 60 in CSB. Job classifications that will be included in the sample are:</p> <ul style="list-style-type: none"> • CSB – Citizen Services Officers (CSO), Citizen Services Specialists (CSS), Pre-examination Clerks and Passport Officers • TISMB – Payment Services Officers (PSO), Service Canada Benefits Officers (SCBO) • ISB – Integrity Services Officers (ISO), Integrity Services Investigators (ISI), Senior Integrity Services Officers (SISO) <p>Message was sent by ADM Human Resources to regional ADMs on Feb. 17, 2017 to inform them and gain their support. This message was sent to the ROHSA network who was asked to share with RHSAC co-chairs/stakeholders.</p>	
6. Mental Health in the Workplace and Employee Assistance Services Update	Marie-Josée Chabot	<p>Marie-Josée Chabot from the Department of Health Canada did a summary on the Employee Assistance Services Program. She mentioned that the National Utilization Report give an overview of annual usage.</p> <p>Fabienne asked if actual groups could be identified. Marie-Josée confirmed that these details can't be shared because of confidentiality purposes.</p> <p>As work related stress is an issue, Theresa suggested that those reports should be discussed at HR Union Management Consultation Committee (HRUMCC).</p>	
7. Changes to the Regional Health and Safety Advisory Committee Terms of Reference	David Zanetti	<p>The Policy grievance by Public Service Alliance of Canada (PSAC) was denied by the Treasury Board of Canada Secretariat (TBS).</p> <p>Theresa met with employees on March 14, 2017 and said that a decision regarding the choice of words for Advisory and Policy committee was not made and also they have technical issues with the Terms of Reference (ToR). She asked to extend the review of the ToR and to add this item on the agenda of the next PHSC Meeting in May. David indicated that it should not go beyond that date.</p>	<p>DECISION: NOHSO to add Regional ToR to the next meeting's agenda.</p>

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8. Workplace Violence Prevention Policy	Gilles Hubert	Gilles mentioned that the Working Group met twice since the last PHSC Meeting. Also other departments were consulted in the writing of the Policy. Sections were reduced and streamlined to be more efficient. Members of the Committee were invited to review the Policy and give their comments by mid-April. NOHSO will send the document via email.	ACTION: <i>April 13 deadline for comments. Final draft to be presented in May.</i>
9. Tracking of Asbestos Management Plans and National Inventory	Stéphane Michaud	Stéphane informed that ESDC has the possibility to request any Asbestos Management Plans by providing the address of the workplace. Public Services and Procurement Canada's Website has information available to all. ESDC has also information on iService. An email was sent to all PHSC Members and Regional Committee Co-chairs informing them that a CSPA Webcast will be held on March 21, 2017 on The Asbestos File from an OHS Perspective.	
10. Round Table	All	Penny gave update on mental health and also an overview of the ESDC Integrated Framework on Mental Health in the Workplace. The Framework establishes a vision for ESDC to be a workplace that promotes psychological health and safety and encourages employees and managers to address mental health concerns openly. ESDC Workplace Mental Health Survey launched in February. Over 2500 responses were compiled. Building a Peer Support Program is currently underway. It's a supportive network between people who have a lived experience. An external consultant has been leading the consultations and for now some employees and managers have taken the sessions. Next step will be to build an advisory committee with key stakeholders. Theresa highlighted the "Not myself" campaign. No further business was conducted.	
11. Closing remarks and next meeting	Theresa MacInnis and David Swol	Theresa informed the PHSC participants that the next meeting is tentatively set for May and will be held by teleconference. The meeting was adjourned at 15:45.	ACTION: <i>NOHSO to send out calendar invite for next meeting</i>


 Theresa MacInnis KARL LATRENIÈRE
 Co-Chairperson, Employee Member

May 30 / 17
 Date


 David Swol
 Co-Chairperson, Employer Member

MAY 30 / 17
 Date