

**Employment and Social Development Canada (ESDC)  
POLICY HEALTH AND SAFETY COMMITTEE (PHSC) MEETING  
Tuesday, October 2, 2018 – 13:00 to 16:00**

PRESENT	EMPLOYER MEMBERS	REGRETS
<p><b>Daniele Besner, Co-Chair</b> Director General, Workplace Management Directorate, Human Resources Services Branch (HRSB)</p> <p><b>Benson Gorber</b> Director General, Real Property and Regional Services, Chief Financial Officer Branch (CFOB)</p> <p><b>Mario Forget</b> Director, Contributions Systems, Information and Technology Branch (ITTB)</p> <p><b>David Di Felice</b> Director, Network Delivery, Citizen Services and Program Delivery Branch (CSPDB), Ontario Region</p> <p><b>Ian James (for Rhonda Crawford)</b> Executive Director, National Integrity Services, Atlantic Region</p> <p><b>Isabelle Côté (for Luc Tremblay)</b> Director, Corporate Security and Internal Investigations Division, NHQ</p> <ul style="list-style-type: none"> <li><i>NOTE: was called away at 13:31 for office emergency</i></li> </ul> <p><b>Carl St-Jean (for Cam King)</b> Area Director, Service Canada</p>	<p><b>Rhonda Crawford</b> Service Manager, Citizen Services and Program Delivery Branch (CSPD), Atlantic Region</p> <p><b>Luc Tremblay</b> Director General, Internal Integrity and Security Directorate, Integrity Services Branch (ISB)</p> <p><b>Cam King</b> Director, Canada Pension Plan Disability, Western Canada and Territories Region</p>	

**EMPLOYEE MEMBERS (selected by: UNE, PIPSC, PSAC and CEIU)**

<p><b>Karl Lafreniere, Co-Chair</b> Regional Vice-President, Outside Canada, UNE</p> <p><b>Michael O'Donnell</b> Health and Safety Officer, Labour Program, Ontario Region</p> <p><b>Crystal Warner</b> National Executive Vice-President, CEIU</p> <p><b>Dwight McLeod</b> Integrity Services Investigator, Integrity Services Branch (ISB), Western Canada and Territories Region</p> <p><b>Tanisha Coultis</b> Medical Adjudicator Consultant – NHQ</p> <p><b>James Weatherbee</b> Micro Support Specialist, Information and Technology Branch (IITB), Atlantic Region</p> <p><b>Lyne Cartier</b> Payment Services Officer, Benefits Delivery Services Branch (BDSB), Quebec Region</p>	<p><b>Shahbaz Mir – CAPE member to be replaced</b></p>
<p><b>Jolee Lord</b> A/Manager, National OHS Office</p> <p><b>Janic Normand</b> Senior Project Management Officer, National OHS Office</p>	<p><b>GUESTS</b></p> <p><b>Jamie Janzen</b> A/Chief Project Management, National OHS Office</p> <p><b>David Zanetti</b> Senior Advisor, National OHS Office</p> <p><b>OBSERVER</b></p> <p><b>Luc Pomerleau</b> National Research Officer, CEIU</p>


ITEM	AGENDA ITEM LEAD(S)	DESCRIPTION / DELIVERABLE(S)	ACTION / DECISION
1. Opening Remarks	Daniele Besner Karl Lafraniere	Karl and Daniele called the meeting to order at 13:07 following some technical difficulties (audio loop interference in the videoconference bridge; meeting proceeded via in-person and teleconference).	<b>DECISION:</b> PHSC members approved the amended agenda.
2. Approval of the Agenda	Karl Lafraniere	Daniele requested the Agenda be adopted.  At the request of Crystal and Karl, the proposed sequence of items for discussion was rearranged.	<b>DECISION:</b> PHSC members approved the amended agenda. <b>ACTION:</b> Original presentation item #8 "Integrated Framework on Mental Health in the Workplace Action Plan 2018-2021" has been postponed to the February 2019 meeting.
3. Approval of June 5 <sup>th</sup> meeting minutes	Daniele Besner	June 5, 2018 meeting minutes were approved by members.	<b>DECISION:</b> PHSC members approved meeting minutes. Co-chairs signed the minutes. <b>ACTION:</b> PHSC Secretariat sent and posted approved meeting minutes on October 3, 2018.

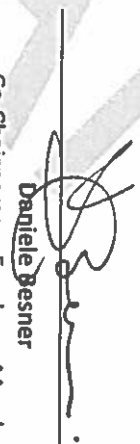
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<p>4. Update from the Regional Health and Safety Committee Working Group (original item for discussion #9)</p>	<p>Working Group Members</p>	<p>Benson informed the PHSC that the working group could not reach a consensus on recommendations.</p> <p>Benson and David stressed their view that the initial report could not be submitted as final since the WG members have not unanimously concurred. Jolee responded that this report was not previously shared since the Labour Program provided its interpretation to the WG on March 5, 2018.</p> <p>Crystal questioned the WG's precise mandate; enquired whether it was the WG or the NOHSO that consulted with the Labour Program; raised concerns as to the Labour Program's interpretation on the matter; and asked how the Labour Program's interpretation will affect the regional committees' rights and legitimacy if they do not adhere to the Code or NLC's Directive. Jolee responded that as Secretariat to the WG, she sought Labour Program interpretation on behalf of the WG. Dwight asked for clarification from Jolee on this point. Jolee agreed to follow up with Dwight.</p> <p>Karl noted that the employee members would like to refer the regional committee matter to the Service Wide Occupational Health and Safety Committee.</p> <p>Daniele concurred that this unresolved item has been on the PHSC agenda for many years and asked the PHSC to respectfully continue with its important work and move files along for the benefit of employee health and safety in the workplace.</p>	<p><b>DECISION:</b> Item #6, Options on sharing Regional Health and Safety Advisory Committee Biannual Reports, as well as other matters related to regional committees, were not discussed.</p>
<p>5. PHSC 2018-2019 Priorities – Focus on Promoting OHS Training (original item for discussion #4)</p>	<p>Jolee Lord</p>	<p>Jolee presented the new OHS training campaign entitled "How We Are Measuring Up!" will be launched in November 2018. The marketing strategy includes a distinctive logo as well as the following components:</p> <ul style="list-style-type: none"> <li>• Message from the ADM HRSB to colleagues and OHS Champion.</li> <li>• Message from Regional ADMs to respective management communities.</li> <li>• Messages for regional committees and local workplace committees.</li> <li>• Desk drop outlining suite of available training.</li> <li>• <i>HR Info</i> Bulletin to managers to encourage them to include OHS training in Performance Agreements in time with mid-year reviews.</li> <li>• ILMS/Saba/Service banners to promote mandatory OHS training.</li> <li>• Email reminders to sample lists of employees about health and safety training.</li> <li>• Departmental progress checks in <i>Intersection</i>.</li> </ul>	

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<p><b>6. Clarification on the Cyclical Review Process (original item for discussion #5)</b></p>	<p>Jamie Janzen joined via teleconference to present this item</p>	<p>Karl suggested a December 2019 target for the end of the campaign, including a report on results.</p> <p>Crystal will raise the issue of mandatory training through HRUMCC and that training campaign products should be co-developed.</p> <p>Mario announced that ESDC has new offices on Woodward Drive and Wellington Street in Ottawa. He mentioned that overall committee membership numbers are down; need to send regular reminders on the legislative obligations to have workplace committees, member training, meetings, inspections, and reporting.</p> <p>Jamie raised the following key points / key questions for discussion:</p> <ul style="list-style-type: none"> <li>• The OHS Program contains many documents that require cyclical reviews which should include the PHSC's active participation.</li> <li>• As the PHSC meets four times a year, there is limited time on those meeting agenda to schedule discussion on changes to documents, particularly given the number of documents that require cyclical review.</li> <li>• By way of example, the Integrated Ergonomics Program was due for cyclical review by January 2018. Draft revisions were provided by email August 13<sup>th</sup>, with 5-week period for review and feedback. To date, no questions, feedback, communications or questions have been received.</li> <li>• What is the preferred method for soliciting feedback on tools due for cyclical review?</li> <li>• What timeframes are required for reviewing tools and providing timely feedback?</li> </ul> <p>Karl and Crystal suggested that one employee member and one employer member be appointed, on a rotational basis, to spearhead review cycle consultations, and to collect and amalgamate feedback.</p> <p>Jamie and Jolee informed the PHSC that while most cyclical reviews are minor to moderate, there may be instances when changes are considerable possibly requiring a different approach, such as striking up a sub-working group to drive and manage the cyclical review workload.</p> <p>Dwight mentioned that Module III requires in-depth consultation with employee stakeholders.</p> <p>Jamie clarified that the cyclical review is to ensure that the Program is delivered and maintained per the Code; evaluation of the Integrated</p>	<p><b>ACTIONS:</b></p> <p><i>Employee members will meet to bring forward a proposal to the PHSC on how they could organize to participate in cyclical review.</i></p>

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<p><b>7. Process and Involvement of the PHSC on choosing a Competent Person in relation to incidents of workplace violence</b></p>	<p>David Zanetti joined as subject matter expert to respond to questions on this item</p>	<p>Ergonomics Program would be the mechanism to determine whether instructions, advice, tools, etc. were effective in preventing / resolving ergonomic issues.</p> <p>Karl asked for clarification on the role of ESDC's PHSC in the selection of a competent person in workplace violence investigations.</p> <p>David clarified the following:</p> <ul style="list-style-type: none"> <li>The Workplace Violence Prevention Policy includes the following statement (7.1.2.2), "To simplify this process, a list of suitable competent persons will be established, in consultation with the PHSC, to be drawn from as needed."</li> <li>A new NMSO for Investigations related to Harassment, Disclosure of Wrongdoing, and Workplace Violence was established as of August 1, 2018. A competent person must be selected and contracted from this new NMSO. The only exceptions being, if a free resource, such as an internal resource to the Federal Government, or if no one on the NMSO is in a position to perform the investigation.</li> <li>Since that NMSO contains only a limited number of investigators, which must also be used throughout the Federal Government, it makes sense for the PHSC to compile a secondary list of competent persons.</li> <li>With regard to the PHSC implementing any corrective measures identified in competent persons reports (subsection 20.9(5) of the COHS Regulations), unless the recommended corrective measures relate to the OHS Program nationally, it makes more sense for this responsibility to remain with the local workplace health and safety committee, which they perform as part of their role in receiving a copy of the competent person's report.</li> <li>There have not been any competent person reports containing recommended corrective measures in more than two years.</li> </ul> <p>Michael suggested that the PHSC should be made aware of the number of workplace violence investigations in the Department.</p>	<p><b>ACTIONS:</b></p> <p>The link to the latest NMSO which includes the Public Services and Procurement Canada process will be shared with the PHSC members.</p> <p>The Labour Program will present foreseen changes under Bill C-65 at the next PHSC meeting.</p> <p>The National OHS Office will give a synopsis of any recommended corrective measures in future competent person reports.</p>
<p><b>8. Round Table</b></p>	<p>All</p>	<p>Lyne mentioned that the Integrated Framework on Workplace Mental Health implementation Committee will be meeting on October 17<sup>th</sup>.</p> <p>Tanisha proposed that the "read receipt" feature be activated in Outlook to track email answerability by recipients.</p> <p>Mario enquired whether the Secretariat has an email template re: Nominating workplace health and safety committee members and representatives.</p>	<p><b>ACTIONS:</b></p> <p>Karl will contact Kevin King for a UNE replacement.</p> <p>Janic will activate "read receipt" when communicating via email.</p>

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		<p>Michael O'Donnell announced his decision to resign from the PHSC. The PHSC co-chairs thanked Michael for his valuable contribution to the committee.</p> <p>Crystal mentioned that the regions are seeing an increase in incidents of violence to frontline workers; situation must be addressed proactively vs reactively.</p>	<p><i>Jolee will share the membership recruitment email template with Mario.</i></p>
<p>9. Closing Remarks and Next Meeting</p>	<p>Daniele Besner Karl Lafrenière</p>	<p>Next calendar year meetings proposed are February, May, September and end of November 2019.</p> <p>The meeting was adjourned at 15:45.</p>	<p><b>ACTION:</b> <i>Karl will meet with employee members to set up advance PHSC meeting calendar for 2019.</i></p>

  
 Karl Lafreniere  
 Co-Chairperson, Employee Member  
 19-02-2019  
 Date

  
 Daniele Besner  
 Co-Chairperson, Employer Member  
 19-2-19  
 Date

