

OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE
Public Service Commission of Canada

September 17, 2009

Meeting Minutes

MANAGEMENT:

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| Stuart J. Gagnon | Senior Analyst |
| Suzanne Charbonneau | Director, Jurisdiction and Case Management |

EMPLOYEES:

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

TECHNICAL ADVISORS:

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| Josée Laverdure | Director, Finance and Administration |
| Melissa Courchesne | A/Chief, Security Services |
| Stéphane Ferland | Chief - Staff Relations |

RECORDER:

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| Louise Bessette | Executive Assistant |
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ABSENT:

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| Denis Bilodeau | Director General, Investigations Directorate, Co-Chair |
| Chantal Gagné | Comm. Advisor, Communications & Parliamentary Affairs |
| Michel Daoust | Representing PIPSC employees |
| Bertrand Myre | Representing CAPE employees |

1. Word of Welcome:

Suzanne Charbonneau chaired this meeting, in replacement of Denis Bilodeau.

2. Approval of Agenda:

The proposed agenda was approved.

3. Approval of minutes:

Members reviewed the minutes and discussed specific items to action. Minutes from the meeting of February 19, 2009 will be re-tabled at the next meeting for signature. Meraiah and Melissa will review Regulation XX and provide comments at our next meeting. Meraiah and Melissa will also work on a draft OHS Policy statement for the next meeting.

4. Agenda:

- H1N1: Josée Laverdure presented a draft Pandemic Influenza powerpoint and distributed Appendix B of the PSC's Business Continuity Plan for information.

A mock-up of an intranet site for PSC employees on H1N1 was distributed at the meeting. Meraiah had concerns about inundating employees with information already

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available on various websites. Josée Laverdure will send a document from Public Security to Stéphane Ferland on manager's rights (in the context of H1N1 eg: work refusals). Josée Laverdure will draft an e-mail for employees regarding preventative measures. It was discussed that a message should be sent to PSRS account holders to advise them that if they present themselves to a testing session sick, they will be turned away. Melissa will keep the committee members updated by email as the content for the website progresses. A draft communication strategy will be shared with members once it is available.

- PSC Pandemic Response Plan: Members reviewed and approved the PSC Pandemic Response Plan. The role of the policy committee will be added. Members suggested that a detailed roles and responsibilities checklist be communicated to employees. Comments on the checklist should be sent to Josée Laverdure.
 - HPP: The inventory of known hazards was distributed to members for information purposes. Bob Kingston mentioned that we should provide links to regulations that apply under "hazard category and description". The inventory will be sent to translation.
 - HPP Standard: Meraiah suggested we amend the wording explaining how we identified hazards. It should reflect that the working group reviewed accident reports and job descriptions. The revision will be made and the document will be sent to translation.
 - Ergonomics: Josée asked members to provide comments by e-mail on powerpoint presentation distributed at the meeting.
 - Relocation: The request for quotes closed September 11, 2009. Three quotations were received.
 - Local committee update: There is currently no local committee in Vancouver. Meraiah spoke with the local PSAC president about this issue. Josée Laverdure will contact the regional director to discuss.
5. **Other**: Health Canada will no longer provide ergonomics or inspection support as of October 31, 2009. Security Services will mention to the regions during their training that they should retain the services of a health professional to do ergonomic assessments.

A consultant was hired to do a gap analysis for the PSC's OHS program (MAF item 10).

6. **Next meeting**: November 19, 2009