

# MSD Corporate OHS Conference Call Minutes Thursday, December 19<sup>th</sup>, 2012

**Chair/Minutes:** Scott Hill

**Attendees:** Coreen Wolanski, PSA; Bruce Luesley, PSA; Mark Johnson, R1; Nancy MacPhail, R4/R5; Yudy Lee, PLMS; Lana Arnett, R5; Rob King, R4; Martina Mangion, HQ

## Standing Agenda Items

<b>WCB Orders</b>	No new orders from WCB, however there was a inspection in R2 due to an anonymous call from an ee. No action resulting.
<b>IRT</b>	Nancy-unable to updated corrective measures. Will contact HelpDesk. Supervisors are able to edit Event Type if incorrectly entered
<b>Article 29 OHS Working Group</b>	Expected that Article 29 will resume meeting in New Year.
<b>PSA Updates</b>	No updates

## New Agenda Items

<b>WorkSafeBC Form 7 and supervisors objection (Martina)</b>	For ergo/musculoskeletal WSBC claims, supervisors should object to the claim on Box 25 of the Form 7. This is not to imply that the employer does not support staff, but rather it will generate a proper review to ensure that the injury is indeed work related
<b>Increase in Ergonomic Claims (Martina, Nancy)</b>	Seeing an increase in ergo/musculoskeletal WSBC claims in some regions. Education is as important as ergonomic assessments. Some education ideas: <ul style="list-style-type: none"> <li>• Staff to see themselves as assessors, perhaps by using the PSA's <u>computer workstation self set up e-tool</u>, and to be very aware if their bodies' signal and to report pain or discomfort sooner rather than later</li> <li>• Use <u>ICM keyboard shortcuts</u> to minimize mousing</li> <li>• Take <u>stretch breaks</u></li> </ul> <b>Action all:</b> send Martina a list of your current ergo/musculoskeletal WSBC claims


<b>Pepper Spray Procedures (Scott)</b>	<p>R3 has seen 3 incidents of pepper spray inside or outside offices in the past year. We discussed some procedures to minimize impacts to staff when clients are sprayed:</p> <ul style="list-style-type: none"> <li>• If possible, contain the individuals sprayed to outside the office.</li> <li>• Recommend that office first aid attendants do not provide first aid; call 911. First aid attendants are not trained to provide assistance to sprayed individuals, emergency responders are.</li> <li>• If first aid attendants do choose to provide first aid, they need to be very aware of their personal safety, particularly being contaminated themselves. Recommend that they not touch the individual but rather give instructions. I.e. provide pitchers of water for them to self rinse their eyes</li> </ul> <p>Brenda Dercach did some research and prepared the attached</p> <div data-bbox="483 661 548 724" data-label="Image"> </div> <p>Effects of Pepper Spray.docx.docx</p> <p><b>Action:</b> corporate communications and revising WVPP template to include procedures</p>
<b>OHS reporting templates (Nancy)</b>	<p>Old header information on forms (i.e. MHSD) <b>Action:</b> Martina to update. Please identify if forms need updating beyond headers. May strike small working groups to work on those</p>
<b>OHS Meetings (Martina)</b>	<p><b>Action:</b> provide Martina with feedback on these monthly meetings and suggestions how to make them more effective.</p>
<b>Tabled for next meeting</b>	<p>Review of who has taken required OSH training (Sharon)</p>
<p style="text-align: center;"><i>Next meeting January 17<sup>th</sup>, 2013</i> <i>Sharon Gilbert chairing</i></p>	

# MSD Corporate OHS Conference Call

## Minutes

### Thursday, February 15<sup>th</sup>, 2012

**Chair:** Maureen Thorkelson(A/MOHD R5)  
**Attendees:** Brenda Dercach, Coreen Wolanski, Scott Hill, Martina Smith, Jim Southwell  
**Regrets:** Sharon Gilbert, Bruce Luesley, Mark Johnson, Rob King, Susan Harrison  
**Minutes:** Maureen Thorkelson

Standing Agenda Items	
<b>WCB Orders</b>	<p>No new Orders from WCB</p> <ul style="list-style-type: none"> <li>One staff member currently off at the Vefra building for a musculoskeletal injury, states caused from excessive mousing from ICM. On-site assessment planned. One staff member in Region 4 a few weeks ago was identified as possible ICM related. Martina provided update that a claim was accepted however was linked to previous injury (carpel tunnel) not to ICM.</li> <li>Reminder that Jim retires March 29<sup>th</sup> and the posting will be out soon.</li> </ul>
<b>IRT</b>	<ul style="list-style-type: none"> <li>Reminder for staff to complete page 2 of the IRT and check off biohazard section if applicable</li> <li>Note: Learning Services has new e-learning video called 'Active Listening' which has a crisis call component that deals with threats of suicide</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>No issues reported</li> <li>Facilities rep not in attendance as no issues identified as an Agenda item.</li> </ul>
<b>Article 29 OHS Working Group</b>	<ul style="list-style-type: none"> <li>No updates. Stood down during bargaining. Expected to last until September</li> </ul>
<b>OHS Newsletter</b>	<ul style="list-style-type: none"> <li>OHS Newsletter - Draft almost ready, through most levels of approval. Jim will include link to the Active Listening video. Newsletter ideas to be sent to Jim.</li> </ul>
<b>PSA Updates</b>	<ul style="list-style-type: none"> <li>My Good Health Fairs being held around the province in February &amp; March  Details of the Health Fairs found on @work site  Kamloops(Feb 21), PG(Feb 23), Victoria(Mar 6-7), Van(Mar 13), Surrey(Mar 14)  Coreen emailed out the details.</li> </ul> <div style="text-align: center;">   Heath Fair  Information.docx </div> <ul style="list-style-type: none"> <li>MyHR – new content and fixes are ongoing. See Safety link. WHMIS bit has been rewritten and expected to be loaded very soon.  Report any issues to MyHR.</li> </ul>
<b>Tabled for next meeting</b>	None
<b>Next call March 15<sup>th</sup> - Chaired by Maureen in Region 5; Maureen will send out Agenda and Meeting Request</b>	

# MSD Corporate OHS Conference Call

## Minutes

### Thursday, January 19<sup>th</sup>, 2012

**Chair:** Susan Harrison

**Attendees:** Sharon Gilbert, Brenda Dercach, Bruce Luesley, Mark Johnson, Scott Hill, Rob King, Martina Smith, Jim Southwell

**Regrets:** Coreen Wolanski

**Minutes:** Maureen Thorkelson

Standing Agenda Items	
<b>WCB Orders</b>	No WCB Orders
<b>IRT</b>	<ul style="list-style-type: none"> <li>No issues reported</li> <li>New Event description added for Client-Threat of Suicide has resulted in big uptake of reported incidents (30 reported since end of September 2011). Workers have been very good at handling these incidents and the guidelines are being incorporated into the EAW core training. Reminder to be aware and monitor staff closely</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>No issues reported</li> <li>Facilities rep not attending meeting unless issue identified and invited to meeting in advance to discuss. No facilities rep in attendance at this meeting.</li> <li>(See inspection reported new item below)</li> </ul>
<b>Article 29 OHS Working Group</b>	<ul style="list-style-type: none"> <li>No updates. Committee stood down during bargaining.</li> </ul>
<b>OHS Newsletter</b>	<ul style="list-style-type: none"> <li>OHS Newsletter - Draft will be sent out for review and will also be run by Regional Operations and SOEC before posting on the LOOP – similar to Window on Wellness. Topics for consideration include OHS training, new IRT event description: Client-Threat of Suicide, increase in IRT event reporting (&amp; kudo's to staff), health tips &amp; links eg coping/stress, human solutions. <b>Additional suggestions to be sent to Jim.</b></li> </ul>
<b>PSA Updates</b>	<ul style="list-style-type: none"> <li>MyHR launching by end of January with continuous updates/fixes expected. Eg. Working on topic and job aids for the site</li> <li>Healthy Minds courses coming out in March (<b><u>Health &amp; Well-Being</u></b>). Available to any BC government employee A suite of half-day workshops which offer information and skills in areas such as stress management; building resilience; mental health basics; caregiver support strategies, and dealing with challenging workplace situations, including workplace conflict.</li> <li>Health Fairs: Feb 21<sup>st</sup> Kamloops, Feb 23<sup>rd</sup> in Prince George, March 6 &amp; 7 Victoria, March 13 in Vancouver snf March 14 in Surrey.</li> <li>PSA part of the multi-ministry working group dealing with restricted/TPA clients (Martina also part of that group)</li> </ul>

<b>Additional Agenda Items</b>	
<b>3<sup>rd</sup> Party Administration</b>	<ul style="list-style-type: none"> <li>• Reports of outreach workers and other staff providing service off-site to banned clients due to not having a 3<sup>rd</sup> party administrator or advocate for that particular client. Concerns for staff safety and not having standard protocol for how to deal with this province-wide.</li> <li>• Issue being looked at already by a working group. Martina involved. Moving away from referring to the clients as a ‘ban’ and more toward ‘Condition of Service’</li> <li>• <b>Smaller working group set</b> from this group to review existing practices/establish guidelines, stored on the K drives, and also review existing standards specific to outreach workers to ensure this issue is addressed both for outreach workers and any other staff that may be providing this off-site service. Working Group: Mark(lead), Martina, Jim, Brenda, and Bruce. Martina can bring it to the larger working group she’s involved with.</li> <li>• <b>Regions to put any protocols/standards already in place on the L drive</b> L:\Health and Safety\Occupational_Health_and_Safety\Protocols</li> </ul>
<b>Inspection Report</b>	<p>Kamloops ISC office reno to bump from 45 to 61 staff</p> <ul style="list-style-type: none"> <li>• Projects over \$100,000 require a Notice of Project to WCB. Dispute over definition of “materials and Labour” as the majority of costs of this project was for furniture which WCB considered building materials. WCB was involved due to being called in by OHS rep.</li> <li>• Biggest learning was over communication piece and JOHS committee member role.</li> <li>• Recommend a review and update to job safety plan due to the challenged faced on this project. Eg more clear definition of players involved and why</li> <li>• Great process just more worker rep concerns as ‘perceived’ to be management heavy</li> <li>• Communications critical in the success of the project</li> </ul>
<b>Jim’s retirement</b>	<ul style="list-style-type: none"> <li>• Jim announced that he is retiring end of March 2012. Posting will be going out soon for his replacement.</li> </ul>
<b>Closed Circuit TV</b>	<ul style="list-style-type: none"> <li>• For offices current with or considering installing closed circuit TV - the Privacy Impact Assessments(PIA), has been updated and can be found on the L drive <u>file:\\L:\Health and Safety\Occupational Health and Safety\CCTV</u></li> </ul>
<b>Tabled for next meeting</b>	Nothing
<b><i>Next call February 16<sup>th</sup> - Chaired by Susan (or Maureen) in Region 5; Susan will send out Agenda and Meeting Request</i></b>	

# ARTICLE 29

## OCCUPATIONAL HEALTH & SAFETY WORKING GROUP

### MINUTES

**Date:** January 21, 2011  
**Chair:** Jim Southwell  
**Location:** 614 Humboldt St, 7<sup>th</sup> floor large boardroom

**In Attendance:**

Employer: Jim Southwell, Jeanette Gault, Scott Hill (via conference call)  
 BCGEU: Tony Sprackett, Barb Peters, Edna Park  
 Minutes:  
 Guests: John (Alex) Fedyk, EAW Killarney Office Region 2 - BCGEU Succession Planning  
 Regrets:


- Introduction of guests/new members
- Review Previous Minutes and Action Items
- Additions to Agenda
- Agenda
  - Standing agenda items
    - IRT

	Item	Discussion	Rsp.	Action
1.	Core Training for Alerts	<ul style="list-style-type: none"> <li>Updates were forwarded to Learning Services and changes agreed upon</li> <li>Jim advised changes not yet made.</li> </ul>		<ul style="list-style-type: none"> <li>Jim and Tony to review and ensure updates are made.</li> </ul>
2.	Alerts	<ul style="list-style-type: none"> <li>UAT postponed until post-ICM.</li> <li>Barb advises a finish date for new Risk Assessment tool is close</li> </ul>		<ul style="list-style-type: none"> <li>Barb to provide update at March 2011 meeting</li> <li>Jim and Tony to review once provided with copy</li> </ul>

		<ul style="list-style-type: none"> <li>BCGEU obtained opinion citing WCB Part 6.33 to 6.40 - though doesn't specifically speak to communicable diseases, Union contends this falls under general requirement to advise; and, worker's right to health and safety over-rides client's right to confidentiality.</li> </ul>		<ul style="list-style-type: none"> <li>Jim will advise PSA of Union and WCB opinion, and request opinion.</li> <li>Tony to forward copy of legal opinion.</li> </ul>
3.	OHS Program Manual	<ul style="list-style-type: none"> <li>Barb and Edna advised review of ministry OHS manual is still in-progress.</li> </ul>		<ul style="list-style-type: none"> <li>Barb and Edna will review manual vs PSA website to determine validity of SD manual and will report back.</li> </ul>
4.	Forms	<ul style="list-style-type: none"> <li>Edna. WHA working group have been working on new forms and BCGEU has not been involved (Joint OHS)</li> <li>Jim and Scott advise OHDM and WHA will be aware of joint OHS when changes are suggested</li> </ul>		<ul style="list-style-type: none"> <li>Jim and Scott will look at forwarding monthly OHS minutes to Tony, Edna and Barb</li> </ul>
5.	Ergo Assessment un-actioned items	<ul style="list-style-type: none"> <li>Jim recalls discussing the urgency of ergo requirements and un-actioned items with WHAs and OHDMs. Jim is asking for specific examples of un-actioned items to move forward.</li> <li>Barb/Edna advise unactioned ergo items are now resolved</li> </ul>		<ul style="list-style-type: none"> <li>.</li> </ul>
7.	Targeted Threat Assessment	<ul style="list-style-type: none"> <li>Deferred to next meeting due to availability.</li> </ul>		<ul style="list-style-type: none"> <li>Jim to invite Richard Golob, BCPSA OHS Specialist, to next meeting, relating to "new tools."</li> </ul>

#### AGENDA ITEMS:

2.	IRT	<ul style="list-style-type: none"> <li>do a comparative of prior years</li> <li>Quarter 3 incidents are consistent with quarter 1 and 2</li> </ul>		<ul style="list-style-type: none"> <li>Jim will draft a joint message reminding</li> </ul>
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		<p>Terms of Reference - IRT: Trends by Quarter</p> <ul style="list-style-type: none"> <li>• IRT event comparative analysis; looking at geographic, demographic, trends and spikes</li> <li>• Brainstorming ideas</li> </ul>  <p>Reports.docx</p> <ul style="list-style-type: none"> <li>• Intent: in-depth analysis with discussion points; recommendations for mitigation strategies</li> </ul>		<p>staff of the importance of reporting incidents.</p> <ul style="list-style-type: none"> <li>• Jim and Tony will work with Data Analyst on report format</li> </ul>
3.	Sani-Wipes for counter tops	<ul style="list-style-type: none"> <li>• Barb/Edna; Cavi-Wipes are the only cleaning product available from Product Distribution Centre</li> <li>• Concern expressed regarding caustic attributes of this product</li> <li>• Discussion regarding alternative green products available from variety of suppliers i.e. Janitors Warehouse</li> </ul>		<ul style="list-style-type: none"> <li>• Jim to explore alternative options with facilities staff.</li> <li>• Jim to invite facilities to be a guest at our next meeting to answer office questions (kitchen, etc.).</li> </ul>
4.	Outreach Worker	<p>Carried over from previous meeting;</p> <ul style="list-style-type: none"> <li>• Barb; Outside agencies in Nanaimo, do not necessarily have the same OHS policies as SD</li> <li>• Barb; Outreach seems to be growing. Risk assessments not completed for outreach workers.</li> <li>• Jeanette; Region 1 Policy that outreach workers always go in pairs when seeing client alone. They can transport clients in personal vehicle and/or government worker in pairs.</li> <li>• Barb; Nanaimo outreach worker is using personal vehicles due to a government vehicle not being available.</li> <li>• Jim; reference a policy document which was sent to supervisors</li> <li>• Jeanette identified the integration manager responsible for</li> </ul>		



		<p>outreach workers for the province.</p> <ul style="list-style-type: none"> <li>• Jeanette states Victoria has procedures for monitoring where, when, etc. their outreach workers are at all times (via cell phone, sign-in board, calendar, etc.).</li> <li>• In Jim's absence, Tony arranged with (Outreach) committee to send list of questions.</li> </ul>		<ul style="list-style-type: none"> <li>• Tony and Jim to coordinate with Raymond Fieltsch to get answers regarding Outreach workers</li> </ul>
5.	Ergo Assessments	<ul style="list-style-type: none"> <li>• Discussion of "how ergo assessments are done," are virtual assessments valid?"</li> <li>• Discussion around validity of ergo assessments done solely by excluded (though trained) assessors.</li> <li>• Edna referred Martina Smith to Sheila regarding training via virtual technology.</li> <li>• Jim has a list of all ergo assessors from PSA.</li> </ul>		<ul style="list-style-type: none"> <li>• Barb to provide "the role of the assessor," from Joint Ergo training, to Jim.</li> <li>• Jim to research "Virtual assessments" with Martina Smith and report back.</li> <li>• Barb will research and report on "can excluded staff do assessments alone?"</li> </ul>
	Next Meeting	March 24, 2011		Tony Chair

# ARTICLE 29

## OCCUPATIONAL HEALTH & SAFETY WORKING GROUP

### MINUTES

**Date:** March 24, 2011  
**Chair:** Tony Sprackett  
**Location:** 614 Humboldt St, 7<sup>th</sup> floor large boardroom



**In Attendance:**

Employer: Jim Southwell, Scott Hill (via conference call)  
 BCGEU: Tony Sprackett, Barb Peters, Edna Park  
 Scribe: Rhonda Campbell  
 Guests: Lelaine Muir, EAW, Region 2 for BCGEU  
 Richard Golob, BCPSA OHS Specialist  
 Dave Foxall, Risk Mitigation, Finance  
 Regrets: Jeanette Gault

Item	Discussion	Rsp.	Action
Action Items from Previous Meeting	<ul style="list-style-type: none"> <li>Core Training for Alerts</li> <li>Need to ensure that FMWs, CSWs, etc. receive appropriate training.               <ul style="list-style-type: none"> <li>Recommend that this be incorporated into ICM training and OHS working group members to be consulted.</li> </ul> </li> <li>New Risk Assessment, Barb. PSA and BCGEU will connect to determine presentation, training, etc. will be rolled out.</li> <li>Communicable Disease reporting.</li> </ul>	Tony/Jim	<ul style="list-style-type: none"> <li>H&amp;S Alerts currently is not available in the Core Training for IOs, FMWs, and CSWs. Propose that the alerts training provided for EAWs be included for all other frontline worker positions.</li> <li>Barb and/or Edna to check with PSA.</li> <li>Jim requested PSA schedule a meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• Sani-Wipes for counter tops. Pulled from offices.</li> <li>• OHS Program Manual vs PSA OHS website <a href="https://employee.gov.bc.ca/src/objects.cfm?objectID=2379">https://employee.gov.bc.ca/src/objects.cfm?objectID=2379</a></li> <li>• Forms <ul style="list-style-type: none"> <li>○ Advised that development of new forms by the OHS committee did not deliberately exclude consultation with the union.</li> <li>○ Agreed to include union early in the process for new OHS initiatives.</li> <li>○ Union expressed concerns that this is not a joint process.</li> </ul> </li> </ul>		<p>between Sheila Moir, Brad Buck, Dr. Yamanaka Tony and Jim to discuss use of alerts to report communicable diseases.</p> <ul style="list-style-type: none"> <li>• Lannea (FWS) to resend note to purchasing commission for safe sani-wipes.</li> <li>• Barb and Edna will communicate with Sheila to determine if she would be willing to assess MSD's OHS manual and/or compare PSA OHS websites. Purpose is to determine if PSA OHS website is viable for MSD staff.</li> <li>• Employer commits to include A29 OHS Working Group in new OHS initiatives.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Outreach Worker - Carried forward from previous meeting (Nov 10);             <ul style="list-style-type: none"> <li>○ Barb; Outside agencies in Nanaimo, do not necessarily have the same OHS policies as SD</li> <li>○ Barb; Outreach seems to be growing. Risk assessments not completed for outreach workers.</li> <li>○ Jeanette; Region 1 Policy that outreach workers always go in pairs when seeing client alone. They can transport clients in personal vehicle and/or government worker in pairs.</li> <li>○ Barb; Nanaimo outreach worker is using personal vehicles due to a government vehicle not being available.</li> <li>○ Jim; reference a policy document which was sent to supervisors</li> <li>○ Jeanette identified the integration manager responsible for outreach workers for the province.</li> <li>○ Jeanette states Victoria has procedures for monitoring where, when, etc. their outreach workers are at all times (via cell phone, sign-in board, calendar, etc.).</li> <li>○ In Jim's absence, Tony arranged with (Outreach) committee to send list of questions.</li> <li>○</li> </ul> </li> <li>• Ergo Assessments             <ul style="list-style-type: none"> <li>○ The role of the assessor                 <ul style="list-style-type: none"> <li>○ Response from Sheila Moir, BCGEU OHS Mgr, (as per 15th Master Collective Agreement, Article 22.18b)</li> <li>○ Included member assessor can do assessments alone.</li> <li>○ Virtual assessments are not sufficient as a complete assessment, onsite assessments needs to be completed.</li> <li>○ Union maintains that excluded staff cannot do assessments alone, must be "joint."</li> </ul> </li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Tony and Jim to coordinate with Raymond Fieltsch to get answers regarding Outreach workers</li> <li>• Jim will seek an employer's Art. 22.18, via employer, and will discuss outcome with Edna/Barb.</li> </ul>
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IRT	<ul style="list-style-type: none"> <li>IRT Data Analysis              IRT Data Analysis for Article 29.docx</li> <li>Barb discussed value of region 1s E-Breakfast meeting relating to IRT reporting support. Hope that it will roll out to other regions.</li> </ul>		<ul style="list-style-type: none"> <li>Tony will report to Art. 29 and request approval in principal to proceed ministry wide.</li> </ul>
Targeted Threat Assessment	<ul style="list-style-type: none"> <li>Richard Golob of PSA and Dave Foxall from Govt Security presentation of Targeted Threat Assessment process.              TTVMPMar242011.pptx</li> </ul>		
Investigative Officers: Working from home – Barb	<ul style="list-style-type: none"> <li>Jim just sent out information regarding flexible work options for all to review.  <a href="https://employee.gov.bc.ca/src/objects.cfm?objectID=2022">https://employee.gov.bc.ca/src/objects.cfm?objectID=2022</a></li> </ul>		
Suggestion received re: auto- populating IRT Event details into MIS and ICM	<ul style="list-style-type: none"> <li>Committee members don't see how this could work because IRT items may contain details that are not appropriate for case history.</li> <li>Not all IRT incidents are client driven – ie. Bullying</li> <li>Discussed potential for generic IRT Event number to appear on case history.               <ul style="list-style-type: none"> <li>However as most staff cannot access incidents other than ones they personally report, there is no benefit.</li> </ul> </li> <li>Incident reporting has been brought to ICMs attention when MIS is no longer operational. Data in IRT is directly linked to MIS but not ICM i.e. office codes.</li> </ul>		<ul style="list-style-type: none"> <li>Tony to request at Article 29, plan for future reporting of incidents.</li> </ul>
Next Meeting	May 27, 2011		Jim Chair

# ARTICLE 29

## OCCUPATIONAL HEALTH & SAFETY WORKING GROUP

### MINUTES

**Date:** May 27, 2011  
**Chair:** Jim Southwell  
**Location:** 614 Humboldt St, 7<sup>th</sup> floor large boardroom

**In Attendance:**

Employer: Jim Southwell, Scott Hill, Jeanette Gault  
 BCGEU: Tony Sprackett, Barb Peters, Edna Park  
 Scribe: Rhonda Campbell  
 Guests:  
 Regrets:

Item	Discussion	Rsp.	Action
<b><i>Action Items from Previous Meeting</i></b>			
UBC/BCGEU/PSA Web-based Risk Identification Tool.	<ul style="list-style-type: none"> <li>Barb mentioned that late summer/early fall will be the roll out.</li> </ul>		<ul style="list-style-type: none"> <li>Barb will keep group informed.</li> </ul>
Communicable Diseases on alert system/ Ergo Assessments "joint" assessments.	<ul style="list-style-type: none"> <li>Jim is still in communication with PSA. Brad Buck (PSA) will be meeting with Sheila Moir (BCGEU) next week to discuss routes of doing the alerts and who needs to do Ergo assessments (joint and/or Excluded to do excluded staff and included to do included staff).</li> </ul>		<ul style="list-style-type: none"> <li>Jim will communicate with WG when further information is available.</li> </ul>
IRT	<ul style="list-style-type: none"> <li>Confirmation that all staff receive OHS New Worker/Orientation, IRT and Alert training.</li> <li>IRT Analysis – Jim is still working with Jeremy Coad. WES scores reflect a variety of reports from individuals relating to incidents; WES shows nothing conclusive for incident information. Tony suggesting that we report the framework as being in development. Due to limited reporting, thus far there is no discernable correlation between WES scores and IRT incidents.</li> </ul>		<ul style="list-style-type: none"> <li>Jim will communicate with Jen A (ELMSD) to ensure RSD offices that share space are notified of ELMSD IRTs.</li> </ul>

Facilities	<ul style="list-style-type: none"> <li>Lannea has suggested to Office Products to carry “green” sani-wipes so offices can order them.</li> </ul>		
OHS Program Manual	<ul style="list-style-type: none"> <li>Edna waiting to hear feedback from Sheila Moir.</li> </ul>		<ul style="list-style-type: none"> <li>Edna will bring it to committee as a new item when she knows more.</li> </ul>
Outreach Worker	<ul style="list-style-type: none"> <li>Tony and Jim to do assessment on current practices. Tony has list of questions to put forward to the field managers regarding OHS practices for outreach workers.</li> </ul>		<ul style="list-style-type: none"> <li>Tony to schedule conference call through Raymond Fieltch with Field Managers</li> </ul>
<b>Agenda Items</b>			
Ergonomics	<ul style="list-style-type: none"> <li>Lana Kenderdine gave a demo to OHDMs of the ERGO SharePoint that she developed for HQ only (jointly approved via HQ BCGEU &amp; Employer). The SharePoint was shared with the regions though the challenge was that it rolled out to the regions from the “employer” and not “jointly” with BCGEU members. OHDMs rolled it out to their regional staff prematurely as it needs to be approved “jointly” with assessors (BCGEU/Employer).</li> <li>Regions process for technology equipment. Assessors are now requesting the equipment and not the WHA/OHDMs. Process for Ergo Assessors has changed and further discussion is required to complete changed procedures.</li> </ul>		<ul style="list-style-type: none"> <li>Jim will discuss at the monthly OHS meeting with OHDMs and WHAs – to inform regional assessors of the tool.</li> </ul>
OHS Newsletter	<ul style="list-style-type: none"> <li>Reviewed template. Jim is owner and will communicate with Art. 29 OHS WG for input. Jim is taking template through approvals. Thinking it will be separate from Wellness Newsletter.</li> <li>Looking at quarterly issues.</li> <li>All committee members like this idea and that content can be jointly produced.</li> </ul>	Jim	<ul style="list-style-type: none"> <li>Will bring back to group if approved.</li> </ul>
Zero Tolerance Posters	<ul style="list-style-type: none"> <li>SOEC approved an “Inappropriate Client Behaviour” poster which was distributed to all field offices.</li> <li>Posters were developed without OHS consultation</li> <li>OHS Working Group expressed concerns with the wording and material - Poster is very thick and can be used as a weapon.</li> <li>OHS Working Group recommends removing the posters and</li> </ul>		<ul style="list-style-type: none"> <li>Present recommendation to A29.</li> </ul>

	review need for a replacement		
ICM	<ul style="list-style-type: none"> <li>Incident tab in ICM – query – is the intent that this will replace reporting incidents in IRT?</li> </ul>		<ul style="list-style-type: none"> <li>Jim to request that ICM clarify the intent in their messaging to staff.</li> <li>Bring forward for discussion at A29</li> </ul>
New/Young Worker	<ul style="list-style-type: none"> <li>Barb wanted verifications if New and Young Worker template has accurate links.</li> <li>Document is held on L Drive. Jim keeps template updated. Each office updates template for their office specifics.</li> </ul>		<ul style="list-style-type: none"> <li>Jim to confirm links and references are current.</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>Barb expressed concerns regarding the SAS JD with OHS roles she feels is the Supervisors responsibility.</li> </ul>		<ul style="list-style-type: none"> <li>Bring forward to A29</li> </ul>
Next Meeting	September 7, 2011		Tony Chair



**MSD Corporate OHS Conference Call  
Minutes  
Thursday, April 21st, 2011**

**Chair:** Sharon Gilbert (minutes)

**Attendees:** Geoffrey Hicks, Brenda Dercach, Sharon Gilbert, Rob King,  
Susan Harrison,

**Guest:**

**Regrets:**

<b>Review of Previous Minutes</b>	
<b>Standing Agenda Item:</b>  <b>WCB Orders</b>	No new orders or inspections
<b>Standing Agenda Item:</b>  <b>IRT</b>	
<b>Standing Agenda Item:</b>  <b>Article 29 OHS Working Group</b>	<ul style="list-style-type: none"> <li>• No report</li> </ul>
<b>Standing Agenda Item:</b>  <b>PSA Updates</b>	<p>Ongoing collaboration with GEU on new course development</p> <ul style="list-style-type: none"> <li>• New ergonomic Assessors course under development <ul style="list-style-type: none"> <li>○ ½ day for Committee members who want basic information</li> <li>○ 1 day for Ergo assessors</li> <li>○ Information on Laptops and Blackberry use to be added</li> <li>○ PSA will mentor new assessors</li> </ul> </li> <li>• Workplace Violence Prevention training updated – awaiting sign off</li> <li>• Updates required to investigation training</li> </ul>
<b>Conditions of Service (ban) Process</b>	<ul style="list-style-type: none"> <li>• Please send samples of TPA process to Martina</li> </ul>

<b>OHS Audit samples</b>	<ul style="list-style-type: none"> <li>Susan is looking for samples of OSH audit procedures – Post on L Drive, e-mail to Susan - all</li> </ul>
<b>New Business</b>	
<b>WVPP Template</b>	2009 Template is the template approved for use
<b>STIIP Management</b>	Geoff and Coreen will discuss preventative strategies to deal with high STIIP numbers in Region 2 with PSA colleagues
<b>Next Meeting</b>	Next Meeting June 17 <sup>th</sup> - Scott

**MSD Corporate OHS Conference Call  
Minutes  
Thursday, August 18<sup>th</sup>, 2011**

**Chair and minutes:** Scott Hill

**Attendees:** Geoffrey Hicks & Coreen Wolanksi (BCPSA), Brenda Dercach, Sharon Gilbert, Rob King, Susan Harrison, Mark Anderson, Jim Southwell

<b>Standing Agenda Item: WCB Orders</b>	Nothing to report
<b>Standing Agenda Item: IRT</b>	Jim has done a FTF demo of IRT with Ministry of Forest and Natural Resources
<b>Standing Agenda Item: Article 29 OHS Working Group</b>	Future of "Courtesy, Dignity and Respect" poster is sitting with ADM Sharon Moysey
<b>Standing Agenda Item: PSA Updates</b>	For future meetings, please invite Geoffrey, Coreen and Bruce Luesley. They will be alternating providing service to our ministry. Dean Gamblewest is relatively new OHS Specialist with a focus in OHS learning/training and union liaison.
<b>Conference call for OHS co-chairs having visibility to the IRT. How did it go?</b>	Jim: overall, session went well. 11 participants from three Regions and PLMS
<b>Frequency of OSH training for JOSH Committee members and safety reps</b>	<p>PSA Mark Offerhaus recommends re-taking OHS training:</p> <ul style="list-style-type: none"> <li>• every 5-7 years if you are active in office's OHS program, or</li> <li>• when a particular course has been updated.</li> </ul> <p>OSH Committee Training: (2 day joint training) has been updated. Recommend re-take.</p> <p>OSH Incident Investigations: will be updated in late 2011 or 2012</p> <p>OSH Office Ergonomics Risk Assessment: will be updated in Fall 2011</p> <p>OSH Violence Risk Assessment: recommend 5 years</p> <p>OSH Violence Prevention Seminar: Practical Skills: recommend 5 years</p>
<b>Update on the budget and process for Targeted Threats of Violence – ITAU referrals.</b>	Central budget for ITAU threat assessment approved. Jim to manage centrally.
<b>Tabled for next meeting</b>	Sharon's review of documents on the L drive.
Next call September 15. Chaired by Martina in Rob's absence. Martina to send out meeting requests	

**MSD Corporate OHS Conference Call**  
**Minutes**  
**Thursday, Jan 20, 2010**

**Chair** : Mark Johnson (minutes)

**Attendees** : , Geoffrey Hicks, Brenda Dercach, Sharon Gilbert, Scott Hill, Rob King, Carolyn Babakaiff, Susan Harrison, Jennifer Anholdt

**Regrets** : , Jim Southwell, Rhonda Campbell

**Livemeeting Recording**: no recordings

New Audio playback instructions:

- Dial: 1-877-653-0545 & follow the prompts
- When prompted, enter: s.17 followed by # sign.



<b>Review of Previous Minutes</b>	
<b>Standing Agenda Item WCB Orders</b>	No New Orders  <u>L:\Health and Safety\Occupational Health and Safety\WCB Inspections</u>
<b>Standing Agenda Item IRT</b>	<ul style="list-style-type: none"> <li>• IRT numbers are down and due to the current level of employee stress the lower numbers indicate a reduction of incidents being reported rather than a decrease of incidents</li> <li>• Discussion on how to re-educate staff on how to effectively use the IRT program. <ul style="list-style-type: none"> <li>○ Possible solution – Learning Services – providing a multi-media education program</li> <li>○ More OSH related training opportunities for individuals who back-fill for supervisors</li> </ul> </li> </ul>
<b>Standing Agenda Item Article 29 OHS Working Group</b>	<ul style="list-style-type: none"> <li>• Tabled – ICM related stress in the form of employee eye strain, and frustration with the ICM system</li> </ul>

<b>Standing Agenda Item PSA Updates</b>	<ul style="list-style-type: none"> <li>Feb 8<sup>th</sup> and 9<sup>th</sup> – PSA Wellness Group Meeting <ul style="list-style-type: none"> <li>Sharon volunteers to be the pilot of any new programs</li> </ul> </li> <li>The PSA is ready and willing to assist any region but respectfully requests that we keep Jim Southwell in the loop</li> </ul>
<b>CIRS protocol</b>	<ul style="list-style-type: none"> <li><b>Discussion – Do all incidents that result in the authority’s (police, RCMP) being contacted require an investigation by the OHD teams.</b> <ul style="list-style-type: none"> <li><b>Point one – All incidents that require the authorities are serious enough to require an investigation</b></li> <li><b>Point two – Sometimes the authorities are contacted when the incident is not serious and investigation is a strain on limited resources</b></li> <li><b>Question – What is the legislative requirement for investigations?</b></li> </ul> </li> </ul>
<b>Best Practices</b>	<ul style="list-style-type: none"> <li>Educating staff to recognize threats</li> <li>OSH Orientation for acting supervisors and managers</li> <li>New Leader Program</li> <li>Increase the profile of Human Solutions</li> </ul>
<b>Next Meeting</b>	Next Meeting Feb 17 <sup>th</sup> , March 17 <sup>th</sup>
	<ul style="list-style-type: none"> <li></li> </ul>

**MSD Corporate OHS Conference Call**  
**Minutes**  
**Thursday, July 21<sup>st</sup>, 2011**

**Chair and Minutes:** Scott Hill (Region 3)

**Attendees:** Brenda Dercach, Sharon Gilbert, (Region 1), Rob King, Chris Butcher, (Region 4/5), Elaine Galbraith (PLMS) Jim Southwell, Coreen Wolanski and Bruce Luesley (PSA)

<b>Standing Agenda Item: WCB Orders</b>	Nothing to report
<b>Standing Agenda Item: IRT</b>	Learning Services is updating the e-learning modules for mods 1 & 2. <b>Action:</b> if you want to be involved reviewing the content, please let Jim know.
<b>Standing Agenda Item: Article 29 OHS Working Group</b>	No burning issues. Conference call yesterday about “Courtesy, Dignity and Respect’ poster that will be replaced with another poster with different wording.
<b>Standing Agenda Item: PSA Updates</b>	<p>½ day OHS Orientation for Line Managers and Supervisors is begin developed as an e-learning courses with 3 modules. Is close to roll out.</p> <p>Human Solutions offers many personal development e-courses. Thanks to Coreen for providing the info.</p>  <p>FW link to Human Solutions.msg</p>
<b>Updating L drive templates/docs (Sharon)</b>	<b>Action:</b> Sharon to look into what and report back what templates/docs need updating and whether those updates are cosmetic (broken links or ministry name) or content, or both
<b>Due Diligence Checklist (Sharon)</b>	Discussion on adapting this for our use
<b>Client Threat of Suicide (Jim)</b>	 <p>Client Threat of Suicide Guidelines.pdf</p> <p>Support for new IRT code and a one pager for staff. <b>Action:</b> Jim Draft attached for review. <b>Action:</b> all</p>

<b>Threat Response – Immediate Protocol (Scott and Sharon)</b>	<p>Reviewed TRIP doc and accompanying PowerPoint training deck. Other regions or ministries are welcome to use , and adjust, for their own purposes</p> <div data-bbox="609 262 673 325" data-label="Image"> </div> <div data-bbox="540 325 738 378" data-label="Text"> <p>TRIP - Threat Response Immediate</p> </div> <div data-bbox="812 262 876 325" data-label="Image"> </div> <div data-bbox="795 325 893 357" data-label="Text"> <p>TRIP.pptx</p> </div> <p>Link: <a href="L:\Health and Safety\Occupational Health and Safety\Violence In The Workplace">L:\Health and Safety\Occupational Health and Safety\Violence In The Workplace</a></p>
<b>Regional Roundtable</b>	<p>Chris Butcher would like your comments on the attached eye strain prevention doc. Please speak with Chris if you would like to use this in your Region.</p> <p><b>Action-all</b></p> <div data-bbox="609 588 673 651" data-label="Image"> </div> <div data-bbox="540 651 738 682" data-label="Text"> <p>Eye Strain Doc.dotx</p> </div>
<b>Next Meeting</b>	<p>Aug 18th, 2011 9:00 AM Scott-chair</p>

**MSD Corporate OHS Conference Call  
Minutes  
Thursday, June 16<sup>th</sup>, 2011**

**Chair:** Sharon Gilbert (minutes)

**Attendees:** Geoffrey Hicks, Brenda Dercach, Sharon Gilbert, Rob King, Susan Harrison, Mark Anderson, Jim Southwell, Martina Smith, Nancy MacPhail

<b>Standing Agenda Item: WCB Orders</b>	Nothing to report
<b>Standing Agenda Item: IRT</b>	Robert O'Neill met with Jim re IRT and ICM. Proposed ICM tab is not meant to replace IRT. More details in May ICM newsletter
<b>Standing Agenda Item: Article 29 OHS Working Group</b>	"Courtesy, Dignity and Respect" poster has been recalled
<b>Standing Agenda Item: PSA Updates</b>	Re-building joint Violence Prevention and Ergo Assessor courses. Investigation course expected 2012.
<b>SharePoint site for ergo assessors (Jim)</b>	Regions: determine if you want to use it and market it to your ergo assessors
<b>List of staff that have completed any OHS training (Jim)</b>	Regions don't track. Jim to connect with Geoffrey.
<b>ITAU threat assessment budget (Jim)</b>	Jim preparing decision note
<b>Postal strike during chq issue: safety concerns (Jim)</b>	Regions had no significant safety concerns
<b>Emergency Warden training (Martina)</b>	E-learning is available on @ Your Service. Let PSA know if additional assistance is needed.



**MSD Corporate OHS Conference Call**  
**Minutes**  
**Thursday, March 17, 2011**

**Chair:** Sharon Gilbert (minutes)

**Attendees:** Geoffrey Hicks, Brenda Dercach, Sharon Gilbert, Rob King, Mark Johnson  
Susan Harrison, Jim Southwell, Martina Smith, Elaine Galbraith, Scott Hill

**Guest:** Lana Kenderdine

**Regrets:** Carolyn Babakaiff, Jennifer Anholdt,

<b>Review of Previous Minutes</b>	
<b>Standing Agenda Item:</b>  <b>WCB Orders</b>	<ul style="list-style-type: none"> <li>Region 4, order for no first aid attendant on site during lunch hour</li> </ul> <u>L:\Health and Safety\Occupational Health and Safety\WCB Inspections</u>
<b>Standing Agenda Item:</b>  <b>IRT</b>	<ul style="list-style-type: none"> <li>25% of incidents involve law enforcement</li> <li>Decrease in incidents occurring over the telephone <ul style="list-style-type: none"> <li>No correlation to cheque issue</li> </ul> </li> <li>Some increase in reports of bullying</li> </ul>
<b>Standing Agenda Item:</b>  <b>Article 29</b> <b>OHS Working Group</b>	<ul style="list-style-type: none"> <li>Tabled</li> </ul>
<b>Standing Agenda Item:</b>  <b>PSA Updates</b>	<ul style="list-style-type: none"> <li>New ergonomic Assessors course under development <ul style="list-style-type: none"> <li>½ day for Committee members who want basic information</li> <li>1 day for Ergo assessors</li> <li>Information on Laptops and Blackberry use to be added</li> </ul> </li> <li>Workplace Violence Prevention training updated</li> <li>NAOSH – PSA to take a greater role – holistic approach <ul style="list-style-type: none"> <li>Increased awareness of work/life balance</li> <li>Possible scavenger hunt</li> </ul> </li> </ul>

<b>Ergonomics SharePoint site</b>	<ul style="list-style-type: none"> <li>• Lana Kenderdine introduced new Ergonomic SharePoint site. Secure site where assessments, etc. can be stored based on Region/office</li> <li>• Possibility of adding OSH information to create one point of access.</li> </ul>
<b>Training for Diffusing/De-escalating Difficult People/Situations</b>	<ul style="list-style-type: none"> <li>• Martina - discussion of available workshops to support staff in dealing with difficult/aggressive clients. Staff dealing with significant levels of abusive behaviour and would benefit from additional training.</li> <li>• Currently available training: <ul style="list-style-type: none"> <li>○ Arête</li> <li>○ Online PSA course – Dealing with Difficult People</li> </ul> </li> <li>• Resources: <ul style="list-style-type: none"> <li>○ TRIP – training for tool not yet developed</li> </ul> </li> </ul>
<b>Conditions of Service (ban) Process</b>	<ul style="list-style-type: none"> <li>• What TPA process is used in each region to deal with abusive/aggressive clients? <ul style="list-style-type: none"> <li>○ Documents to be posted on the L Drive - all</li> </ul> </li> </ul>
<b>OHS Audit samples</b>	<ul style="list-style-type: none"> <li>• Susan is looking for samples of OSH audit procedures – Post on L Drive, e-mail to Susan - all</li> </ul>
<b>Next Meeting</b>	Next Meeting May 19 <sup>th</sup> - Sharon

**MSD Corporate OHS Conference Call  
Minutes  
Thursday, May 19th, 2011**

**Chair:** Sharon Gilbert (minutes)

**Attendees:** Jim Southwell, Brenda Dercach, Sharon Gilbert, Scott Hill, Mark Johnson  
Martina Smith,

**Guest:**

**Regrets:**

<b>Review of Previous Minutes</b>	
<b>Standing Agenda Item:</b>  <b>WCB Orders</b>	No new orders or inspections
<b>Standing Agenda Item:</b>  <b>IRT</b>	Tab in ICM for Incident reporting, no consultation to date on how tab will be used, follow-up, etc. Awaiting further direction and discussion with ICM team
<b>Standing Agenda Item:</b>  <b>Article 29 OHS Working Group</b>	<ul style="list-style-type: none"> <li>• Next meeting week of May 23rd</li> </ul>
<b>Standing Agenda Item:</b>  <b>PSA Updates</b>	<ul style="list-style-type: none"> <li>• No Update from PSA</li> </ul>
<b>New Business</b>	
<b>Ergonomic Assessor Recruitment</b>	<ul style="list-style-type: none"> <li>• Mark has put out an expression of interest for additional ergonomic assessors for Region 1. Region 2 will be forming a regional team of assessors to build skill levels, team to be mentored by PSA.</li> <li>• Assessors should be encouraged to use the Sharepoint site</li> <li>• If assessors have difficulty obtaining necessary accommodation items from IMB contact Jim</li> </ul>
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>• Discussion around development of an OSH Newsletter, Jim to send out a sample format</li> </ul>

Alert Training	<ul style="list-style-type: none"><li>• All front line staff should receive training on how to effectively complete Alerts on the system</li></ul>
Next Meeting	Next Meeting June 17 <sup>th</sup> - Scott

# MSD Corporate OHS Conference Call

## Minutes

### Thursday, November 17<sup>th</sup> , 2011

**Chair and minutes:** Rob King, Martina Smith

**Attendees:** Sharon Gilbert, Brenda Dercach, Bruce Luesley, Susan Harrison, Mark Johnson, Carolyn Babakaiff, Coreen Wolanski, Scott Hill,

**Regrets:** Brenda Dercach, Susan Harrison, Bruce Luesley

<b>Standing Agenda Item:</b> <b>WCB Orders</b> <b>All</b>	<p>No WCB orders, however an article mentioned by Jim Southwell highlighted the importance of due diligence, eg: Three incidents of violence occurred at Vancouver Island health authority facilities over an eight month period.. These were high-risk violations and, in some cases, repeated violations, indicating a failure of the employer to ensure the health and safety of workers. The VIHA was penalized \$97,500.</p>
<b>Standing Agenda Item:</b> <b>IRT - All</b>	<p>Please try to have IRT's managed in timely fashion. Still lots of outstanding IRT events that need to be addressed (Jim mentioned) ; articulate elearning on IRT is still under development by the learning (Mala at learning services); there is a significant increase in IRT reporting in Region 3 (Kudos);</p>
<b>Standing Agenda Item:</b> <b>Article 29 OHS Working Group</b> <b>All</b>	<p><b>Article 29 Meeting held on November 8<sup>th</sup></b>  <b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. <u>Joint ergonomic assessments</u> – Brad Buck (PSA) &amp; Sheila Moir (BCGEU) Decision: Manager <b>can</b> continue to do ergo assessments on included staff members; Note: importance of notifying staff member that information will be shared with supervisor; New ergo assessment form introduced at the OSH Facilitators conference – discussion around the fact that if forms are working, then don't replace;</li> <li>2. <u>Job safety plan process reviewed by Article 29</u> – reminder that if project costs are above \$100,000 – then WCB needs to be notified &amp; also re: possible asbestos concerns; job safety plan group should include reps from local committee; The lead on the project would take responsibility to contact WCB;</li> <li>3. <u>WCB Form 7</u> – some concerns raised re: sensitive/personal info going to payroll; Brad Buck will be looking into this and will report back.</li> <li>4. <u>Health and Safety alerts in MIS around communicable disease</u>: Alerts will continue to be used if a client has a confirmed communicable disease; There needs to be a confirmed diagnosis however- ie: disclosed by the client, or info from health unit, physician etc. These alerts need to be reviewed &amp; updated regularly (there is a systems memo covering the review procedures).</li> <li>5. <u>OSH Training</u> – reports can be generated by PSA re: OSH Training completed by staff, with view to encouraging staff to update their training;</li> <li>6. <u>IRT</u> – the category of “client threat of suicide” is starting to be used more frequently; another event category may be added re: client taking pictures or recordings of staff without their consent;</li> <li>7. <u>1-866 Number</u> – Suggestion to put an OSH message on this line, outlining the message that “violent/abusive” language will not be tolerated; Jim will do some research on this and report back; Discussion on the call included suggestion to actually record the calls;</li> </ol> <p>OSH working group has been approved to continue its work; Next meeting will be likely September 2012;</p>

<b>Standing Agenda Item: PSA Updates PSA Rep</b>	PSA (Coreen) highlighted: <ul style="list-style-type: none"> <li>• Intro of new ergo module at OSH Facilitator Conference.</li> <li>• Dedicated OSH courses for supervisors will be re-launched shortly (eg: one in region 3 coming up this month)</li> </ul>
<b>Facilitators OHS Conference</b>	Jim, Sharon, Martina, Coreen, Bruce, and Rob all attended. <ul style="list-style-type: none"> <li>• Good conference; Continued links between OSH and Wellness;</li> <li>• Intro of online OSH resources – available immediately (eg: JOSH committees; Violence risk assessment); Links will be sent out.</li> <li>• New health risk assessment tool being introduced by PSA in January – more info to come;</li> </ul>
<b>Tabled for next meeting</b>	Nothing
<b><i>Next call December - Chaired by Susan in Region 5; Susan will send out Agenda and Meeting Request</i></b>	

**MSD Corporate OHS Conference Call  
Minutes  
Thursday, October 20<sup>th</sup>, 2011**

**Chair and minutes:** Rob King, Martina T. Smith

**Attendees:** Sharon Gilbert, Brenda Dercach, Bruce Luesley, Geoffrey Hicks, Susan Harrison, Mark Johnson,

**Regrets:** Scott Hill, Coreen Wolanski

<b>Standing Agenda Item: WCB Orders</b> <b>All</b>	No reports to date When WCB visits, drop cover and hold on!
<b>Standing Agenda Item: IRT</b> <b>All</b>	Please try to have IRT's managed in timely fashion.
<b>Standing Agenda Item: Article 29 OHS Working Group</b> <b>All</b>	Nothing to report
<b>Standing Agenda Item: PSA Updates</b> <b>PSA Rep</b>	HR Service Centre up and running. For service call toll free number or send e-mail to HR Centre. Seems to be working so far. All calls are ticketed and if you still want to talk to a specific individual, you can ask or call directly. Also, friendly reminder about the Great BC Shakeout at 10:20 am. s.22
<b>Outreach Workers and Banned Clients</b> <b>Mark</b>	Clients that are banned, what process are others doing for Outreach Workers seeing these clients. Risk Assessment is your first step! The main concern is when the client is also banned from the TP. Discussion around what are the best alternative service for a client that is banned from office and TP and has no access to external advocates. RCMP can be utilized. Ultimately, staff can refuse unsafe work and the employer would need to mitigate this risk and determine best and safest service delivery for client. ACTION: requires further discussion and separate time slot
<b>Facilitators OHS Conference</b>	Attending – Martina and maybe Rob
<b>Encouraging Staff to Complete Building Inspections Quarterly</b> <b>Sharon</b>	Challenges to have JOHS Committees performing their building inspections on a quarterly basis and not annually. Discussion around how to get staff to understand the importance and need. It's important to have the discussion with OHS Reps around safety culture and the importance of identifying safety concerns and addressing them.

<b>Tabled for next meeting</b>	Nothing
<i>Next call November 17<sup>th</sup> Chaired by Rob, Rob will send out Agenda and Meeting Request</i>	



**MSD Corporate OHS Conference Call  
Minutes  
Thursday, September 15<sup>th</sup>, 2011**

**Chair and minutes:** Martina T. Smith

**Attendees:** Scott Hill, Jim Southwell, Sharon Gilbert, Coreen Wolanski, Bruce Luesley, Mark Johnson, Nancy MacPhail (covering for Martina)

**Regrets:** Rob King, Brenda Dercach, Geoffrey Hicks, Susan Harrison, Amber MacDonald

<b>Standing Agenda Item: WCB Orders</b> All	Nothing to Report
<b>Standing Agenda Item: IRT</b> All	Nothing new – discussion around the challenges of reporting and completing the IRT's appropriately, corrective measures, involving joint process
<b>Standing Agenda Item: Article 29 OHS Working Group</b> All	<p>Recommendation put forward from the Union to reinstate Regional JOHS Committees. Employer not in favour and in history was found to be not very effective. <b>ACTION: If anyone has any feedback around Regional JOHS Committees please e-mail Jim.</b></p> <p>Invited Brad Buck and Sheila Moir are invited to the next Art 29 meeting to address some outstanding issues – excluded member performing ergonomic assessments.</p> <p>Union concerned with the increase in MSI injuries identified with WCB. This was looked into and the stats indicate otherwise and have dropped. There are several concerns raised around staff developing discomforts and this stresses the importance of ergonomic assessments.</p>
<b>Standing Agenda Item: PSA Updates</b> PSA Rep	Nothing new today.
<b>Sharon's Review of Documents on L:Drive</b> Sharon	Sharon is currently flogging through the L:Drive to update.
<b>Threat Assessment Process</b> Jim	This is now posted on the OHS Webpage. Keep Jim in the loop when doing Threat Assessments. Tracking will occur to report out. Please ensure you contact your OHS Specialist with PSA when a Threat Assessment is required.
<b>New IRT Event Description – Client-Threat of Suicide</b> Jim	SD Currents has now gone live. This Event is now available on IRT.

<b>“Zero Tolerance” Posters Jim</b>	Concerns were raised and the ADM (Bruce Smith acting for Sharon) has agreed to withdraw the posters from the offices. There is no replacement poster at this time as it was determined there is no value to them.
<b>ICM and Future of IRT Jim</b>	Discussions with ICM Team and IRT are on the radar. Once MIS is shut down (couple of years), IRT will cease because of the linkages to MIS. They have no idea on the existence of IRT or how to link with ICM.
<b>Promoting OHS and Marketing Reporting in IRT Jim</b>	Scott, Sharon and Jim have discussed invitations of Tony to provide information at regional meetings around promoting OHS and the importance of reporting in IRT. Tony and Jim are making themselves available to the Regions for the promotion of OHS.
<b>Banned Clients – Provincial Caseload Martina</b>	Discussion around provincial consistency in that all clients that are banned have a caseload of BAN and office code. Jim also mentioned that an Acceptable Behaviour Contract with Client that is currently used with MCF may work well for SD.
<b>Earthquake Evacuation Jim</b>	Office had evacuation which should not have occurred and some staff had concern returning to the building and went home. Offices should review their protocols around earthquake preparedness and proper procedures. SkakeOut Website has loads of information. “Duck, Cover and Roll”
<b>OHS Facilitators Conference Jim</b>	November 01-02 in Richmond
<b>PECSF Plug Jim</b>	Tammie Currie, Alison Bond and Jim are going on ride to Nanaimo for awareness.
<b>Ergonomic Assessments Sharon</b>	Sharon’s developed a SWAT Team of assessors that will ergo the Region.
<b>First Aid Level 2 – Overtime Requests Jim</b>	Provincial direction that no overtime requests for First Aid Training will be approved.
<b>Tabled for next meeting</b>	Nothing
<b><i>Next call October 20<sup>th</sup> (Shake Out Day). Chaired by Rob. Rob will send out Agenda and Meeting Request</i></b>	

**ARTICLE 29**  
**OCCUPATIONAL HEALTH & SAFETY WORKING GROUP**  
**MINUTES**

**Date:** October 7, 2010  
**Chair:** Tony Sprackett  
**Location:**

**In Attendance:**

Employer: Jim Southwell (OHS), Jeanette Gault, Scott Hill  
 BCGEU: Tony Sprackett, Barb Peters, Edna Park  
 Minutes: Rhonda Campbell  
 Guests: Matt Salli, ELMSD VRS Consultant, Langley - BCGEU Succession Planning  
 Regrets: n/a

ITEM	DISCUSSION	RSP.	ACTION
<b>REVIEW OF ACTION ITEMS -</b>			
1.	Core Training for Alerts	<ul style="list-style-type: none"> <li>• Updates were forwarded to Learning Services and changes agreed upon</li> </ul>	<ul style="list-style-type: none"> <li>• Jim and Tony to review and ensure updates are made.</li> </ul>
2.	Alert	<ul style="list-style-type: none"> <li>• UAT postponed until post-ICM.</li> </ul>	<ul style="list-style-type: none"> <li>• Barb and Edna to confirm status of new Risk Assessment tool</li> <li>• Jim and Tony to review once provided with copy</li> </ul>

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	<ul style="list-style-type: none"> <li>• Jim; Discussed with Brad Buck and Dr. Yamanaka – suggested reporting behaviors only rather than the disease/condition. Anything else is contravenes FOI.</li> <li>• Wanting to focus on awareness of universal precautions in order to protect staff.</li> <li>• Brad Buck to discuss with Worksafe BC</li> <li>• Tony; WCB was very clear that air-borne mode of transmission is to be put as an MIS “alert.”</li> <li>• Procedures will be needed to review alerts to avoid further dilution of effectiveness of alert system.</li> <li>• Edna; One of the four basic rights of OHS is “workers have the right to know.”</li> <li>• Jim; Anyone that has access to the Alert client system can see this alert for communicable diseases. HQ staff do not require to know about a client’s communicable diseases and some do access MIS.</li> <li>• Both parties agreed to come back with respective legal opinions for further discussion.</li> </ul>		<p>Jim to obtain legal opinion from Leg &amp; Legal Services</p> <p>Tony to obtain legal opinion from BCGEU</p>
3.	<p>Program Manual</p> <ul style="list-style-type: none"> <li>• Jim. s.22, no updates done. Suggested to stop using manual and to use PSA website.</li> </ul>		<ul style="list-style-type: none"> <li>• Barb and Edna will review manual vs PSA website to determine validity of MHSD manual and will report back.</li> </ul>

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4.	Forms	<ul style="list-style-type: none"> <li>Edna. WHA working group have been working on new forms and BCGEU has not been involved (Joint OHS)</li> <li>Scott; OHS working group has been dissolved.</li> </ul>		<ul style="list-style-type: none"> <li>Scott and Jim will ensure OHDM and WHA are aware of "joint OHS" when OHS changes are suggested.</li> </ul>
5.	Ergo Assessment un-actioned items	<ul style="list-style-type: none"> <li>Jim recalls discussing the urgency of ergo requirements and un-actioned items with WHAs and OHDMs. Jim is asking for specific examples of un-actioned items to move forward.</li> </ul>		<ul style="list-style-type: none"> <li>Edna and Barb will forward to Jim, individual staff's un-actioned items to work through.</li> <li>For future un-actioned items please email Jim for support.</li> </ul>
6.	Training Request	<ul style="list-style-type: none"> <li>Joint Accident Investigation Training continues.</li> <li>HR Solutions offers training for "in-house" debriefer which is usually (but not limited to) the supervisor.</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
7.	Targeted Threat Assessment	<ul style="list-style-type: none"> <li></li> </ul>		<ul style="list-style-type: none"> <li>Jim to invite Richard Golob, BCPSA OHS Specialist, to next meeting, relating to "new tools."</li> </ul>

#### AGENDA ITEMS:

1.	Pandemic	<ul style="list-style-type: none"> <li>Pandemic is no longer required as a Standing Agenda Item. No discussion.</li> </ul>		
2.	IRT	<ul style="list-style-type: none"> <li>Jim; 276 IRT incidents reported for Quarter 2.</li> </ul>		<ul style="list-style-type: none"> <li>IRT analysis in</li> </ul>

		<ul style="list-style-type: none"> <li>• agreement to request approval from Article 29 to do an analysis of IRT trends/patterns and recommend positive ways to mitigate incidents.</li> <li>• Matt mentioning that staff are saying “they’re too busy to complete an IRT.”</li> <li>• Jeanette stating employer state the importance.</li> <li>• Jeanette mentioned phone training has been done for RSD recently.</li> </ul>		principal to be taken to Art. 29.
3.	Sani-Wipes for counter tops	<ul style="list-style-type: none"> <li>• Barb/Edna; Cavi-Wipes are the only cleaning product available from Product Distribution Centre</li> <li>• Concern expressed regarding caustic attributes of this product</li> </ul>		<ul style="list-style-type: none"> <li>• Jim to explore alternative options with facilities.</li> <li>• Jim will invite facilities to be a guest at our next meeting to answer office questions (kitchen, etc.).</li> </ul>
4.	Outreach Worker	<ul style="list-style-type: none"> <li>• Barb; Outside agencies in Nanaimo, do not necessarily have the same OHS policies as HSD</li> <li>• Barb; Outreach seems to be growing. Risk assessments not completed for outreach workers.</li> <li>• Jeanette; region 1 Policy that outreach workers always go in pairs when seeing client alone. They can transport clients in personal vehicle and/or government worker in pairs.</li> <li>• Barb; Nanaimo outreach worker is using personal vehicles due to a government vehicle not being available.</li> <li>• Jim; reference a policy document which was sent to supervisors</li> <li>• Jeanette identified the integration manager responsible for outreach workers for the province.</li> </ul>		<ul style="list-style-type: none"> <li>• Barb and Edna will prepare a list of safety questions relating to outreach workers that will be passed to Tony and Jim.</li> <li>• Tony and Jim will then coordinate with Raymond Fieltsch to get answers regarding Outreach workers</li> </ul>

		<ul style="list-style-type: none"> <li>Jeanette states Victoria has procedures for monitoring where, when, etc. their outreach workers are at all times (via cell phone, sign-in board, calendar, etc.).</li> </ul>		
5.	Ergo Assessments	<ul style="list-style-type: none"> <li>Discussion of “how ergo assessments are done,” are virtual assessments valid?”</li> <li>Discussion around validity of ergo assessments done solely by excluded (though trained) assessors.</li> </ul>		<ul style="list-style-type: none"> <li>Jim will get a list of assessors from PSA.</li> <li>Barb will give “the role of the assessor,” from Joint Ergo training, to Jim.</li> <li>Edna will research “Virtual assessments” with Martina Smith and report back.</li> <li>Barb will research and report on “can excluded staff do assessments alone?”</li> </ul>
6.	Annual Flu Shot	<ul style="list-style-type: none"> <li>Government clinics are scheduled for Fall 2010</li> </ul>		

Next Meeting:

November 25, 2010