

**Employment and Social Development Canada (ESSDC)
 POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING
 Tuesday May 30th, 2017 – 12:30 to 16:00**

PRESENT		EMPLOYER MEMBERS		REGRETS	
<p>David Swol, Co-chair Director General, HR Centres of Expertise, Human Resources Services Branch (HRSB)</p> <p>Frances McCormick Director, Internal Integrity and Security, Integrity Services Branch (ISB)</p> <p>Barbara Cretzman Executive Director, Employee Services, Information and Technology Branch (IITB)</p> <p>Benson Gorber Director, Facilities and Asset Management, Chief Financial Officer Branch (CFOB), Centre of Expertise, Integrity Services Branch (ISB)</p> <p>Rhonda Crawford Area Manager- Citizen Services and Program Delivery Branch (CSPDB), Atlantic Region</p> <p>Derrick Neilson Area Director, Citizen Services Branch (CSB), Western Canada and Territories 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, A/Co-chair Operations Clerk, Passport Program</p> <p>Michael O'Donnell Health and Safety Officer, Labour Program</p> <p>Tanisha Coultis Medical Adjudicator, Benefits Delivery Services Branch (BDSB)</p> <p>Lyne Cartier Payment Services Officer, Benefits Delivery Services Branch (BDSB)</p> <p>Crystal Warner National Executive Vice-President, CEIU</p>		<p>Randy Andersen Financial Officer, Internal Control Chief Financial Officer Branch (CFOB), Atlantic Region</p> <p>Jamie Weatherbee IM/IT Technologist, Information and Technology Branch (IITB)</p> <p>Dwight McLeod Integrity Services Investigator, Integrity Services Branch (ISB)</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 Alle Senior Project Officer, National OHS Office</p>		<p>GUESTS David Zanetti A/Senior OHS Advisor, National OHS Office</p> <p>Jamie Janzen A/Project Manager, National OHS Office</p> <p>OBSERVERS Luc Pomerleau National Research Officer, CEIU</p>	

ITEM	AGENDA ITEM LEAD(S)	DESCRIPTION / DELIVERABLE(S)	ACTION / DECISION
1. Opening Remarks	David Swol	<p>David called the meeting to order at 12:32</p> <p>Karl Lafreniere was introduced as the acting Employee Co-Chair for the meeting as no new Employee co-chair was elected.</p> <p>Changes in membership:</p> <ul style="list-style-type: none"> Given the re-structuring of Canada Employment and Immigration Union (CEIU) and elections of officers, three new employee members were welcomed – Dwight McLeod, Lyne Carlier and Crystal Warner. Michael Brecht and Fabienne Jean Francois are no longer members on the committee. <p>Guests who joined the meeting for their agenda items:</p> <ul style="list-style-type: none"> Jamie Janzen, A/Project Manager, National OHS Office to discuss the 2016 Annual Hazardous Occurrence Detailed Report. David Zanetti, A/Senior OHS Advisor, National OHS Office to discuss the Workplace Prevention Policy. <p>Karl mentioned that he and Lyne Carlier did not have the meeting documents in time and as such will not be able to full engage in all discussions. He also added that Passport has issues with accessing SharePoint.</p>	<p>ACTION: NOHSO to verify SharePoint system.</p>

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2. Approval of the Agenda	David Swol	The agenda was approved.	DECISION: Agenda was approved
3. Approval of the March 14 th , 2017 minutes and Review of the Action Tracker	David Swol	Meeting minutes and Action Tracker were approved.	DECISION: Minutes and Action Tracker were approved.
4. PHSC Priorities and Key Actions 2016-2018	Jolee Lord	<p>Jolee discussed key actions set out for Year 2 of the PHSC Priorities, highlighting the actions required in three key areas requiring the Committee's attention.</p> <p>1. Support committees</p> <p>To be engaged in proactively promoting OHS-related initiatives in their workplaces.</p> <p>a. Committee members identified a number of factors that impact committees being able to proactively engage in their roles and their workplaces:</p> <ul style="list-style-type: none"> • Time commitment • Turn-over • Recruitment issues • Two-way communications flow • Overload of information where to find it and how to promote it <p>b. The Committee has also identified the importance of providing OHS data to regional and workplace committees can plan their proper priorities based on their picture of OHS: Score cards (inspections, training, meetings, incident and injury reporting)</p> <p>In Year 1 of this priority activity, a number of tools / initiatives were put in place, aimed at addressing factors:</p> <ul style="list-style-type: none"> • Time commitment messages for managers • Self-assessment checks for committees • Awareness WebExs for committees and reps – reminder of key roles and tools available to support them <p>Moving into Year 2, there is an opportunity for the Committee to take stock of this activity and examine whether</p> <ul style="list-style-type: none"> • These are the right activities and tools; • Heavier or more strategic promotion is required; 	

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		<p>• Any course correction required; or</p> <p>• Improvement is needed on a feedback loop</p> <p>Karl mentioned that some employees do not have the support to have time to participate as a committee member.</p> <p>Lyne mentioned that the emails on the importance of OHS and time commitments that were sent by ADM of HR, Peter Larose, a few years ago were an excellent approach that should be done again.</p> <p>2. Engagement</p> <p>Annual OHS learning event – A full-day in-person learning event is scheduled for the 3rd quarter. The learning event brings together members, regional co-chairs, national and regional OHS advisors.</p> <p>There is a need to look at the outcomes the Committee hopes to achieve with its next learning event, which could include</p> <ul style="list-style-type: none"> • potential areas to build on from the last learning events; • key areas to focus on to build capacity to advise on OHS Program or to reinforce the PHSC's other priorities. <p>A planning group from the PHSC is needed to develop the in-person learning event program.</p> <p>3. Recognition</p> <p>Although recognition of employees in health and safety roles has been ongoing, there is an opportunity to enhance the approach, which could include:</p> <ul style="list-style-type: none"> • Looking at ties into the Departmental recognition program or other OHS recognition programs (consultation with other departments or stakeholders, if desired); • Strategies for informal and formal approaches to OHS recognition; and • Defining a framework, which could include tools and best practices – a more targeted approach <p>David asked members to look at what other Departments and Agencies may be doing to recognize their health and safety employees.</p> <p>Jolee asked for volunteers to help guide and further implement these key priority actions.</p>	

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5. Mental Health in the Workplace	Penny Lavigne	<p>Lyne Cartier, Dwight McLeod, Rhonda Crawford, Frances McCormick and Derrick Neilson volunteered.</p> <p>Peer Support Program</p> <p>At the last PHSC meeting, we were in the process of completing engagement across regions, with employees, managers and union representatives.</p> <ul style="list-style-type: none"> • 330 employees and 150 managers participated in 15 sessions in 13 cities <p>Part of the Needs Analysis and Engagement phase is to engage key departmental stakeholders in a meeting on June 12th. The purpose of the meeting:</p> <ul style="list-style-type: none"> • MHI will present findings/observations and engage members on issues/concerns. • Discussion around readiness to move ahead and orient next steps. • Both co-chairs are invited to attend. Karl, given you are named interim co-chair today, the invitation is extend to you. <p>Penny mentions that the Mental Health Committee consulted the Quebec Region on the Peer Support Program as a similar program was created by this Region. They got great feedback from the Region.</p> <p>Policy and Governance Development:</p> <p>There will be an A/C of employees and managers, union representatives, PHSC members, EE Network representatives.</p> <p>Under the guidance of MHI, the Advisory Committee will develop the governance of the PSP: policy, program, recruitment criteria and process and tools and training for peer supporters, etc. First meeting expected in September 2017.</p> <p>Presenting to management committee in December 2017</p> <p>Mentoring Program for Managers:</p> <p>In conjunction with these sessions, we have also engaged with managers on a Mentoring Program that would provide support/coaching from peer managers who have had experience in successfully dealing with workplace situations where mental health issues were present.</p> <p>The objective of the sessions was to identify the needs associated with their managerial role in terms of mental health matters in the workplace; enhance their understanding and ability to respond to mental health related issues in the workplace</p>	


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		<p>In practical ways through 'enlightened coaching' from peer managers.</p> <p>We did not have the participation that we hoped for, and that would be for various reasons. Therefore, two additional sessions will be offered via WebEx on June 22nd</p> <p>Concerns were raised around that the workplace should be more involve in the governance around Mental Health.</p> <p>The Progress Evaluation Strategy's purpose is to gauge effectiveness of our actions, changes in the culture, and provide opportunity for adjustment as we move forward.</p> <p>There are currently 3 separate data collection exercises:</p> <ol style="list-style-type: none"> 1. <i>Call-out to Branch/Regions on implementation activities and outputs</i> <ul style="list-style-type: none"> • To learn on activities initiated after launch of the Framework in 2014. • This Branch/Regional activities information will be shared in an Infographic (aggregate format) in the next month. 2. <i>Departmental data (e.g. HR data, MH learning, PSES/PSEAS)</i> <ul style="list-style-type: none"> • Data such as turnover rates, exit survey results, uptake on learning, use of ICM, EAP, etc. • Plan is to release information via a Dashboard Report (high level) in August. 3. <i>Workplace Mental Health Survey</i> <ul style="list-style-type: none"> • Employee random sample approx. 7,000 active addresses and a response rate of 48%. • Over the coming months focus will be on understanding and interpreting data collected. • A department-wide, Branch, Region and Directorate Analysis Report in September/October. <p>➤ Each piece individually has something to say and the final phase will be synthesizing all the data into an Overall ESDC story.</p>	


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<p>6. 2016 Annual Hazardous Occurrence Detailed Report</p>	<p>Jamie Janzen</p>	<ul style="list-style-type: none"> Plan to release that Whole Story piece in December/January. <p>Jamie presented a summary of the National Annual Detailed Hazardous Occurrence Report for 2016.</p> <p>Overall reporting is up 19% nationally from 2015 and returns to levels consistent with previous years. Quebec and Western-Territories regions have both seen significant increases in reporting while Ontario region has seen a decrease. Regional OHS Advisors follow up with workplaces in their respective regions to ensure that all reported incidents have been submitted.</p> <p>The presentation was not completed as Karl had concerns with the number of incidents and injuries reported by Region in the 2016 Report, particularly that 2015 numbers reported do not match in the 2016 table. He will send his concerns to Jamie for his review. It was agreed to postpone the full presentation until the next meeting.</p> <p>David noted that scented products/perfumes were the leading cause (sub-category) of injury for Other incidents. There was a 210% increase in the number of reported injuries due to scented products over 2015.</p> <p>Karl and Lyne mentioned that, despite the prevention campaign, there are employees who do not respect the impact of scented products on individuals with environmental sensitivities.</p> <p>Michael O'Donnell mentioned that there needs to be a joint effort from the employer and unions to keep those with environmental sensitivities healthy and safe in the workplace.</p> <p>David encouraged members to come back with more ideas in September on what more could be done to increase awareness and address environmental sensitivities issues in workplaces.</p> <p>The 2016 Annual Hazardous Occurrence Detailed Report will be resent to members for comments and will be presented at the September's Meeting.</p>	<p>ACTION: <i>Data analysis reports will be shared with PHSC as they are finalized.</i></p> <p>ACTION: <i>NOHSO to verify last year numbers and provide an update in September.</i></p> <p>ACTION: <i>Send report to members for review/comments - BF date</i></p>

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7. Regional Committee Reports	Various members	<p>Regional Committee Reports (Rhonda Crawford, Lyne Carlier, Frances McCormick, Benson Gorber and Derrick Neilson)</p> <p>Atlantic Region</p> <p>Rhonda reported on committee's activities and informed on keys items of attention:</p> <ul style="list-style-type: none"> • Terms of Reference not finalized. • OHS Training going well. • Virtual cafés are being held by videoconference to promote OHS awareness and committee membership. • Committee will use PHSC work on Critical Incidents (once completed) to see if additional tools or process can be put in place in region. • Ensuring inspections are being conducted. • Improving messaging to highlight the work being done by employees with OHS-related roles, in partnership with Recognition. <p>Lyne asked for more information on the in-person learning session held for the Atlantic Regional Committee members in March 2017. Rhonda will share the learning day program.</p> <p>Quebec Region</p> <p>Lyne mentioned that, for the first time, she wasn't consulted to complete the report. Highlight the need to increase the number of First Aid Attendants and update to the Regional Ergonomic Guide were identified in the report.</p> <p>National Capital Region</p> <p>Frances informed members that the committee has been very active in trying to recruit employer members to fill gaps caused by turnover.</p> <p>Ontario Region</p> <p>Benson reported on behalf of David Di Felice that the committee is ensuring the mandatory health and safety training is taken by everyone and also that committees are conducting inspections.</p>	<p>June 23. The report will be discussed at the September meeting.</p>

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		<p>Western Territories Region</p> <p>Derrick mentioned that the committee has a new Employee Co-chair – Dwight McLeod. The following were identified in the report as areas of attention:</p> <ul style="list-style-type: none"> • Ensuring inspections are being conducted • Working on an in-person learning event for the committee for September or October. <p>Crystal asked Derrick why the name of a new employee member selected by the union is not in the report. Derrick explained that the report was sent 2-3 weeks ago to the PHSC Secretariat and at that time he didn't have all the information he needed. In fact, he is still waiting for information.</p>	
8. Cyclical Review of the Departmental Occupational Health and Safety Policy	Jolee Lord	<p>Karl asked if this item could be discussed in September as he did not have a copy of the Policy in advance.</p> <p>The Departmental OHS Policy will be sent to all members for comments.</p>	<p>ACTION: PHSC Secretariat to send the document by email to all members for comments with a 3 week turnaround.</p>
9. Regional Health and Safety Advisory Committee Terms of Reference	David Swol	<p>David sought committee endorsement of the Regional Health and Safety Advisory Committee's Terms of Reference with a review date of May 2020.</p> <p>Karl mentioned that employee members are not ready to endorse the document.</p> <p>Crystal suggested having a meeting with the employer/unions/Treasury Board Secretariat to look at the ToR.</p> <p>David asked committee members to provide their specific concerns with the document. Once input is reviewed, next steps will be confirmed.</p>	<p>ACTION: PHSC Secretariat to send the document by email to all members for comments with a 3 week turnaround.</p>
10. Workplace Violence Prevention Policy	David Zanetti	<p>Karl requested a 3-week extension for comments on the Workplace Violence Prevention Policy.</p>	<p>ACTION: PHSC Secretariat to send the document by email to all members for comments with a 3 week turnaround.</p>

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11. Round Table	All	Crystal requested that someone follow up with her on why the new employee member selected by the union was not included in the Western-Territories Region report. Karl thanked everyone and added that the meetings are conducted in a respectful manner.	
12. Closing remarks and next meeting	David Swol	David informed the PHSC participants that the next meeting is tentatively set for late September and will be held by videoconference. The meeting was adjourned at 15:12.	ACTION: PHSC Secretariat to send out calendar invite for next meeting.


 Karl Lafreniere
 Acting Co-Chairperson, Employee Member
 23 novembre 2017
 Date


 David Swol
 Co-Chairperson, Employer Member
 Nov. 23/17
 Date