



| Employment and Social Development Canada (ESDC) POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING Tuesday March 20 th - 12:30 to 15:00 | |
|---|---|
| PRESENT | REGRETS |
| EMPLOYER MEMBERS | EMPLOYER MEMBERS |
| <p>Daniele Besner, Co-Chair Director General, Workplace Management Directorate, Human Resources Services Branch (HRSB)</p> <p>James Morrison Director General, Internal Integrity and Security Directorate, Integrity Services Branch (ISB)</p> <p>Benson Gorber Director General, Real Property and Regional Services, Chief Financial Officer Branch (CFOB)</p> <p>Ian James Executive Director, National Integrity Services (NIS), Atlantic Region</p> <p>Mario Forget Director, Contributions Systems, Information and Technology Branch (IITB)</p> <p>Gale Frame Director, Canada Pension Plan Disability, Western Canada and Territories Region</p> <p>David Di Felice Director, Network Delivery, Citizen Services and Program Delivery Branch (CSPDB), Ontario Region</p> | <p>Rhonda Crawford Service Manager, Citizen Services and Program Delivery Branch (CSPD), Atlantic Region</p> |
| EMPLOYEE MEMBERS (selected by: ACFO, CEIU, PIPSC and UNE) | |
| <p>Karl Lafranière, Co-Chair Regional Vice-President, Outside Canada, UNE</p> <p>Lyne Cartier Payment Services Officer, Benefits Delivery Services Branch (BDSB)</p> <p>Jamie Weatherbee Micro Support Specialist, Information and Technology Branch (IITB)</p> <p>Michael O'Donnell Health and Safety Officer, Labour Program</p> <p>Dwight McLeod Integrity Services Investigator, Integrity Services Branch (ISB)</p> <p>Eddy Bourque National President, CEIU</p> | <p>Dean Corda IM/IT Technician - Ontario On site Team, Information and Technology Branch (IITB)</p> <p>Crystal Warner National Executive Vice-President, CEIU</p> |

| PHSC SECRETARIAT | | GUESTS / OBSERVERS | |
|---|---|--------------------|--|
| <p>Penny Lavigne Director, Health and Safety and Disability Management (HSDM)</p> <p>Jolee Lord A/Manager, National OHS Office</p> <p>Rosine Alie A/Senior OHS Advisor, National OHS Office</p> | <p>GUESTS Jennifer Forsythe A/Director, Emergency Management and Business Continuity, CSIID</p> <p>Brian Wright Advisor, Emergency Management, CSIID</p> <p>OBSERVERS Luc Pomerleau National Research Officer, CEIU</p> | | |


| ITEM | AGENDA ITEM LEAD(S) | DESCRIPTION / DELIVERABLE(S) | ACTION / DECISION |
|---|-----------------------------------|---|--|
| 1. Opening Remarks | Daniele Besner Karl Lafreniere | Karl and Daniele called the meeting to order at 12:33. The following guests joined for their agenda items : <ul style="list-style-type: none"> Jennifer Forsythe, A/Director, Emergency Management and Business Continuity (EMBC) and Brian Wright, Advisor, Emergency Management for an update on Lockdown Exercise Place de Portage Phase I and II. | |
| 2. Approval of the Agenda | Daniele Besner | All members approved the agenda. | DECISION: PHSC members approved the agenda. |
| 3. Approval of the February 8 th , 2018 minutes and Review of the Action Tracker | Karl Lafreniere Jolee Lord | Meeting minutes will be sent to all members for review with a deadline of April 3 rd , 2018. It was agreed that the PHSC meeting minutes will be modified to be more concise to capture key discussion points and decisions. It was also agreed that if a member wants something particular to be reflected in the minutes, they should indicate so during the discussion. The Action Tracker will be discussed only when there are new actions. | ACTION: NOHSO to send minutes to members for review. |

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| 4. PHSC 2017-2019 Priorities | Jolee Lord | <p>Jolee provided an update on behalf of the advisory group:</p> <p>On the PHSC 2017-19 priorities, the focus should be on promotion of OHS Training and Awareness.</p> <p>Engagement of ADMs in promoting the importance of OHS training is critical and the group recommends that some messaging come out from senior management in the coming weeks.</p> <p>Members discussed a few options on how to promote OHS training to employees in the Department, including through onboarding of new employees and ensuring OHS training is on the Department's mandatory training list.</p> <p>NOHSO prepare an OHS training action plan; the advisory group will review it and provide their input.</p> | <p>DECISION: NOHSO and the advisory group to work on options to promote the mandatory OHS Training.</p> |
| 5. Lockdown Exercise Place de Portage Phase I and II | Jennifer Forsythe Brian Wright | <p>Jennifer and Brian provided an overview of the Lockdown Exercise Place de Portage Phase I and II (attached) held on February 28th, 2018.</p> <p>The lockdown exercise went very well. Employee participation level was very high. Overall employees followed procedures and no employees were noticed attempting to avoid the exercise.</p> <p>Questions raised:</p> <ul style="list-style-type: none"> • Whether lockdown exercises will be done in all regions; • How to support employees through a lockdown situation given it can take at least 6 hours to process and release occupants in large complexes; and • What the plan is for remote sites? <p>James explained that a national plan will be developed for regular lockdown exercises to be in place over the next 1-3 years in all buildings. Brian mentioned that they will continue to work with First Aid Attendants and Building Emergency and Evacuation Team members to strengthen their roles and responsibilities in supporting employees.</p> <p> </p> <p>5_Lockdown_Exercise _Summary_PHSC_EN.</p> | |

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| 6. Update on Regional Health and Safety Committees | Benson Gorber Michael O'Donnell | An update on the work of the regional committees working group was given. The working group will provide its recommendations at the next meeting on June 5 th . The final report and the legal opinion from ESDC Legal Services will be shared with all members. | DECISION: Working group to meet before the next PHSC Meeting to finalize recommendations. The final Recommendations report and legal opinion to be shared for June 5 th meeting. |
| 7. Round Table | All | A recognition to all for their work was expressed by the co-chairs. | |
| 8. Closing remarks and next meeting | Daniele Besner Karl Lafreniere | The next meeting will be held by videoconference on June 5 th . The meeting was adjourned at 14:25. | |


 Karl Lafreniere
 Co-Chairperson, Employee Member
 2018-06-05

Date


 Daniele Besner
 Co-Chairperson, Employer Member
 5-6-18

Date