

**OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE**  
**Public Service Commission of Canada**

**May 21, 2009**

**Meeting Minutes**

**MANAGEMENT:**

Denis Bilodeau	Director General, Investigations directorate, Co-Chair
Suzanne Charbonneau	Director, Jurisdiction and Case Management

**EMPLOYEES:**

Meraiah Krebs	Representing PSAC employees, Co-Chair
Bob Kingston	Representing PSAC employees

**TECHNICAL ADVISORS:**

Josée Laverdure	Director, Finance and Administration
Darren Costain	Technical Advisor, Chief, Security Services
John Douglas	Communications Advisor

**RECORDER:**

Louise Bessette	Executive Assistant
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**ABSENT:**

Stuart J. Gagnon	Senior Analyst
Michel Daoust	Representing PIPSC employees
Jacques Dupont	Representing CAPE employees
Stéphane Ferland	Chief - Staff Relations

**1. Word of Welcome:**

Meraiah chaired this meeting. There were 2 members representing employees and 3 management representatives. Stuart J. Gagnon volunteered to leave the meeting. John Douglas advised that he would leave at 2:00pm.

**2. Approval of Agenda:**

The proposed agenda was approved.

**3. Approval of minutes:**

The minutes of the November 27, 2008 meeting were reviewed. Meraiah Krebs mentioned that she had comments; Louise Bessette will obtain her comments and re-table minutes for approval at the next meeting. A few updates were provided in regards to the previous meeting's minutes. Melissa Courchesne has followed the ergonomics training. Darren Costain obtained the necessary contacts from Health Canada in the regions for ergonomics training. He will draft an e-mail to be sent to the health and safety committees in the regions to see if any members would be interested in taking ergonomics training. At the moment no members are trained in the regions to do preventive ergonomic assessments. During NAOHS week some back care and office ergonomics sessions were offered via teleconference to the regions. Bob Kingston mentioned that since this touched more than one workplace the information (training) should have been approved at this committee.

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The minutes mentioned that we would discuss Mental Health at this meeting. Bob Kingston wanted to know what was being done at the PSC regarding Regulation XX (Violence in the Workplace). He mentioned that many departments are putting together working groups to recommend options to the Policy Committee. Meraiah and Darren will review regulation XX and provide comments at our next meeting.

#### 4. **Agenda:**

- Training: Members reviewed 3 training modules. Comments were provided to Darren Costain/Josée Laverdure. Darren Costain will send the revised documents to all members by Friday May 29, 2009. Bob mentioned that he sent us a deck regarding inspections. The information was not received at the PSC. Information was downloaded from Bob's memory stick for the Security Services group. Darren mentioned that the wording from the inspections modules was taken from the inspections procedures written by the L'Esplanade Laurier local committee. Bob mentioned that the procedures should say that the workplace needs to be inspected monthly.

Once the 3 modules are approved by this committee, Darren would like to do a dry-run with 3 new local committee members in the NCR. Meraiah and Bob could also be present at this dry-run. The regional videoconferences are currently scheduled for the end of June. Members agreed that this should be pushed back until September. Members will give comments on the revised modules by June 15, 2009.

Meraiah raised the issue of tools needed for the local committees to do investigations. In the regions they have digital cameras but they are locked away and do not always have access. Denis and Meraiah will discuss together to find a solution to this problem.

Relocation: Josée Laverdure confirmed that there has been no progress since the last meeting. The Request for Proposal for the building has not yet been posted.

- Swine Flu: The Business Continuity Planning (BCP) Working Group was activated and a message sent out by Richard Charlebois with information on H1N1 (Swine Flu) to all PSC members. Bob mentioned again that this should have been approved by the Policy Committee prior to be sent out since it touches more than one workplace. Denis Bilodeau will speak with Richard Charlebois to make sure that in the future the draft messages will be sent for approval to the Co-Chairs of this committee. If a response is not received within the time frame prescribed, the message will be sent out.
- OHS Policies: Examples were provided to members in advance. Members agreed that a one-page policy statement should be our approach as everything else is prescribed by the Code. Meraiah Krebs will send the CSPS policy statement to members by June 5, 2009. This subject is to be discussed at the next meeting.
- Local committee update: 66 Slater committee members sent an e-mail introducing themselves. Darren will forward this message to members.

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5. **Other**
6. **Next meeting:** September 17, 2009