

OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE

Public Service Commission of Canada

February 19, 2009

Meeting Minutes

MANAGEMENT:

Denis Bilodeau Acting Vice-President, Investigations Branch, Co-Chair
Suzanne Charbonneau Director, Jurisdiction and Case Management

EMPLOYEES:

Meraiah Krebs Representing PSAC employees, Co-Chair
Michel Daoust Representing PIPSC employees

TECHNICAL ADVISORS:

Josée Laverdure Director, Finance and Administration
Melissa Courchesne OHS Coordinator / Security Training and Awareness Officer

RECORDER:

Louise Bessette Executive Assistant, Investigations Branch

ABSENT:

Stuart J. Gagnon Senior Analyst
Jacques Dupont Representing CAPE employees
Stéphane Ferland Chief - Staff Relations
Bob Kingston Representing PSAC employees
Darren Costain Technical Advisor, Chief, Security Services
Lynn Gauker Technical Advisor, Comm. Advisor, Communications & Parliamentary Affairs

1. Word of Welcome:

Denis Bilodeau chaired this meeting.

2. Approval of Agenda:

The proposed agenda was approved.

3. Approval of minutes:

The minutes of the November 27, 2008 meeting were reviewed and approved.

An update was provided regarding mold at the Winnipeg Office. Josée Laverdure confirmed that mold is still an issue in the basement, where no employees are located. The ventilation system in the basement is separate from the remainder of the building.

Security Services will send a package with the minutes and terms of references from the local committees. The annual reporting to HRSDC Labour Program is due March 1, 2009.

OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE

Bob Kingston had requested to discuss mental health. This was postponed to the next meeting since Bob Kingston was not present at this meeting.

4. Agenda:

- Relocation: Josée Laverdure provided an update on the relocation as this will be a standing item on our agenda. A space functional review has been conducted with all Director Generals. The minutes of the meetings with the Director Generals were in the process of being approved by Vice-Presidents and Senior Management Committees. Josée Laverdure confirmed that further to a meeting with PWGSC on January 19, 2009, it is clear that the PSC will be relocating either permanently or temporarily. This relocation could tentatively occur either in the fall of 2011 or spring 2012.
- Training/HPP: Meraiah commented that we are not currently reporting near-miss incidents. She also noted that it would be useful to have all electronic forms related to OHS located in one place. This committee should be reviewing the terms of references for all local committees. We should be creating standardized terms of references that could be adapted by the local committees. We should also set goals for the year. It was agreed that the current priority is to roll out training to the regions so that the Hazard Prevention Program can move forward. Training to the regions would take place in the form of half-day videoconferences and also a half-day with a person on site.

Meraiah informed members that local committee members do not have much knowledge of the Canada Labour Code. The local committee members should take the online training, even though it is dated, prior to attending the training. Josée Laverdure offered to verify with IT for a possible update to this training. Denis Bilodeau confirmed that last year we sent two notices to VPs with a list of employees who had not completed the mandatory training on Canada Labour Code. Denis will ask for a new report and re-send to VPs.

Josée Laverdure agreed to draft an e-mail to be sent by the co-chairs to employees who attended the IAPA training to ask for volunteers to work on a sub-committee to identify hazards. Once the sub-committee has reviewed the hazard list, it would come back to the Policy Committee and then be sent to the regions for them to work on it as well.

Melissa Courchesne requested feedback on the IAPA training that members attended. It was noted that perhaps there could have been more application of the knowledge (floor inspection, exercises). An announcement should be sent to the regions to advise them that training will be coming soon since they have been asking about training for some time now.

We only have one person at the PSC trained in ergonomics (Darren). Melissa will be taking the training soon. It was suggested that we inquire if there is interest in the regions for someone from each local committee to be trained in ergonomics.

The PSC does not have an Occupational Health and Safety policy statement. The Committee will review TBS' OHS Policy at their next meeting. Josée Laverdure will be providing the information. Minutes from the local committees (regions) are not being

OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE

translated. These should be posted on the intranet, therefore they should be translated. Co-chairs will send an e-mail to RDGs advising them that minutes must be translated so that they can be posted on our intranet.

- Local committee update: There were no issues to bring to the attention of this committee.

5. Other

6. Next meeting: May 21, 2009