

Employment and Social Development Canada (ESDC) POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING Tuesday June 5 th - 12:30 to 15:25	
PRESENT	REGRETS
EMPLOYER MEMBERS	EMPLOYEE MEMBERS
<p>Daniele Besner, Co-Chair Director General, Workplace Management Directorate, Human Resources Services Branch (HRSB)</p> <p>Luc Tremblay Director General, Internal Integrity and Security Directorate, Integrity Services Branch (ISB)</p> <p>Cam King Director, Canada Pension Plan Disability, Western Canada and Territories Region</p> <p>Mario Forget Director, Contributions Systems, Information and Technology Branch (IITB)</p> <p>David Di Felice Director, Network Delivery, Citizen Services and Program Delivery Branch (CSPDB), Ontario Region</p> <p>Stephane Michaud Manager Business Client Support, Chief Financial Officer Branch (CFOB)</p> <p>Andrea Hawley Team Leader, Citizen Services and Program Delivery, Atlantic Region</p>	<p>Benson Gorber Director General, Real Property and Regional Services, Chief Financial Officer Branch (CFOB)</p> <p>Rhonda Crawford Service Manager, Citizen Services and Program Delivery Branch (CSPD), Atlantic Region</p>
<p>Karl Lafreniere, Co-Chair Regional Vice-President, Outside Canada, UNE</p> <p>Lyne Cartier Payment Services Officer, Benefits Delivery Services Branch (BDSB), Quebec Region</p> <p>Jamie Weatherbee Micro Support Specialist, Information and Technology Branch (IITB), Atlantic Region</p> <p>Michael O'Donnell Health and Safety Officer, Labour Program, Ontario Region</p> <p>Dwight McLeod Integrity Services Investigator, Integrity Services Branch (ISB), Western Canada and Territories Region</p> <p>Eddy Bourque National President, CEIU</p>	<p>Diana Reno Medical Adjudicator, Ontario Region</p> <p>Crystal Warner National Executive Vice-President, CEIU</p>
<p>EMPLOYEE MEMBERS (selected by: CAPE, CEIU, PIPSC and UNE)</p>	

<p>Shahbaz Mir Business Strategies Consultant, Transformation and Integrated Service Management Branch (TISMB), NCR Region</p>	<p style="text-align: center;">PHSC SECRETARIAT</p>	<p>GUESTS / OBSERVERS</p>
<p>Penny Lavigne Director, Health and Safety and Disability Management (HSDM) Jolee Lord A/Manager, National OHS Office Rosine Allie A/Senior OHS Advisor, National OHS Office</p>	<p>GUESTS Jamie Janzen A/Chief Project Management, 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	Daniele Besner Karl Lafreniere	Karl and Daniele called the meeting to order at 12:42. The following guest joined for their agenda item : <ul style="list-style-type: none"> Jamie Janzen, A/Chief Project Management, National OHS Office to discuss the 2017 Annual Hazardous Occurrence Detailed Report. 	
2. Approval of the Agenda	Karl Lafreniere	A question was raised about the Regional Health and Safety Advisory Committee Biannual Reports not being on the agenda. The proposal for a new process was discussed at the roundtable. All members approved the agenda.	DECISION: PHSC members approved the agenda.
3. Approval of the February 8 th and March 20 th meeting minutes	Daniele Besner	February 8 th and March 20 th meeting minutes were approved by members. It was agreed that the PHSC meeting minutes will not include any attachments embedded in the document. Attachments will be sent separately with the meeting minutes.	DECISION: PHSC members approved meeting minutes. ACTION: PHSC Secretariat to send and post approved meeting minutes.


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<p>4. PHSC Priority: Recommended OHS Training Action Plan</p>	<p>Jolee Lord</p>	<p>Jolee presented the recommended OHS Training Action Plan promoting OHS Training as key priority for this year and bringing the Department into compliance. Key points discussed were the following:</p> <p>Increased uptake on OHS training is key to helping address other issues including compliance, inspections, OHS reporting, hazard prevention, what to do in case of a workplace incident/accident, policies and procedures. The training is fundamental to supporting some other key actions.</p> <p>ADM HR shared messages with Regional ADMs / OHS Champion for the NCR on OHS compliance picture, including importance of OHS Training.</p> <p>Bring greater visibility and clarity that management is responsible for ensuring employees take OHS Training.</p> <p>Determine reasonable target for completion of OHS Training as this has not been done by the Department previously.</p> <p>Orientation is a critical time in an employee's career and is an excellent opportunity to instill with the employees, that their health and safety training is valued and is a priority of management.</p> <p>As recommended by Karl and approved by members, Lyne was appointed as the contact to review the activities to help to reach targets.</p>	<p>DECISION: Lyne Cartier was appointed as the responsible contact to review activities to help to reach targets.</p> <p>ACTION: NOHSO to continue their work on promoting OHS Training.</p>
<p>5. Mental Health in the Workplace Update</p>	<p>Lyne Cartier</p>	<p>Lyne provided an update on ESDC Manager to Manager Network for Mental Health and ESDC Peer Support Program. Both programs were launched on May 15th, 2018.</p>	
<p>6. 2017 Annual Hazardous Occurrence Detailed Report</p>	<p>Jamie Janzen</p>	<p>The 2017 Annual Hazardous Occurrence Detailed Report which provides the committee with additional details on ESDC's reported OHS incidents was presented. Key points of the discussion included the following:</p> <p>Overall incident reporting is up 18% from 2016 and consequently reported injuries is up of 16% from 2016.</p> <p>Overall rate of injury (# of injuries / # of incidents) remains consistent with previous years at 73.8%. There is no consensus on what constitutes a "normal" rate of injury, but a high rate of injury per incident implies that near misses and potential hazards are not being reported.</p> <p>Slips/Trips/Falls, Other Incidents, and Impact comprise the top three categories of reported incidents. 2017 saw notable increases in the categories of Other</p>	<p>DECISION: PHSC members are invited to share their questions with co-chairs. NOHSO will set up a meeting to discuss questions prior to September meeting.</p>

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		<p>Incidents, Exposure and Ergonomics.</p> <p>Scented Products/Perfumes was the leading cause of all Other Incidents injuries.</p> <p>Ergonomics, Slips/Trips/Falls, Impact, and Manual Materials Handling were the leading categories of all reported disabling injuries in 2017.</p> <p>Impact, Ergonomics, and Slips/Trips/Falls were the leading categories of all reported minor injuries in 2017.</p> <p>Slips/Trips/Falls, Other Incidents, and Impact were the leading categories of all reported non-disabling injuries in 2017.</p> <p>PHSC members are invited to read the report and also to share their questions with co-chairs. NOHSO to set up a meeting to discuss questions prior to September meeting.</p>	
<p>7. Update on the legionnaire bacteria within ESDC buildings</p>	<p>Stephane Michaud</p>	<p>Following a newspaper article that was posted in the Ottawa Citizen March 19, 2018, Stephane provided an update on PSPC testing protocol for legionella.</p> <p>Questions raised:</p> <ul style="list-style-type: none"> • Is information on legionnaire bacteria shared with employees? <ul style="list-style-type: none"> - No. The information is shared with Workplace Health and Safety Committees • Is the PSPC standard for testing posted? <ul style="list-style-type: none"> - Yes. The link will be shared with members. • Are follow-ups done by ESDC with PSPC on the condition of ESDC buildings? <ul style="list-style-type: none"> - Yes. The next report will be shared with members. • From the number of buildings listed in the article, how many are ESDC buildings? <ul style="list-style-type: none"> - Stephane to verify with PSPC. 	<p>DECISION: Stephane Michaud to provide information to PHSC Secretariat to share with members.</p>
<p>8. Human Resources Services Branch's OHS Priorities 2018-2019</p>	<p>Daniele Besner</p>	<p>Daniele updated on the three key OHS priorities to ensure the Departmental OHS Program is responsive and that key improvement initiatives are in place.</p> <ul style="list-style-type: none"> • <u>Workplace Violence Prevention Program</u> Continue to refocus the departmental violence prevention program on resolving issues internally. 	

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<p>9. Update on Regional Health and Safety Committee</p>	<p>David Di Felice</p>	<ul style="list-style-type: none"> • <u>OHS Reporting, Monitoring and Compliance</u> Enhance monitoring and reporting on key OHS activities to address gaps in compliance and recommend areas for improvement. • <u>Hazard Prevention Program</u> Enhance and expand Hazard Prevention Program through continuing psychological hazards identification and assessment. <p>Question raised:</p> <ul style="list-style-type: none"> • What are the factors that contribute to workplace violence? <p>The Department looks at psychosocial hazards factors through our Hazard Prevention Program as it is the cornerstone of OHS Program. Secondly, Hazard Identification and Assessment exercises were conducted for certain occupational groups at ESDC that engage in client interactions as part of their core work functions. Finally, the ESDC Integrated Framework on Mental Health in the Workplace action plan identifies the need to assess psychosocial hazards in our workplaces as the department strives to improve workplace mental health. As we enhance the Hazard Prevention Program, we should be able to identify hazards that could lead to workplace violence incidents and mitigate these hazards.</p>	<p>DECISION: <i>The working group will have another meeting and present a report to the PHSC.</i></p>
		<p>David updated that the working group met a number of times from December 2017 to April 2018 to come to a common understanding of why the name of regional policy committees was changed to advisory committees and to recommend what the regional committee structure should be moving forward.</p> <p>The four NJC grievances that were filed on the matter were put in abeyance pending the work of this working group. Given that CEIU decided, in April, to reactivate the grievances, the working group determined that there was no longer a need to meet. Members raised the following comments and questions:</p> <ul style="list-style-type: none"> • The working group was established in November 2017. Since then, there have been two PHSC meetings and still no results have been reported back to the PHSC. • Are there documents that were shared with the committee e.g. a report, legal advice. <p>In order to better response to the questions and comments raised by members, the following details were shared - A report with a recommendation was shared with the working group on March 1st. It was not presented or shared with working group members because of a Labour Program interpretation received March 5th for which</p>	

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10. Round Table	All	<p>some working group members felt that the recommendation should be reviewed in light of that interpretation. As a result, the PHSC Secretariat did not share the report that was supposed to be presented at the March 20th PHSC meeting.</p> <p>It was agreed that all grievances were held in abeyance pending the work of this group. Now that the grievances have been re-activated, the hearing should proceed and the PHSC should await that outcome.</p> <p>Members recommended that</p> <ul style="list-style-type: none"> • Working group meet and have a report by the end of July. • Present report at the next PHSC meeting. 	
12. Closing remarks and next meeting	Daniele Besner Karl Lafreniere	<p>It was agreed that members be engaged on options to share the Regional Health and Safety Advisory Committee Biannual Reports.</p> <p>The next meeting will be held in September. The meeting was adjourned at 15:25.</p>	<p>ACTION: PHSC Secretariat will engage PHSC on options to present Biannual Report.</p>


Karl Lafreniere
Co-Chairperson, Employee Member
2018-10-03
Date


Daniele Besner
Co-Chairperson, Employer Member
6 Oct 2018
Date