

Employment and Social Development Canada (ESDC) POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING Thursday February 8 - 13:00 to 15:45	
PRESENT	REGRETS
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>Craig Atkinson Director, Program Delivery, Ontario Region</p>	<p>Rhonda Crawford Service Manager, Citizen Services and Program Delivery Branch (CSPD), Atlantic Region</p> <p>David Di Felice Director, Network Delivery, Citizen Services and Program Delivery Branch (CSPDB)</p>
EMPLOYEE MEMBERS (selected by: ACFO, CEIU, PIPSC and UNE)	
<p>Karl Lafrenière, 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>Dean Corda IM/IT Technician - Ontario On site Team, Information and Technology Branch (IITB)</p> <p>Crystal Warner National Executive Vice-President, CEIU</p>	
<p>GUESTS Stephanie Potter Senior Evaluation Officer, Disability Management</p> <p>Andre Bertrand HR Corporate Advisor, Disability Management</p> <p>Jennifer Forsythe A/Director, Emergency Management and Business Continuity, CSIID</p> <p>Pauline Roy Director, Corporate Security and Internal Investigations Division, CSIID</p> <p>Earl Hoeg Executive Director, Accommodation Facilities, CFOB</p> <p>Matthew Zic Unit Head Planning Space, Accommodation Facilities, CFOB</p> <p>OBSERVERS Sylvie Thériault Senior OHS Advisor, National OHS Office</p> <p>David Zanetti A/Senior OHS Advisor, National OHS Office</p> <p>Luc Pomerleau National Research Officer, CEIU</p>	<p>PHSC SECRETARIAT</p> <p>Penny Lavigne Director, Health and Safety and Disability Management (HSDM)</p> <p>Jolee Lord A/Manager, National OHS Office</p> <p>Rosine Allie Senior Project Officer, National OHS Office</p>

ITEM	AGENDA ITEM LEAD(S)	DESCRIPTION / DELIVERABLE(S)	ACTION / DECISION
1. Opening Remarks	Daniele Besner Karl Lafreniere	<p>Karl and Daniele called the meeting to order at 13:10.</p> <p>Changes in membership :</p> <ul style="list-style-type: none"> • Randy Andersen has retired; replacement has been confirmed. • Derrick Neilson has also retired and is replaced by Gale Frame, who will participate at the PHSC until she retires in Spring. <p>The following guests joined for their agenda items :</p> <ul style="list-style-type: none"> • Stephanie Potter, Senior Evaluation Officer, Disability Management and Andre Bertrand, HR Corporate Advisor, Disability Management to discuss ESDC Workplace Mental Health Survey • Jennifer Forsythe, A/Director, Emergency Management and Business Continuity (EMBC) and Pauline Roy, Director, Corporate Security to discuss Emergency Management and Security for Front-Line Staff. • Earl Hoeg, Executive Director, Accommodation Facilities and Matthew Zic, Unit Head Planning Space to discuss ESDC Interior Design Standards. 	
2. Approval of the Agenda	Karl Lafreniere	Karl proposed adding a discussion on the presence of technical advisor/support at committee working groups. All members agreed to add the item.	<p>DECISION: PHSC members agreed to add a discussion on the presence of technical advisor/support working groups; the agenda was approved.</p>
3. Approval of the November 23 rd , 2017 minutes and Review of the Action Tracker	Daniele Besner Jolee Lord	<p>Meeting minutes and Action Tracker were approved.</p> <p>Lyne signed the meeting minutes on behalf of the Employee Co-chair as she was replacing Karl at the November 23rd meeting.</p>	<p>DECISION: Minutes and Action Tracker were approved.</p>
4. New item - Presence of technical advisor/support on the committee or/and working group	Karl Lafreniere	<p>Karl explained that at the Regional Health and Safety Committee Working Group Meeting, Luc Pomerleau went as technical advisor and was asked to leave the meeting as he was not a member of the working group.</p> <p>The following key points were raised:</p> <ul style="list-style-type: none"> • Luc's intended participation was as a technical support and not as a member of the working group, which was clarified with Benson after the working group meeting. • Technical advisor/support is required on these committees; this should be 	<p>DECISION: PHSC members agreed to allow technical advisor/support at committee working groups.</p>

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5. PHSC 2017-2019 Priorities	Jolee Lord	<p>established in advance.</p> <ul style="list-style-type: none"> There is a risk that only technical advisors ultimately attend meetings and not the members themselves. <p>There was agreement by members that both members and technical advisors will attend meetings.</p> <p>All PHSC members agreed that the participation of technical advisor/support on working groups is acceptable.</p> <p>On the PHSC 2017-19 priorities, Jolee presented the following points: The feedback from the November 22nd OHS learning event were compiled; the advisory committee will share the best practices identified from the event's feedback-working sessions with PHSC members and regional co-chairs.</p> <ul style="list-style-type: none"> The advisory committee will meet the last week of February, identify which key actions to focus on next and is seeking management representatives to participate on this committee. <p>Crystal suggested that the OHS Score Card be tabled for discussion at the next PHSC discussion on priorities.</p>	<p>DECISION: Names of management members to be sent to Jolee by February 22.</p>
6. Mental Health in the Workplace Update	Stephanie Potter Andre Bertrand Lyne Cartier	<p>Stephanie and Andre presented the results of ESDC Workplace Mental Health (WMH) Survey launched in February 2017. The WMH Survey is part of a larger process to measure the success of the implementation of the Department's Integrated Framework on MH in the workplace and three year action plan (2015-18)</p> <ul style="list-style-type: none"> - Progress Evaluation Strategy (PES). <p>Based on the 13 factors outlined in the National Voluntary Standard for Psychological Health and Safety in the workplace. The PES consists of three data collection exercises to help measure psychological health and safety of the workplace.</p> <p>ESDC WMH Indicators Dashboard – Consists of a set of indicators (25+ currently) (e.g. sick-leave usage, ICMS usage, grievances, harassment complaints, overtime, etc). Looking to identify key indicators in the long run.</p>	

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		<p>1. Call-out to Branches/Regions on WMH related activities they have implemented:</p> <ul style="list-style-type: none"> - Now at 374 activities at the end of 2016-17 (17 branches) - Next call-out will be launched in the Spring; looking at aligning with FY cycle (will capture the 2017-18 FY data). <p>2. ESDC's WMH Survey :</p> <ul style="list-style-type: none"> - The Survey was implemented with the objective to establish a baseline to allow for measurement over time. - The Survey is based on DND's Unit Morale Profile v2.0 – which assembles a collection of scales published in the academic literature and has been in use at DND for some time now (with Military personnel). - It measures the 13 workplace psychological health and safety factors outlined in the Standard. <p>Since the end of the survey period, the Progress Evaluation Strategy Team (PEST) has been conducting the analysis, working in partnership with colleagues at DND.</p> <p>To date:</p> <ul style="list-style-type: none"> - 4 Preliminary Descriptive Reports (ESDC, ESD, Service Canada & Labour Program) - 17 Branch/Region Descriptive reports - Currently working on finalizing the In-Depth Departmental and Portfolio Reports, which are set to be released to Senior Management March 2018. <p>Peer Support Program</p> <p>Lyne provided an update to the committee on the Manager to Manager Network (M2M) and the Peer Support Program (PSP):</p> <ul style="list-style-type: none"> • M2M: <ul style="list-style-type: none"> The recruitment of the managers to become Ambassadors for the Network closed February 5th. A total of 20 managers applied. The objective is to 	

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		<p>complete the selection of candidates by end of February so that the orientation session can be completed by end March and launch the M2M Network in April/May.</p> <ul style="list-style-type: none"> • PSP: <p>The recruitment campaign for peer supporters closed on January 12th. 344 applications were submitted. To align with the initial objective of launching the program, 90-100 peer supporters will be trained beginning mid of March and in April. The Steering Committee for the Peer Support Program is finalizing the communications plan to the launch of the program: scheduled for week of May 7th.</p> <p>Karl mentioned 1) that since the survey reports are on the iService and a few PHSC members do not have access, reports should be shared with everyone, and 2) the need to find a way to share reports with Passport Canada employees as they do not have access to iService.</p>	<p>ACTION: NOHSO to follow up with Disability Management to share survey reports with PHSC Members and employees who do not have access to iService.</p>
<p>7. Emergency Management and Security for Front-Line Staff</p>	<p>Jennifer Forsythe Pauline Roy</p>	<p>Jennifer and Pauline provided an overview of ESDC's Emergency Management and Security guidance and strategies to prepare for and respond to all-hazards emergency situations.</p> <p>Emergency management</p> <ul style="list-style-type: none"> • National - Emergency Management guidance and tools are provided by Emergency Management and Business Continuity Division to Regions. • Regional - EMBC Division guidance is tailored for regional specific needs by Regional Security Offices. • Building Level - Managed by Building Emergency and Evacuation Teams (BEETs). • All regions have their iService Emergency and Security Pages. The Front-line Employee's Guide to Emergency Situations, available on iService, focuses on specific details for employees who are responsible for providing services to the public. 	

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		<ul style="list-style-type: none"> • The EMBC Division works closely with all branches of ESDC to provide guidance develop/adjust procedures and tools for front-line employees faced with threats that evolve daily. <p>Security Incident Process</p> <ul style="list-style-type: none"> • Incidents are reported to Regional Security Office (RSO). RSO manages incident in concert with Program and law enforcement authorities and RSO informs and provides updates to the Regional Assistant Deputy Minister, the Departmental Security Officer and National Headquarters Corporate Security. <p>Questions were raised by members regarding</p> <ul style="list-style-type: none"> • Which emergency directives ESDC employees follow when the Department is not the major building tenant; • Whether there are inconsistent procedures for reporting a security incident from workplace to workplace; and • Whether the Workplace 2.0 open-space design is safe for front-line employees. <p>Jennifer explained that all occupants must follow the directives of the major tenant and that all EMBC guides and procedures are currently being updated to reflect open spaces. Benson and Pauline explained that employees must report any incident to their manager and that a working group looks at all elements, including Threat and Risk Assessments, when Interior Design Standard is being considered for implementation in a workplace.</p> <p>The next steps for Emergency Management and Security include:</p> <ul style="list-style-type: none"> • Lockdown exercises conducted across the Department • Specific public-facing components as part of standardized Threat and Risk Assessment process • Security Awareness, Training and Education Program and new tools for all employees on iService page <p>Employee members mentioned that management should consult with PHSC on standards and the development of guides. HS committees should be involved with the Emergency Management and Business Continuity Unit. Employee members mentioned they received feedback that employees felt they could not call 911.</p>	<p>ACTION: <i>Pauline Roy to review reporting procedures with regions.</i></p>

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		The Guide should have clear directives on this.	
8. Workplace 2.0, Office Refit and Employee Accommodation	Earl Hoeg Matthew Zic	<p>14:55 - Daniele left the meeting and asked Benson to co-chair on her behalf</p> <p>Earl and Matthew provided an overview of ESDC Interior Design Standards (IDS)</p> <p>The IDS was developed by representatives from across ESDC, other government departments, and consultants. PSPC was consulted from the onset and provided valuable feedback throughout, ensuring a smoother final approval process. Occupational Health and Safety, Labour Program and Ergonomists were instrumental in providing a healthy solution. Office of Disability Issues contributed to ensuring universal design throughout the entire program so the standard could accommodate employees with a wide variety of disabilities. Physical security and the protection of information were imbedded throughout the standards. Individual Branches made sure that Standard met all of their business needs.</p> <p>Benson mentioned that a few pilots were done to get feedback from employees before the implementation of IDS.</p> <p>The benefits of IDS are:</p> <ul style="list-style-type: none"> • Acoustics office spaces - The IDS dictates the use of acoustical zones in designing all space layouts. Limited ability to use hard walls to isolate sound can make the isolation of noise challenging. Collaboration space was grouped together and moved away from workstations; Focus Rooms are provided for concentration work. • Acoustics Contact Processing Space - Designed with attention to acoustical zones. Collaboration areas placed closer to core to limit foot traffic into space and take advantage of existing hard walls. • Workstation Flexibility - The universal station can be easily configured in single, double or quad configurations. Early feedback suggests that once employees have used the universal stations for some time, their preference shifts from single to the quads which "feel larger". <p>15:20 - Daniele returned to the meeting</p>	
9. Update on Regional Health and Safety Committees	Benson Gorber Michael O'Donnell	Benson and Michael's update, on behalf of the regional committees working group included the following: The working group is working well together to come to a common understanding of	

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10. Round Table	All	<p>the root of the issue. The group is waiting for a legal opinion from ESDC Legal Services and, subsequent to receiving that, should be well-positioned to provide its recommendations.</p> <p>Karl proposed extending the time allotted for PHSC meetings.</p> <p>Benson mentioned that Phase II will hold a lockdown exercise at the end of February.</p> <p>Crystal Warner mentioned that she is disappointed about the participation on Regional Committees.</p>	<p>ACTION: PHSC Co-chairs to discuss management of agenda and length of PHSC meetings.</p>
11. Closing remarks and next meeting	Daniele Besner Karl Lafreniere	<p>Karl asked members to validate their information on the PHSC Membership List and send any updates to the PHSC Secretariat.</p> <p>The next meeting will be held by videoconference on March 20th. The meeting was adjourned at 15:45.</p>	<p>ACTION: PHSC Secretariat to update the PHSC Membership List.</p>


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


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

