



AMHSA
Health | Safety | Environment

Alberta Cities Safety Councils Meeting

May 28, 2024

Facilitator: Shannon Thomas, AMHSA Program Evaluation Manager

10:00 am – 3:00 pm

Hybrid, hosted in Red Deer

Training & Education
Offer training and education to help improve your knowledge and skills.



Strategic Partnerships
Develop strategic partnerships and build your network.



Business Solutions
Apply business solutions to help you grow your business.



Advocacy & Representation
Represent your community and advocate for its needs.




Certifications
Obtain certifications that validate your skills and knowledge.



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ACSC May 28, 2024




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Housekeeping

- In person – Bev
- Virtual – Carla

Introductions



V A L U E

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Alberta Cities Safety Council May 28

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V A L U E

Agenda

10:00 - 10:10	Call to order, virtual housekeeping, introductions
10:10 - 10:20	Health and Safety Moment – Bev Glass, City of Red Deer
10:20 - 10:35	WCB Update – Sanjeev Bhagrath
10:35 - 10:50	Partnerships Update – Katherine Foster
10:50 - 11:00	Coffee Break
11:00 - 11:45	<i>Guest speaker:</i> Charlene Eggli, Millard Health
11:45 - 12:45	Lunch Break
12:45 - 1:00	AMHSA Auditing Update – Shannon Thomas
1:00 - 1:30	AMHSA Update – Juliet Goodwin
1:30 - 1:45	Coffee Break
1:45 - 3:00	Member Roundtable - incidents, innovations, audits, claims, trends, etc.
3:00	Next Meeting Discussion and Adjournment

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City of Red Deer Internal Health and Safety Audit Results Implementation

May 2024



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About our Municipality

- 25 Departments
- 31 Sites
- 1600 Employees

- 10 AMHSA Auditors
- Audit Duration 2 weeks



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Information Distributed on Results

- Organizational Audit Report and Executive Summary
- Corporate Meeting to review results
- Individual Section Action Logs generated based on audit findings



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Individual Action Logs

Internal Health and Safety Audit Action Log 2022

Division/Dept/Location: Community Services/Parks & Public Works/Roads

Manager Signature upon review of document:

Date:

#	Audit Question	Section Score:	Recommendations/Comments:	Assigned To	Date Corrected & Action taken	Supervisor Signature/Initials
1.01	Is there a written Health and Safety Policy signed by the current senior manager?	5/5	The policy must be signed by the current senior manager.	No action required	No action required	No action required
1.02	Is the Health and Safety policy readily available to employees?	5/5	The policy must be on bulletin boards available for all employees to view.	No action required	No action required	No action required
1.03	Is the health and safety policy communicated to employees?	5/5	Supervisors and managers must be able to describe how they ensure that the policy is communicated employees. Methods could be discuss at a health and safety meeting as a standing agenda item.	No action required	No action required	No action required
1.04	Are employees aware of the health and safety policy's content?	4/5	All employees are to describe the key points in the policy. Discuss as a standing agenda item for health and safety. The policy should be reviewed with all employees at least annually through safety meetings, e-mails, or communication books.	No action required	No action required	No action required
1.05	Have specific health and safety responsibilities been written for all levels?	6/10	Specific health and safety responsibilities are within job descriptions. Ensure all current job descriptions for each position are in the health and safety binder.			
1.06	Do employees understand their individual OHS rights, company assigned health and safety responsibilities, and	14/15	Employees to understand their own responsibilities such as reporting incidents, right to know, right to participate, right to refuse dangerous work, following safe work	No action required	No action required	No action required

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Information Distributed on Results

Sharing information about the audit, as well as providing a weekly challenge associated with the outcomes for a 10-week duration with a quiz at the end and entry for a prize for quiz completion.

1 element per week



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Department Support

Drop-in Sessions for department support and questions to be answered to support them in the completion of the action items over the 10-week period



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Information



HEALTH + SAFETY AUDIT RESULTS



WEEK 1

MANAGEMENT LEADERSHIP & ORGANIZATIONAL COMMITMENT

Management Leadership & Organizational Commitment is the essential foundation for a successful occupational health and safety management system. Management and employees working cooperatively together is required for a health and safety system to succeed. As part of our commitment to health and safety, we have a Corporate Health & Safety Policy to:

- 1 PROTECT**
and ensure the safety and health of all workers and the public in the City's operations.
- 2 PREVENT**
the loss of human and financial resources, productivity, and material that occur as a result of incidents or injuries from unsafe acts or unsafe working conditions.
- 3 COMPLY**
with the Occupational Health and Safety Act, Code, and Regulation of Alberta.

DID YOU KNOW?

WORKERS HAVE THE RIGHT TO:

- KNOW** what the hazards are in the work place
- PARTICIPATE** in health and safety discussions
- REFUSE** dangerous work

WHAT WE LEARNED

During our 2021 Health & Safety Audit, we reviewed both the Management and Leadership & Organizational Commitment element, here's what we're doing well at, and areas that need improvement.

94%

Leadership understands their responsibility, leadership set out clear expectations, set staff up for success which helps create a safe work environment and a strong health and safety culture. Employees are provided with resources needed to manage health and safety.

6%

Review policy at least annually with all employees to create awareness and understanding of the policy, guiding principles, and commitment to health and safety. Better understanding of workers rights for all City staff. Documentation needs to reflect that management participates in meetings where health and safety is discussed.

WEEKLY CHALLENGE

In your next section or department meeting:

Chat about where you can find the health and safety documents.

Ensure meeting minutes have documented that management has participated in meetings where health and safety are discussed.

Set up a time you can review the policy annually.

Talk through the three worker rights.

Resource:
2021-22 Occupational Health & Safety Audit



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Information

HEALTH + SAFETY AUDIT RESULTS

WEEK 3

HAZARD CONTROL

What have we got up next to eliminate any and all hazards, but often we can't, we implement controls to reduce the hazard risk. There are three methods of control:

- 1 ENGINEERING**
(e.g. safety barriers, guard rails, isolation around barriers, etc.)
- 2 ADMINISTRATIVE**
(e.g. work order and permit procedures, job rotation, training, etc.)
- 3 PERSONAL PROTECTIVE EQUIPMENT**
(e.g. work protection, hearing protection, gloves, the hard hat, etc.)

WHAT WE LEARNED

During our 2022 Health & Safety Audit, we reviewed 910 on the Hazard Control element where other cities doing well at, and areas that need improvement:

97%

Changes in hazard pictures and communication methods implemented by employees are being established in practice.

3%

All employees need to have a clear understanding of the Violence and Intervention Prevention Plans. All employees are encouraged to take the Peace in the Workplace training offered through our Training Calendar.

DROP-IN ACTION LOG SESSIONS

We will also be having drop-in sessions for those who would like assistance in completing their work order or the Peace in the Workplace. No registration required, just drop-in during one of the times below:

- Thursday, April 20, 2023 from 9 a.m. - 12 p.m. - Regent Square City Hall
- Wednesday, May 3, 2023 from 9 a.m. - 12 p.m. - Board Room, City of Red Deer Community Centre
- Wednesday, May 10, 2023 from 9 a.m. - 4 p.m. - Main Room, Invermay School
- May 16, 2023 from 1 - 4 p.m. - Red Deer Senior Living Room, Colours Centre

WEEKLY CHALLENGE

📅

As your next staff meeting, familiarize yourself with our Workplace Violence Policy and our Workplace Violence - Prevention & Mitigation Procedure. Talk through each of these documents with your team.

📁

Ensure you have our Peace in the Workplace training. If you don't have this training yet, register for one of the many dates it's offered (course info and training dates are available in our Training Calendar).

Resources
2023 CA Workplace Violence Policy, 2023 CA Workplace Violence - Prevention & Mitigation Procedure

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Information

HEALTH + SAFETY AUDIT RESULTS

WEEK 10

SYSTEM ADMINISTRATION

Did you know that The City provides an evaluation of the overall effectiveness of the occupational health and safety management system? Element 10 of our Health and Safety Management System provides corporate stats, our Health and Safety Audit report as well as department health and safety action logs.

WHAT WE LEARNED

During our 2022 Health & Safety Audit, we reviewed 960 on the System Administration element where other cities doing well at, and areas that need improvement:

96%

Continue to annually evaluate the Occupational Health and Safety Management System audit and action plans.

4%

Communicate results from the Occupational Health and Safety Management System evaluation to staff using health and safety meetings, emails, TADA meetings and bulletin board posts.

DAILY CHALLENGE

We challenge you to keep the Health and Safety of you, all employees, and everyone who sets foot on City property at the top of your mind each and every day.

Remember, safety isn't expensive, it's priceless!

WEEKLY CHALLENGE

📅

Explore Element 10 - System Administration in the Safety Binder on The Bridge.

🔍

Find out how your department is doing by looking at the most recent Health and Safety stats and audit.

📅

Prepare for the 2023 External Health and Safety Audit dates are TBD. More information will be coming your way in the summer.

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Outcomes

- Less overwhelming
- Emphasised ongoing commitments
- Engaging



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....Questions?



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Workers' Compensation Board – Alberta

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Workers' Compensation Board – Alberta

When an injury happens at work, we're here to help every step of the way.

Sanjeev Bhagrath
 Worker's Compensation Board
 Industry Specialist
 May 2024 Update

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WCB Update May 2024

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Workers' Compensation Board – Alberta

When an injury happens at work, we're here to help every step of the way.

Introduction to Disability Management and Occupational Health and Safety (OHS)

Register to join us Tuesday, May 28 9 to 10:30 a.m. for an informative online session in partnership with WCB-Alberta and OHS. This seminar is tailored for:

- New employers
- Small to medium-sized employers
- Employers who have recently expanded their operations
- Employers with a relatively new prevention/disability management program

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What to expect:

- OHS speakers: Learn about the importance of safeguarding both the physical and mental well-being of your workers. Discover preventive measures, regulations, and training to minimize workplace hazards, injuries, and illnesses.
- WCB insights: Explore effective disability management practices to support your workers. Discover available resources for building robust return-to-work plans, ensuring injured workers can safely resume their duties.

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Cognitive psychosocial analysis

We have introduced a [cognitive-psychosocial job demands analysis](#) to gather the cognitive, psychological and social components of the specific roles in your organization.

It is an important tool to help understand the demands of the various roles in your organization. This form helps us assess how your employee's cognitive and psychosocial abilities and barriers may impact their well-being, safety, and ability to work. With this information we can develop a plan to mitigate these impacts and support the best possible return-to-work outcomes for your employees.

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Consultation and updates

Consultation is now open on the following topic:

Policy 04-04 - definition of permanent total disability | We are consulting with the public to define fair and balanced parameters for determining additional catastrophic injuries or injury outcomes, not included in s.43(2) of the *Workers' Compensation Act*, that would entitle eligible workers to receive lifetime permanent total disability benefits.

[Review our draft policy and provide your feedback.](#) Consultation closes July 8, 2024.

We post new feedback opportunities regularly as we work through our [annual project plan](#).

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Seminars and workshops

Seminar dates are now available until the end of June. [Register](#) for a date and time that works for you.

- Employer information seminar
- Return to work (modified work) seminar
- Fit-for-work dashboard seminar
- Training on the job information session
- Action planning seminar
- Appeals system seminar
- Psychological injuries in the workplace

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Millard Treatment Center Workshops

[Register](#) for Millard's spring and fall workshops:

- Cognitive-psychosocial job demands analysis workshop
- Industrial ergonomics workshop
- Modified duties workshop
- Office ergonomics workshop
- Physical demands analysis workshop

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Fit-for-work dashboard

The fit-for-work dashboard provides you with the information you need to collaborate and confirm modified work opportunities.

Employers with myWCB Clams Administrator role access can view the dashboard right from myWCB.

- Go to www.wcb.ab.ca and log on with your UserID and password.
- Go to the **My Claims and Costs** tab and click on the **Request Claim and Premium Reports** link.
- Select **Fit for Work**.

[Register](#) for one of our upcoming 45-minute seminars to learn more and become familiar with the dashboard's features and functions

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Help someone start a new career

WCB's [training-on-the-job \(TOJ\) program](#) is designed to help people who are no longer able to go back to their regular job and employer. The worker develops skills and gains work experience, and we support employers with wage subsidy, training costs and accident protection.

Email TOJ@wcb.ab.ca or call 1-866-498-4694 to learn how to get started with a TOJ.

See Seminars and Workshops to register for a 30-minute Training on the Job information session.

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Worksight

Worksight is our digital magazine that provides Alberta employers with timely information about workers' compensation topics and support available for injured workers. Each issue is emailed directly to all employers with a WCB account.

[View the latest edition](#) and [subscribe](#) today to start receiving *Worksight*.

WCB invites you to [send in your story ideas and inquiries](#).

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Further Questions for Industry Support?

Employers north of Red Deer

Sanjeev Bhagrath, 780-498-4748, sanjeev.bhagrath@wcb.ab.ca

Employers in Red Deer and Southern Alberta

Shauna-Lee Green, 403-517-6094, shauna-lee.green@wcb.ab.ca

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Partnerships Update

for the Alberta Cities Safety Council Meeting

Katherine Foster, Partnership Consultant - Partnerships in Injury Reduction
May 28, 2024

Alberta

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Workforce Covered Under COR

Year	Total Estimated Number of Workers Reported to WCB	Estimated Number of Workers Under COR	Percentage of Workforce Under COR
2020	1,920,271	717,912	37.4%
2021	1,806,697	731,822	40.5%
2022	1,911,798	761,797	39.9%
2023	2,009,797	749,316	37.3%

Source: WCB Alberta, May 2024

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COR Holder Performance

Loss ratios compare the claim costs of a group of employers to the WCB premium they pay.

- On average, COR holders as a group, out-perform non-COR holders by 29.6% as measured by comparing loss ratios
 - Average % from 2018 - 2022

Source WCB Alberta, May 2023

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COR Audit Plan

- COR Auditing has returned to normal – three audit techniques are again required for audits (documentation, interview and observation)
- Use of remote documentation review, on-line video interviews will continue
- Use of remote observations may be allowed, but must be authorized by the Certifying Partner in advance

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Key Changes to the COR Audit Criteria

- Partnerships Standards recently updated:
 - 1.1 Certification and Maintenance Audits
 - 1.5 Action Plans
 - 2.2 Audit Quality Reviews
 - 2.5 Action Plans Quality Assurance Review
 - Appendix D Action Plan Guidelines, Templates and Examples
 - Appendix K1 Partnership Regular COR Audit – QA Review Form
 - Appendix K2 Partnerships QA Form Guidelines
 - Appendix Y1 Partnerships SECOR QA Audit - Review Form for External Auditors

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COR Modernization

- The department conducted an extensive review of the COR Program in 2018.
- Overall theme that COR plays a valuable role in workplace health and safety in Alberta, but needs to be modernized.
- Key objective for modernization is to replace the current COR audits with a new design called Complexity Based and Scalable Audit Instrument (CBSA)

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CBSA – Key Features

- Retain the proven feature of the current COR audits, including:
 - use an audit instrument and provide guidelines for each question;
 - use of three audit validation techniques: documentation, interview and observation;
 - retain the interview and worksite sampling tables;
 - provide an audit scoring system
- Ensure the CBSA is accessible to internal and peer auditors
- Adopt the Plan–Do–Check–Act cycle as used in ISO 45001

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Complexity

- **Employer Complexity** – 5 factors
 - number of workers
 - number of sites
 - number of industry codes assigned
 - industry risk (based on claims and cost)
 - operating environment (degree of employer control over the worksite)

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Plan – Do – Check – Act Cycle

- **Plan:** establish the objectives and processes necessary to deliver results in accordance with the organization's health and safety policy
- **Do:** implement and operate the system as planned
- **Check:** monitor and measure the performance of the system and report results.
- **Act:** take action to continually improve system performance

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CBSA Proposed Timeline

- **Phase One** – Prototype
 - Develop the CBSA content criteria and CBSA instrument prototype
- **Phase Two** – Decision (October 2024 to December 2025)
 - Pilot the CBSA prototype and evaluate the results
 - Engagement sessions with employers and auditors regarding the prototype
 - Decision whether to adopt
- **Phase Three** – Potential Implementation (January 2026 - TBD)
 - Create electronic audit tool
 - Develop CBSA Standards, Auditor & Employer Training
 - Develop Implementation plan in conjunction with CPs

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On-Site Audit Reviews (OSAR)

- Review verifies the processes of the external auditor
- Does not impact organization's original audit score
- OSARs return to being On Site for 2024

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OHS Resource Portal

ohs-pubstore.labour.alberta.ca

- Best practices and tool kits,
- Bulletins and fact sheets
- Posters, postcards and infographics
- Webinars and eLearning programs

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New translations now available:

- Asbestos exposure in demolition and renovation: [Spanish](#)
- Do you know how to refuse dangerous work? (poster): [Arabic](#), [Chinese \(simplified\)](#), [Chinese \(traditional\)](#), [Punjabi](#), [Spanish](#)
- Harassment and violence in the workplace: [Arabic](#), [Chinese \(simplified\)](#), [Chinese \(traditional\)](#), [Punjabi](#), [Spanish](#)
- Right to refuse dangerous work: [Arabic](#), [Chinese \(simplified\)](#), [Chinese \(traditional\)](#), [Punjabi](#), [Spanish](#)

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New OHS Publications

Recently updated publications:

[Emergency response planning: an occupational health and safety tool kit](#)

[Health and safety on Alberta farms and ranches](#)

[Incident reporting and investigation](#)

[Guide to OHS: Employers](#)

[Occupational health and safety starter kit](#)

[Report workplace health and safety incidents \(poster\)](#)

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Searchable Legislation

- Occupational Health and Safety Act, Regulations, and Code
- View, download, email, print and manage specific sections or entire parts of the OHS legislation

Filter: Keywords:

Results 1 to 10 of 119 for hazard

[Table 1 Low hazard work](#)
 "Low hazard work" means work at (a) administrative sites where the work performed is clerical or administrative in nature; (b) dispersal sites ...
 Occupational Health and Safety Code

[Table 2 High hazard work](#)
 "High hazard work" means work involving (a) construction or demolition, including (i) industrial and commercial process facilities, ...
 Occupational Health and Safety Code

[Part 2 Hazard Assessment, Elimination and Control](#)
 An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.
 Occupational Health and Safety Code

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Upcoming live webinars on employment standards

- Temporary Foreign Worker Advisory Office – TFW & Employer Rights and Responsibilities: Wednesday, May 29 (1:30 p.m.)
- Employment Standards in Alberta – Wages and Overtime: Tuesday, June 11 (1:30 p.m.)
- Temporary Foreign Worker Advisory Office – TFW & Employer Rights and Responsibilities: Tuesday, June 18 (1:30 p.m.)

For more information, or to register for one of the sessions, please [visit alberta.ca/employment-standards-webinars.aspx](https://alberta.ca/employment-standards-webinars.aspx). To book a presentation for your company or organization, please email EOP.Presentations@gov.ab.ca.

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Key Dates in June

- **June:** Men's Mental Health Month (Prevention Initiative focus: PSH)
- **June:** National Indigenous History Month
- **June 1:** National Day to Promote Health and Fitness for all Canadians
- **June 20:** World Refugee Day (Prevention Initiative focus: New to Canada workers)
- **June 21:** National Indigenous People's Day (Prevention Initiative focus: Indigenous workers)

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Key Dates in June – Con't

- **June 21:** Treaty No 8 Recognition Day (Prevention Initiative focus: Indigenous workers)
- **June 23:** Business Link Day
- **June 27:** PTSD Awareness Day (Prevention Initiative focus: PSH)
- **June 27:** Canadian Multiculturalism Day (Prevention Initiative focus: New to Canada workers, PSH)

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Questions?



Katherine.Foster@gov.ab.ca

Alberta

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COFFEE BREAK

Aquatic Health & Safety Awareness

Register Now for Upcoming Injury Prevention Webinars

amhsa.net/aquaticsafety/

V
A
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Rural First Responder Mental Health

Free PTSI Prevention Training and Resources

Psychological Health & Safety e-Learning Certificate Program for Leaders and Employees

▶ Start Your PHS Credentials Journey with Credly Digital Badges!

AMHSA Discussion Forums

Join the Conversation www.forum.amhsa.net

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Introduction to Cognitive Psychosocial Job Demands Analysis (CP JDA)

Millard Health

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We acknowledge the Treaty 6, 7 and 8 territories-traditional land of First Nations, Inuit, and Métis people whose footsteps have marked this land for time immemorial.

INDIGENOUS LAND USE ACKNOWLEDGEMENT



April 8, 2024 | CP JDA

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How/Why was the Cognitive Psychosocial JDA tool developed?

- Response to increase in these types of injuries
- Consultation with psychologists and occupational therapists
- 13 cognitive job demands most relevant to RTW planning were selected
- A three-point scale (low, moderate, high demand) with definitions for each task was included
- Created in conjunction with a cognitive psychosocial evaluation to assess and compare abilities with job demands



May 27, 2024 | CP JDA

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How do I complete the Cognitive Psychosocial JDA?

- Through the Workers' Compensation Board - Alberta website:

[C1447.pdf \(wcb.ab.ca\)](https://wcb.ab.ca/C1447.pdf)

- Fillable CP JDA form on the Alberta Municipal Health and Safety Association (AMHSA) website:

[Cognitive-Psychosocial_JDA_fillable.pdf \(amhsa.net\)](https://amhsa.net/Cognitive-Psychosocial_JDA_fillable.pdf)



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What is a Cognitive Psychosocial Job Demands Analysis? (CP JDA)

- An objective analysis of the essential cognitive and psychosocial components of a job
- Outlines potential workplace and work task accommodations to assist with return-to-work planning after a cognitive or psychosocial injury



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Cognitive and Psychosocial Demands

- Cognitive demands refer to tasks that require thinking, information processing, learning, imagining, and anticipating
- Psychosocial demands include both psychological and social aspects of work such as mental, emotional, work environment, and social interaction.



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Types of Injuries?

- Concussion injuries (mild to moderate TBI)
 - Often cause cognitive deficits in one or more realms
 - CP JDA identifies important cognitive demands that may need to be initially avoided or worked on with treatment
 - Will identify safety-sensitive tasks that should be avoided while recovering
 - Help to identify appropriate modified work



April 8, 2024 | CP JDA



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Types of Injuries?

- Psychological or Psychosocial injuries
 - May be diagnosed after exposure to trauma (PTSD)
 - Assault, MVA's, witnessing an accident, first responders
 - May result in acute stress reactions related to identified triggers (ie. noise, emergency lights, equipment, vehicles)
 - May result in interpersonal or situational issues
 - Unable to work with certain populations, specific colleagues, or in specific environments



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What is in it for you, the employer?

- Tool to help capture cognitive and psychological job demands and modified work opportunities to keep workers attached to the workplace whenever possible
- Reduce time loss claims and keep workers at work
- Capitalize on worker strengths, experience, and abilities
- Easier to transition a worker back to full duties if they are at work performing suitable modified duties



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How do treatment providers use the tool?

- Review the tool with the worker to confirm job demands and obtain consensus
- Assess different domains to determine deficits, guide treatment, and identify safety concerns
- Identify suitable parts of the job or modified work opportunities
- Determine need for further evaluation



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How do I complete the Cognitive Psychosocial JDA?

wcb Workers' Compensation Board - Alberta
P.O. BOX 2415
EDMONTON, AB T5J 2S5
FAX: 780-427-5863
1-800-661-1993

C1447 Cognitive-Psychosocial Job Demand Analysis

Employer

Worker's Surname:		First Name:		Initial:		Claim Number:	
Job Title:		Hours per shift:		Shifts per week/shift rotation:			
Company Name:				Completed by:			
Employer Contact:				Phone Number:			

Tasks	Job Demand Intensity	Job Demand Frequency	Comments (brief description of job tasks)
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How do I complete the Cognitive Psychosocial JDA?

- Start at page 5 with:
 - Describe a typical workday or brief job description (1-2 sentences)
 - Include hours per shift and work schedule
 - Information will likely come from an employer who knows the job or by interview with the worker or someone who also does the same job
 - Can be general or more specific – again can be clarified if needed



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How do I complete the Cognitive Psychosocial JDA?

Client Name: Claim #:

Describe a typical work day.

How long has this been your typical work day? years months

List primary job duties/responsibilities?



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CE1

How do I complete the Cognitive Psychosocial JDA?

Describe a typical work day.

Responsible for support and implementation of actions at the direction of an officer. These may include medical first aid, fire suppression, fire prevention, hazardous materials containment, critical decision making, and operating emergency vehicles. 75% of calls are medical versus fire. Shifts 4 on – 4 off, alternating 10-hour day/night shifts.

How long has this been your typical work day? years months

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CE0

How do I complete the Cognitive Psychosocial JDA?

- List primary job duties/responsibilities
 - Capture essential job demands
 - Point form is great
 - General statements made may generate more specific questions at a later date

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Slide 59

CE0 Replace fly-in info with new job [@Megan Anderson]
Charlene Eggli, 2024-03-15T15:36:17.551

CE0 0 [@Svetlo Rumenov]
Charlene Eggli, 2024-03-15T15:36:35.562

CE1 [@Megan Anderson] [@Svetlo Rumenov] Add fly-ins for primary
job duties/responsibilities
Charlene Eggli, 2024-03-15T15:49:39.103

Slide 60

CE0 [@Charlene Eggli] hide this slide if the previous one is changed
Charlene Eggli, 2024-03-15T15:50:48.370

CEO

How do I complete the Cognitive Psychosocial JDA?

List primary job duties/responsibilities?

- Tolerate extreme fluctuations in temperature while performing duties
- Wear protective clothing that weighs up to 60-65 lbs.
- Handle items (equipment, stretchers, etc.) that weigh more than 100 lbs.
- Locate addresses
- Deliver pre-hospital emergency medical care
- Apply firefighting and rescue techniques
- Operate emergency service vehicles and equipment
- Provide education on fire prevention and alarm operation
- Complete fire prevention inspections



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How do I complete the Cognitive Psychosocial JDA?

- Go to start of form now – go through each section
- Select an intensity rating for each task (low, moderate, or high). Definitions are included for each task
- Select a frequency required for the task
- Include comment of brief description of job tasks – think about the job demands you just outlined



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Slide 61

CEO See comments on slide 15 for this slide [@Megan Anderson]
[@Svetlo Rumenov]
Charlene Eggli, 2024-03-15T15:51:27.766

MPO 0 ??? Should this slide be hid? I believe it is now replaced with slide
16.
Meghan Parrott, 2024-04-02T21:28:02.660

MA0 1 Volume of text is hard to read on slide 15 so I kept this slide
Megan Anderson, 2024-04-04T20:53:05.063

A word about Frequency:

- Often the most variable person to person
 - That's ok, no right or wrong answers
 - Sometimes just depends on the day
- It's not written in stone – can be adjusted or clarified
- Think of how much of the entire workday may require that task
 - It may not be required some days, and a lot on other days
- See frequency table



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Frequency Key

Frequency	% of workday	Duration of a 4-hour workday	Duration of an 8-hour workday	Duration of a 12-hour workday
Not Required (N/R)	0%	0	0	0
Rare	1 - 5%	1 to 12 minutes	< 25 minutes per day	1 to 36 minutes per day
Occasional	6 - 33%	13 minutes to 1 hour 19 minutes per day	25 minutes to 2 hours 40 minutes per day	37 minutes to 3 hours 58 minutes per day
Frequent	34 - 66%	1 hour 20 minutes to 2 hours 38 minutes per day	2 hours 41 minutes to 5.5 hours per day	3 hours 59 minutes to 7 hours 55 minutes per day
Constant	67 - 100%	2 hours 39 minutes to 4 hours per day	5.51 hours to 8 hours per day	7 hours 56 minutes to 12 hours per day
Not Daily	Tasks not required on a daily basis	N/A	N/A	N/A

Source: Workers' Compensation Board – Alberta Recommendations



May 27, 2024 | CP JDA

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Examples



April 8, 2024 | CP JDA



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CEO

Example Job – Firefighter/Paramedic

Attention to Detail The ability to perform work tasks that require significant attention or understanding.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Minimal attention or concentration is required and this is not at an intense level. Errors made would not create serious difficulty. <input type="checkbox"/> Moderate Demand – Significant attention or concentration is required for many tasks. Errors made would not impact safety of others. <input checked="" type="checkbox"/> High Demand – Intense level of attention or concentration is required. Errors made would have detrimental consequences (e.g. safety of others).	<input type="checkbox"/> Not Required <input type="checkbox"/> Rare <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant <input type="checkbox"/> Not Daily	- Emergency response. - Writing reports with timelines attached.
--	--	--	---

April 8, 2024 | CP JDA



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66

Slide 66

CEO Substitute fly-in info for firefighter/para job as described in comments [@Megan Anderson] [@Svetlo Rumenov]
Charlene Eggli, 2024-03-15T16:19:41.352

MPO 0 Done-but I'm concerned that the checkmarks aren't bold enough?
What do you guys think?
Meghan Parrott, 2024-04-02T21:36:38.568

MA0 1 Made bolder!
Megan Anderson, 2024-04-04T20:57:15.330

CEO

Example Job – Firefighter/Paramedic

Mental Endurance The ability to effectively perform work tasks for a long period of time with little opportunity for breaks due to the nature of the work being performed. This also includes the ability to work regular, rotating, overnight or on-call shifts.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Ability to take regular breaks throughout the work day and most often work shift ends at consistent time. <input type="checkbox"/> Moderate Demand – May need to move breaks around working extended periods of time without stopping and/or often need to work over time. <input checked="" type="checkbox"/> High Demand – Not able to take breaks at regular intervals, working non-stop for extended periods of time and/or performing overnight or on-call shifts.	<input type="checkbox"/> Not Required <input type="checkbox"/> Rare <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> Constant <input type="checkbox"/> Not Daily	Depends on frequency and intensity of calls. It will range from “Not Daily” up to “Constant.”
---	--	--	---

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CEO

Example Job – Firefighter/Paramedic

Attention to Detail The ability to perform work tasks that require significant attention or understanding.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Minimal attention or concentration is required and this is not at an intense level. Errors made would not create serious difficulty. <input type="checkbox"/> Moderate Demand – Significant attention or concentration is required for many tasks. Errors made would not impact safety of others. <input checked="" type="checkbox"/> High Demand – Intense level of attention or concentration is required. Errors made would have detrimental consequences (e.g. safety of others).	<input type="checkbox"/> Not Required <input type="checkbox"/> Rare <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant <input type="checkbox"/> Not Daily	- Emergency response. - Writing reports with timelines attached.
--	--	--	---

April 8, 2024 | CP JDA



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Slide 67

CEO [@Megan Anderson] [@Svetlo Rumenov] this whole slide needs to be changed to Mental Endurance. See comments for details
Charlene Eggli, 2024-03-15T16:22:46.405

MA0 0 Done
Megan Anderson, 2024-04-05T00:21:04.645

Slide 68

CEO Substitute fly-in info for firefighter/para job as described in comments [@Megan Anderson] [@Svetlo Rumenov]
Charlene Eggli, 2024-03-15T16:19:41.352

MPO 0 Done-but I'm concerned that the checkmarks aren't bold enough?
What do you guys think?
Meghan Parrott, 2024-04-02T21:36:38.568

MA0 1 Made bolder!
Megan Anderson, 2024-04-04T20:57:15.330

Short term memory and recall- Transit Driver

Short term memory and recall The ability to recall and retrieve, on demand, information that has been previously learned.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Minimal need to remember and recall information that is applied to work tasks and/or there are clear processes/instructions available to carry out work tasks.	<input type="checkbox"/> Not Required <input type="checkbox"/> Rare <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant <input type="checkbox"/> Not Daily	<ul style="list-style-type: none"> Route information while driving Giving route information to patrons Schedules and timing points How to go through a pre/post trip inspection
	<input checked="" type="checkbox"/> Moderate Demand – Recall information that is harder to remember because it is not often used or there are time constraints within which to recall the information. <input type="checkbox"/> High Demand – Recall many different pieces of detailed information and/or sequences which may have to be recalled in demanding situations (e.g. tight timeline pressures or being out of control).		



October 26, 2023 | CP JDA

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Workplace Accommodations:

- On page 5

Should the worker have limitations, what accommodations are available by the employer?
 (Please check off all that apply.)

Workplace Accommodations:

☐ No safety sensitive work (Example: working at heights, working with/around machinery, driving):
☐ Modify work environment (Example: minimal noise/distractibility, absence of psychological triggers – locations, sounds, smells; buildings, units)
☐ Modify work location (Example: buildings, units)
☐ No work with specific populations (Example: children, unhoused, distressed people, human suffering):
☐ No work with specific colleagues
☐ Other (Specify):



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Work Task Accommodations:

Work Task Accommodations:

- ☐ Modify work days/hours (Example: day/night shift, on-call work, work rotation):
- ☐ Modify scheduled rest breaks (duration and/or frequency)
- ☐ Partnered/supervised work
- ☐ Monitoring and feedback provided for safety sensitive and/or decision critical tasks
- ☐ Self-pacing of work tasks
- ☐ Alternate work tasks (Specify):
- ☐ Reduced caseload/work volume (i.e. gradual increase in level of responsibility)
- ☐ Use of external aids
(Example: checklists for complex tasks, written notes, calendar, reference materials/manuals, audible timer, etc.)
- ☐ No/minimal time sensitive work
- ☐ No direct supervision of others (if applicable)
- ☐ Provision of relevant online courses/re-certifications
(Example: CPR, First Aid, WHMIS, fork lift training, effective de-escalation techniques, non-violent crisis intervention, physical restraining training)
- ☐ Assigned to only independent work tasks
- ☐ Written communication only
- ☐ Other (Specify):



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Safety-Sensitive, Risk-Sensitive, and/or Decision-Critical

- On page 6

Is the date of accident position considered *safety-sensitive and/or *risk sensitive and/or *decision critical?

☐ Yes ☐ No (If yes, please check off all relevant job tasks that apply)

☐ ***Safety sensitive** – a lapse in memory, attention/concentration, or problem solving that may impact safety of oneself and/or safety of others i.e., a performance error results in a high likelihood of direct harm. Occupations may include nurse, correctional officer, pilot, professional driver, etc.

☐ ***Risk sensitive** – a position or class of positions identified by the employer normally remote from a work site but that has authority to direct safety-sensitive employees or make potentially high-consequence decisions within a hazardous work site. They include supervisors, technical experts, etc. who reside off-site but make safety-critical decisions and direct on-site employees conducting potentially dangerous tasks in potentially dangerous work environments. Performance limitations (e.g. due to substance use) could result in an incident or near miss as described above.

☐ ***Decision critical** – a lapse in memory, attention, concentration may impact effective performance, productivity, financial/legal reputation, and liability of the workplace organization. This may include but is not limited to risks to property damage, digital information loss, proprietary breaches, legal liability, delayed completion of time sensitive job tasks or economic loss. Occupations may include corporate executives, supervisors/managers, lawyers, schoolteachers, information technology workers.



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Safety-Sensitive, Risk-Sensitive, and/or Decision-Critical

- Check off example tasks the worker performs

<input type="checkbox"/>	Driving
<input type="checkbox"/>	Working with and around equipment (<i>Example: fork lift, bulldozer, crane, tractor, etc.</i>)
<input type="checkbox"/>	Tool usage affecting safety of self and/or others (<i>Example: knife, grinders, torch, etc.</i>)
<input type="checkbox"/>	Working with animals
<input type="checkbox"/>	Climbing or working at heights
<input type="checkbox"/>	Providing direct care to persons
<input type="checkbox"/>	Tasks including decision making which would affect another individual
<input type="checkbox"/>	Tasks in which errors made would have negative consequences including privacy of information/confidentiality, legal and/or financial implications
<input type="checkbox"/>	Other (<i>Specify</i>):

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Support and next steps

- Feedback on the tool will be gathered and changes may still be made
- If needed, a RTWPM can be scheduled with an OT to help with specific claims

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MAO

CP JDA Workshop

If you or any member of your organization are interested in more training on the CP JDA:

- Half day hybrid workshop will be offered through Millard Health
- Will go through each section of the CP JDA
- Will allow for group work to go through each section to ensure comfort with filling out the form

April 8, 2024 | CP JDA



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CEO

CP JDA Workshop

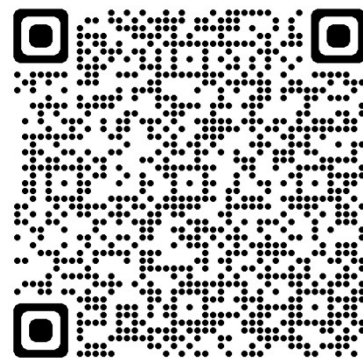
- Next workshop:

May 27, 2024 at 9:00 AM

October 17, 2024 at 1:00 PM

- To register:

<https://www.wcb.ab.ca/millard-treatment-centre/workshops/cognitive-psychosocial-job-demands-analysis.html>



April 8, 2024 | CP JDA



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Slide 75

MA0 Add link and possible QR Code

Megan Anderson, 2023-10-05T19:59:42.647

Slide 76

CEO [@Megan Anderson] [@Svetlo Rumenov] does this need to be updated with new registration dates on wcb website?

Charlene Eggli, 2024-03-15T16:59:56.168

MA0 0 No, the QR code will work as long as the website doesn't change

Megan Anderson, 2024-04-05T00:54:21.112

Questions?

Thank you for attending.



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LUNCH BREAK

AMHSA
Health | Safety | Environment

V A L U E



VISION: To be the recognized leader of municipal health, safety, and environment (HSE) excellence and an innovative provider of prevention, education, and business solutions.

MISSION: To guide municipal employers and workers in implementing effective HSE management systems, data-driven prevention campaigns, and to support the effective transfer of knowledge through classroom, virtual instructor led, and self-paced learning.

MANDATE: To provide meaningful health, safety, and environmental training and education programs to our members in a cost-effective manner.

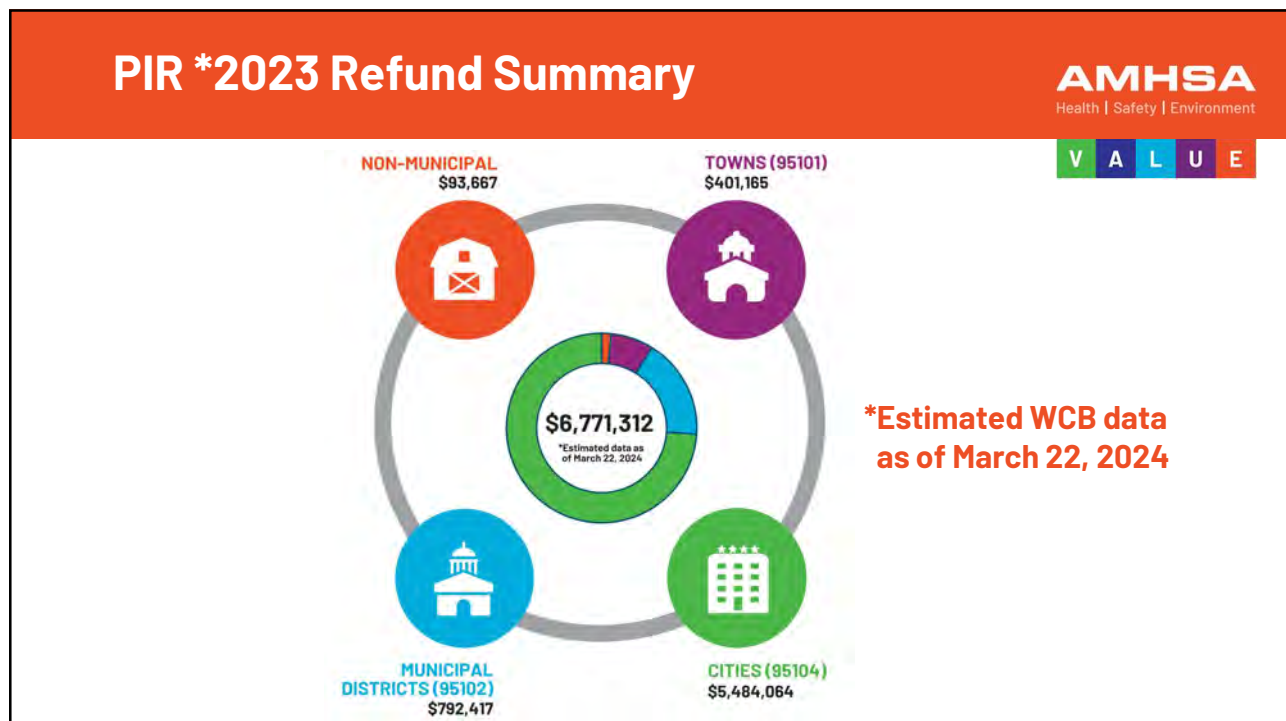
VALUES: Integrity, Trust, Accountability, Openness, Results Driven

78

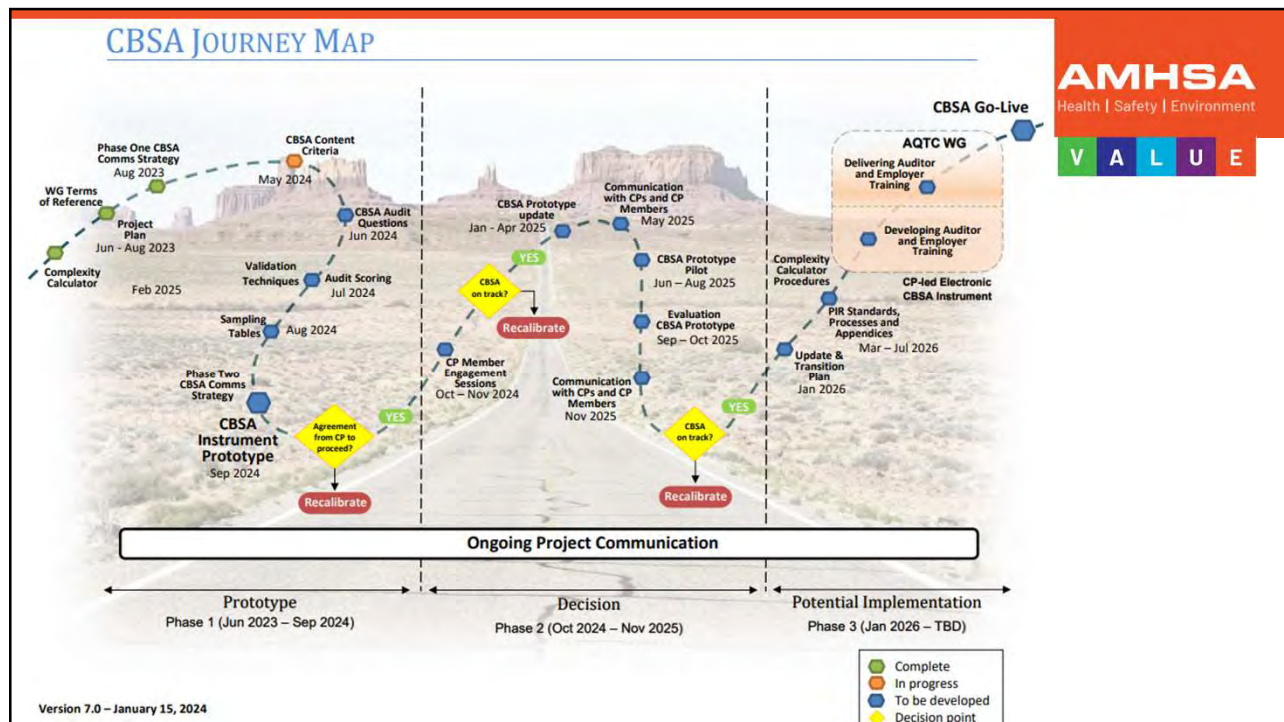
AMHSA COR Auditing

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Complexity-Based Scalable Audit


AMHSA
Health | Safety | Environment
VALUE

WHAT HAS CHANGED?


- ✓ Information sheet communication via Auditor Update (included FAQs) – October 2023
- ✓ Prototype audit tool ~~March 2024~~ **September 2024**
- ✓ COR-holder and auditor engagement ~~May – July 2024~~ **October – November 2024**
- ✓ Phase 3: training for employers and auditors, transition to new tool, **potential January 2026 - TBD**

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Council



 Health | Safety | Environment



Council Included in COR-audited WCB Account

- Report from WCB
- Compared to COR-holders and audits that didn't include council in sampling, and followed up March 2024
- Changes to status? Notify AMHSA

<https://www.amhsa.net/cor-auditing/audits-municipal-council-information/>

COR & Auditing

About PIR & COR

Audit News

Auditor Resources

Register Your Audit

Audits & Municipal Council Information


PHS Audit

ISO 45001 Training


Consultant Auditors

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2024 Guidelines - AMHSA



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- Registration Form must be completed
- Sampling approval **required**

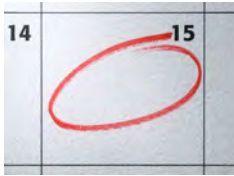
Contact AMHSA for approval of remote observational tours plan

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2024 Guidelines - AMHSA

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V A L U E



External peer audit process: June 1

Action plan in lieu of maintenance application:
June 30

Action plan deliverables: **November 30**

Submission for COR audits: December 1

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Coming Soon!

AMHSA
Health | Safety | Environment

V A L U E

Training

- PHS – supplemental training for HSMS and HS Auditing (online)
- Developing extended HS Auditing course to 3 full days of training for new auditors – implementation in 2025

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Coming Soon

AMHSA
Health | Safety | Environment

V A L U E

Auditor Performance Management Process

Why auditor discipline?



- Ensure complaints are investigated
- Ensure due process for all parties involved
- Ensure consistent decision-making
- Development of formal AMHSA process
- Several cases of templated notes in past 3 years plus 1 non-submission of audit
- Increased availability of AI

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Coming Soon

AMHSA
Health | Safety | Environment

V A L U E

Digital Auditor Credentials

- Verified digital badges from Credly describe qualifications and requirements
- Our auditor badge has been approved


Next steps:

- Data migration from current system
- Testing
- Communication
- Issuing of badges to all current AMHSA-certified auditors



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Auditor Updates



Health | Safety | Environment

COR & Auditing

About PIR & COR

Audit News

Auditor Resources

Register Your Audit

Audits & Municipal Council Information

PHS Audit

ISO 45001 Training

Consultant Auditors

AUDIT NEWS & UPDATES

AMHSA periodically emails an update to auditors. This bi-yearly newsletter contains i
suggestions, and reminders.

Subscribe

AUDITOR UPDATE ARCHIVE

Please note that contact information on archived newsletters may not be up to date.

2024	2023	2022
<ul style="list-style-type: none"> February May 	<ul style="list-style-type: none"> January July October 	<ul style="list-style-type: none"> January March June September Dec - Council Update December

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Upcoming 2024 Training



Health | Safety | Environment

Health and Safety Management Systems

September 4-5
October 1-2

Health and Safety Auditing

September 17-18
October 16-17

Audit Refresher

September 26
October 10

{

carla@amhsa.net
 to register!

}



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AMHSA Auditing Update

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V A L U E

Questions or need support while auditing?

- ✓ audits@amhsa.net
- ✓ Shannon@amhsa.net 780 691 6449
- ✓ Jessica@amhsa.net 780 965 4601

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AMHSA Operational Updates

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V A L U E

High-level Updates:

- Jobs Economy & Trade - OHS Program Delivery/Strategic Steering Committee
- OHS Compliance Snapshot – Q1 2024
- AMHSA Injury/Illness Prevention Campaigns
- Advocacy and Representation
- AMHSA Certification Programs - Updates
- 2025 Business Plan Consultation

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Jobs Economy & Trade - OHS Program Delivery

AMHSA
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V A L U E

OHS Proactive Inspection Program - Cities:

"There are no changes with the Cities Proactive Program at this time. We are currently gathering data and will be in the position to do a mid-point evaluation the program. Once this is done, we will likely look at a date for a roll-out of the Municipalities Initiative.

Once we have a date and prior to the launch, we will reach out".

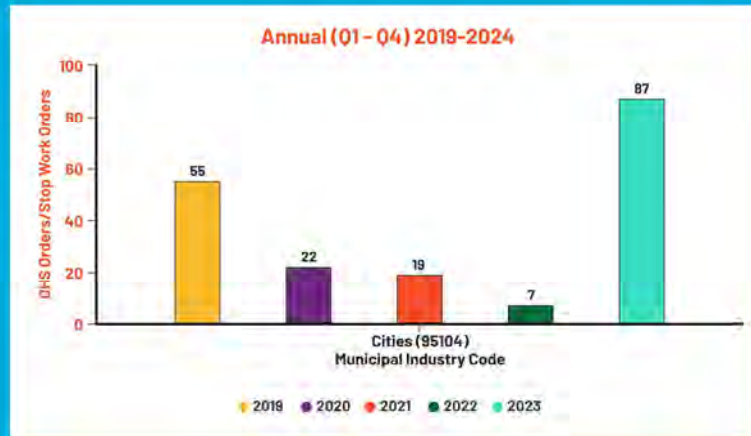
Melissa MacDonald
Director, OHS Inspections Program - North

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AMHSA Health Safety Environment				
Municipal Compliance Snapshot (Jan 1, 2023 to Jan 3, 2024)				
Inspections & Re-Inspections Conducted				
WCB Industry Code	Inspection	Re-inspection	Total (All)	Change from Q3/2023
95100 Villages	2	1	3	+ 1 Inspection
95101 Towns	26	22	48	+ 1 Inspection +1 Re-inspection
95103 Municipal District	16	2	18	+ 3 Inspection
95104 City	252	58	310	+ 102 Inspection + 30 Re-inspection
Total (All)	296	83	379	+ 107 Inspection + 31 Re-inspection
Orders Issued to Villages, Towns, Municipal Districts, and Cities				
WCB Industry Code	Order	Stop Work	Total (All)	Change from Q3/2023
95100 Villages	2	0	2	+ 2 Orders
95101 Towns	33	2	35	+ 2 Orders + 1 Stop Work
95103 Municipal District	6	0	6	
95104 City	86	1	87	+ 35 Orders
Total (All)	127	3	130	+ 39 Orders + 1 Stop Work
* Data generated by Alberta OHS Surveillance Program on January 03, 2024				

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OHS Orders Snapshot



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Municipal Compliance Snapshot

(Jan 1, 2024 to April 3, 2024)

Inspections & Re-Inspections Conducted				
WCB Industry Code	Inspection	Re-inspection	Total (All)	Change from 01/2023
95100 Villages	0	0	0	- 1 Re-inspection
95101 Towns	5	2	7	- 2 Inspection - 6 Re-inspections
95103 Municipal District	2	2	4	- 2 Inspection - 2 Re-inspections
95104 City	133	42	175	+109 Inspection + 34 Re-Inspection
Total (All)	140	46	186	+105 Inspection + 29 Re-inspection

Orders Issued to Villages, Towns, Municipal Districts, and Cities				
WCB Industry Code	Order	Stop Work	Total (All)	Change from 01/2023
95100 Villages	2	0	2	+ 2 Orders
95101 Towns	9	0	9	- 3 Orders - 1 Stop Work
95103 Municipal District	1	0	1	- 1 Order
95104 City	72	0	72	+ 62 Orders
Total (All)	84	0	84	+ 60 Orders - 1 Stop Work

* Data generated by Alberta OHS Surveillance Program on January 03, 2024

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Orders Issued Snapshot

(Jan 1, 2024 to April 3, 2024)

WCB Industry Code - 95104 Cities (Table 1)			
Legislation	Order	Stop Work	Grand Total
Act 13 H&S Committees Rep & Programs - Joint H&S Committees	1		1
Act 3 General Obligations of Employers	10		10
Code 10 170.1 Fire & Explosion Hazards - Spray Operations	1		1
Code 11 178 First Aid - Providing Services, Supplies, Equipment	2		2
Code 12 185 General Safety Precautions - Housekeeping	1		1
Code 14 210 Lifting & Handling Loads - Manual Handling Hazards	1		1
Code 14 211.1 Lifting & Handling Loads - Training to Prevent MSI	1		1
Code 16 219 Noise - Noise Exposure Assessment	2		2
Code 16 221 Noise - Noise Management Program	1		1
Code 16 222 Noise - Hearing Protection	1		1
Code 18 228 PPE - Duty to use PPE	1		1
Code 18 245 PPE - Respiratory Protective Equipment - Code of Practice	2		2
Orders 1 to 12 - Continued on Table 2	24	0	24

* Data generated by Alberta DHS Surveillance Program

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Orders Issued Snapshot

(Jan 1, 2024 to April 3, 2024)

WCB Industry Code - 95104 Cities (Table 2)			
Legislation	Order	Stop Work	Grand Total
Code 2 7 Hazard Assess, Elimin & Control - Hazard Assessment	22		22
Code 22 310 Safeguards - Safeguards	1		1
Code 22 314 Safeguards - Covering Openings	1		1
Code 25 375 Tools, Equipment and Machinery - Grinders	1		1
Code 27 389 Violence and Harassment - Hazard Assessment	2		2
Code 28 394 Working Alone - Precautions Required	1		1
Code 29 397 WHMIS - Training	7		7
Code 3 12 Specifications & Certifications - Following Specifications	2		2
Code 4 21 Chemical Hazards, Biological Hazards & Harmful Substances - Potential Worker Exposure	2		2
Code 4 24 Chemical Hazards, Biological Hazards & Harmful Substances - General Req - Emergency Baths, Showers, Eye Wash Equipment	4		4
Orders 13 to 22 - Continued on Table 3	43	0	43

* Data generated by Alberta DHS Surveillance Program

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Orders Issued Snapshot

(Jan 1, 2024 to April 3, 2024)

WCB Industry Code - 95104 Cities (Table 3)			
Legislation	Order	Stop Work	Grand Total
Code 4 26 Chemical Hazards, Biological Hazards & Harmful Substances - General Requirements - Codes of Practice	1		1
Code 6 65 Cranes, Hoists & Lifting Devices - Log books	1		1
Code 7 115 Emergency Prep & Response - Emergency Response Plan	2		2
Code 8 122 Entrances, Walkways, Stairways & Ladders - Entrances, Walkways, Stairways - Stairways	1		1
Orders 23 to 28 - Continued on Table 4	5	0	5

* Data generated by Alberta OHS Surveillance Program

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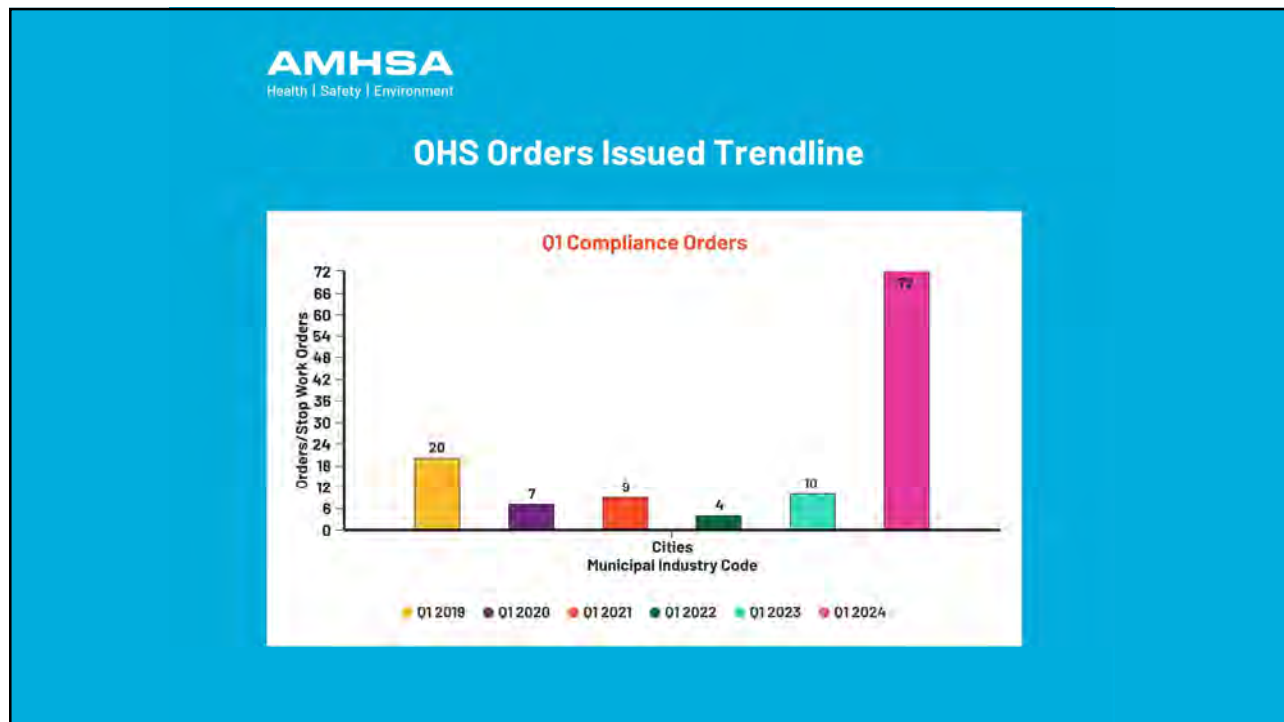
Orders Issued Snapshot

(Jan 1, 2023 to Oct 3, 2023)

WCB Industry Code - 95104 Cities (Table 5)			
Legislation	Order	Stop Work	Total (All)
Orders 1 to 12 (Table 1) Subtotal	24		24
Orders 13 to 22 (Table 2) Subtotal	43		43
Orders 23 to 28 (Table 3) Subtotal	5		5
Total (All)	72	0	72

* Data generated by Alberta OHS Surveillance Program

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GoA Strategic Steering Committee (SSC)

AMHSA
Health | Safety | Environment

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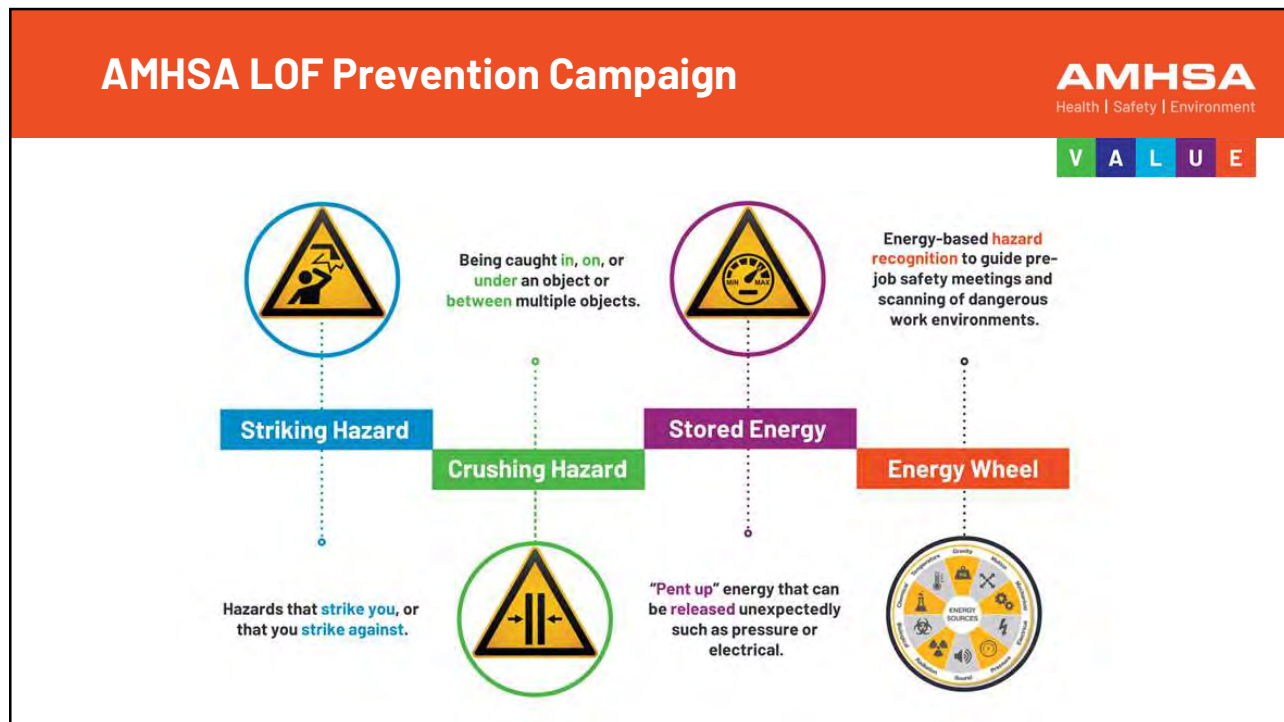
Line of Fire (LOF)

GoA is currently investigating the addition of LOF to the priority areas of the [OHS Prevention Initiative](#) for 2025 (or later).

Only 2 Alberta Health and Safety Associations have a LOF Prevention Campaign (AMHSA / Energy Safety Canada). Both AMHSA and ESC recently presented to GoA SSC on the subject to increase their awareness on the subject.

The next SSC meeting is on June 24th where AMHSA anticipates hearing more from the GoA on its intent to pursue LOF as a new OHS Prevention Initiative.

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AMHSA LOF Prevention Campaign

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LOF Resources

- AMHSA [LOF Prevention Campaign](#)
 - ✓ Best Practices for Managing the LOF Campaign
 - ✓ Line of Fire Safety Campaign Roll-Out Presentation
 - ✓ Toolbox Talks

A graphic titled "LINE OF FIRE SAFETY" featuring three warning signs: Crushing Hazard, Striking Hazard, and Stored Energy, set against a background of flames.

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OHS Survey 2024



OHS Code Public Consultation

Survey Closed March 12

AMHSA collected member feedback and submitted collated feedback to the GoA to support better understanding of municipal needs and concerns.

- Members also had option to provide feedback directly to GoA
- 48 municipalities responded to the survey (thank you)!

AMHSA is awaiting direction from the GoA on what change will be adopted.

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Advocacy and Representation



Workers' Compensation Board of Alberta

AMHSA was approached by cities membership to assist in 2 areas of concern with WCB-Alberta:

- Premium Analysis / Surcharge Performance Calculation
- Embedded First Responder Impact

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Advocacy and Representation

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V A L U E

Premium Analysis / Surcharge Performance Calculation

Assist in determining the factors currently used to define surcharge performance classification

Embedded First Responder Impact

Validate the impact of municipalities with embedded first responder services on surcharge performance and if possible, form a Working Group with members and WCB-Alberta.

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AMHSA PHS eLearning Certificates

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V A L U E

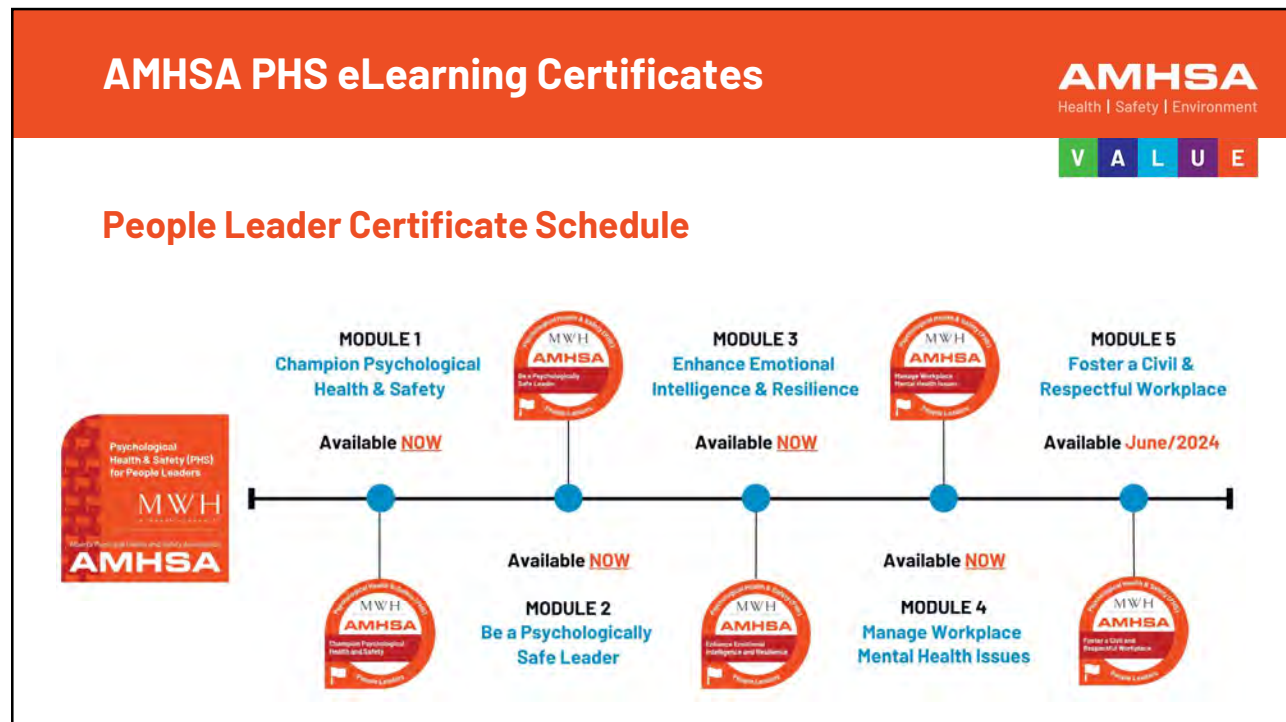
Overview

New modular program replacing previous PHS Facilitators (PHSF) Certificate:

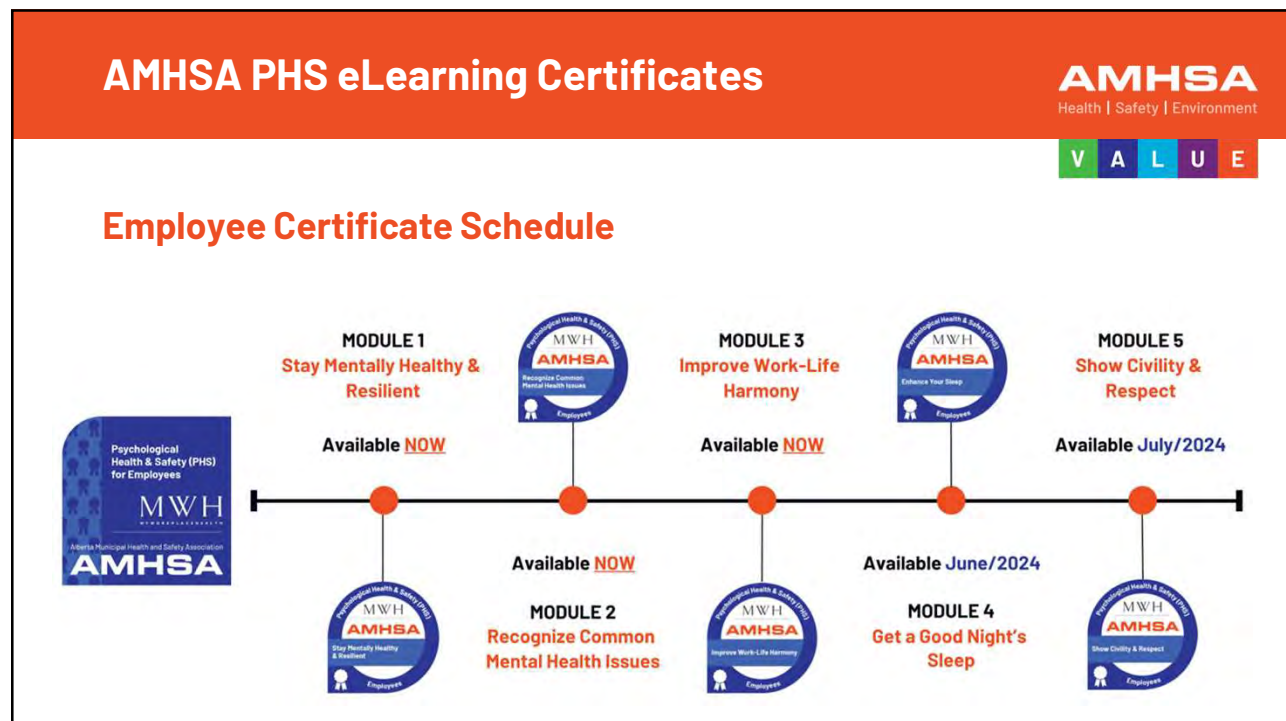
- Developed with Dr. Joti Samra of [MyWorkplaceHealth](https://myworkplacehealth.ca)
- Previous participants in the PHSF Certificate unable to complete the program will be provided free access to the program and have already been reached out to by AMHSA to facilitate access. Contact AMHSA (safety@amhsa.net) if you have questions.



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Sample Credly Digital Credential





Be a Psychologically Safe Leader



Issued by [Alberta Municipal Health & Safety Association \(AMHSA\)](#)

To earn this credential, earners enhanced their leadership across five core domains: communication and collaboration, social intelligence, problem solving and conflict management, security and safety, and fairness and integrity. They also conducted a self-assessment of strengths and areas for improvement using the Psychologically Safe Leadership Assessment.

[Learn more](#)

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Digital Training Credentials

Share your Credentials with Digital Badges!

To help PHS learners communicate their achievements, AMHSA has partnered with Credly to provide digital versions of PHS credentials. Our verified digital badges can be used to showcase achievements and validate skills with industry-recognized credentials. The badges contain verified metadata that describes qualifications and the process required to earn them.

- Badges can be used in email signatures, resumes, social media, etc.
- Additional badges (e.g. auditing certification) will be available soon!

Visit AMHSA.digitalcredentials.ca for more

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Safety Toolkit

AMHSA
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V A L U E

Lawn Maintenance

[Practical toolkit](#) with comprehensive hands-on resources for lawn maintenance front-line workers and supervisors (document library and video gallery), including:

- Series of short videos featuring demonstrations
- Excerpts from legislation
- Forms (e.g. hazard assessments, tailgate meeting templates, checklists, etc.)
- Reference materials (e.g. handbooks, manuals)
- Manufacturers' specifications for equipment operation and maintenance
- Materials for supervisors related to effective communication

Website includes two AMHSA videos – *Importance of Lawn Maintenance Safety* and *Tyson Titanich: My Story*.

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Certificate Programs

AMHSA
Health | Safety | Environment

V A L U E

Recognized Municipal Health and Safety Advisor (RMHSA)

Intended to be municipal equivalent to construction NCSO designation.

- 8 Compulsory courses
- 2 Optional courses (8 to choose from)
- Certificate holders receive [credit](#) towards University of Alberta OHS Certificate program

Certification program scheduled for revamp in Q3-Q4 2024, we want to hear from you about content/direction!

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The Working Mind First Responder

V
A
L
U
E

Free training for fire and rescue, paramedics, emergency health care workers and police service personnel

First responders are subjected to upsetting, disturbing, difficult, and sometimes traumatic incidents on a regular basis.

- ✓ Free, comprehensive, evidence-based mental health training
- ✓ Offered virtually or in-person, open participation or member-hosted
- ✓ Either two half-days or one full-day
- ✓ Discipline-specific or general first responder options

Upcoming open courses:

- July 9 & 10
- September 10 & 11

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Cognitive Job Demands Analysis

V
A
L
U
E

Next Cognitive JDA Workshop is June 4!

Don't miss out, click to Register Now!

CPHR Alberta

CPHR Alberta members can gain credit towards required learning hours for the year. Candidates can proceed towards exam readiness.

[More Information](#)

Cognitive-Psychosocial Job Demands Analysis Microskill

Earn a Digital Credential via Credly for attending this event!

[More Information](#)

National Institute of Disability Management and Research

NIDMAR members can obtain 4 Continuing Education Credit (CEC) hours by attending our Cognitive JDA event.

[More Information](#)

ALBERTA KINESIOLOGY ASSOCIATION

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Cognitive Job Demands Analysis

AMHSA
Health | Safety | Environment

V A L U E

Problem Statement

Mental health-related disorders are the second highest frequency and cost of injury types for municipalities.

- Mental health claims have a **142%** greater length of avg disability days than other injury/illness claims.
- Mental health claims represent 13% of total claims but account for **26%** of total claim costs.

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CPJDA Benefits

AMHSA
Health | Safety | Environment

V A L U E

- Satisfy OHS legislation/Certificate of Recognition (COR) requirements for psychological hazard ID, assessment & control
- Support safe and timely Return to Work (RTW) for mental health claims
- Identify position cognitive requirements and support accommodation requirements under [Alberta Human Rights](#) legislation
- Mitigate escalating mental health claim costs (STD, LTD, WCB)
- Support the GoA [OHS Prevention Initiative](#) (Psychosocial Hazards)
- Visibly demonstrate support for psychologically safe workplaces

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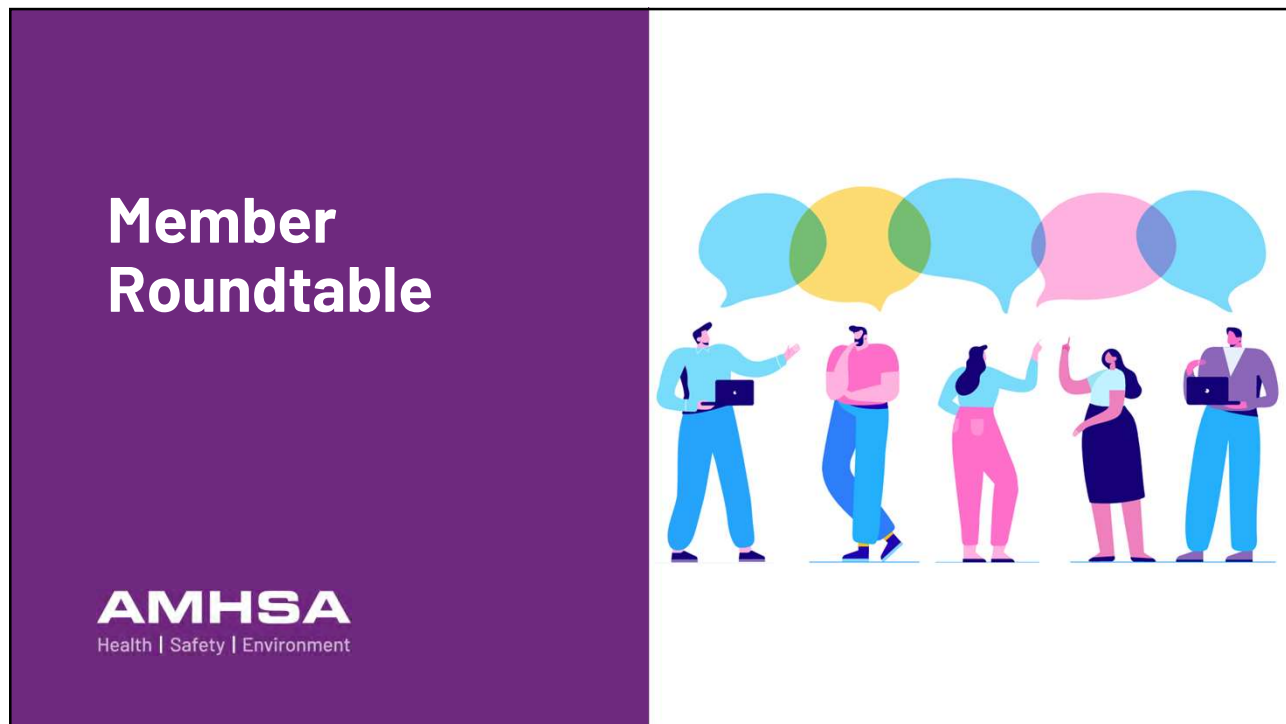
AMHSA
Health | Safety | Environment

amhsa.net 1-800-267-9764

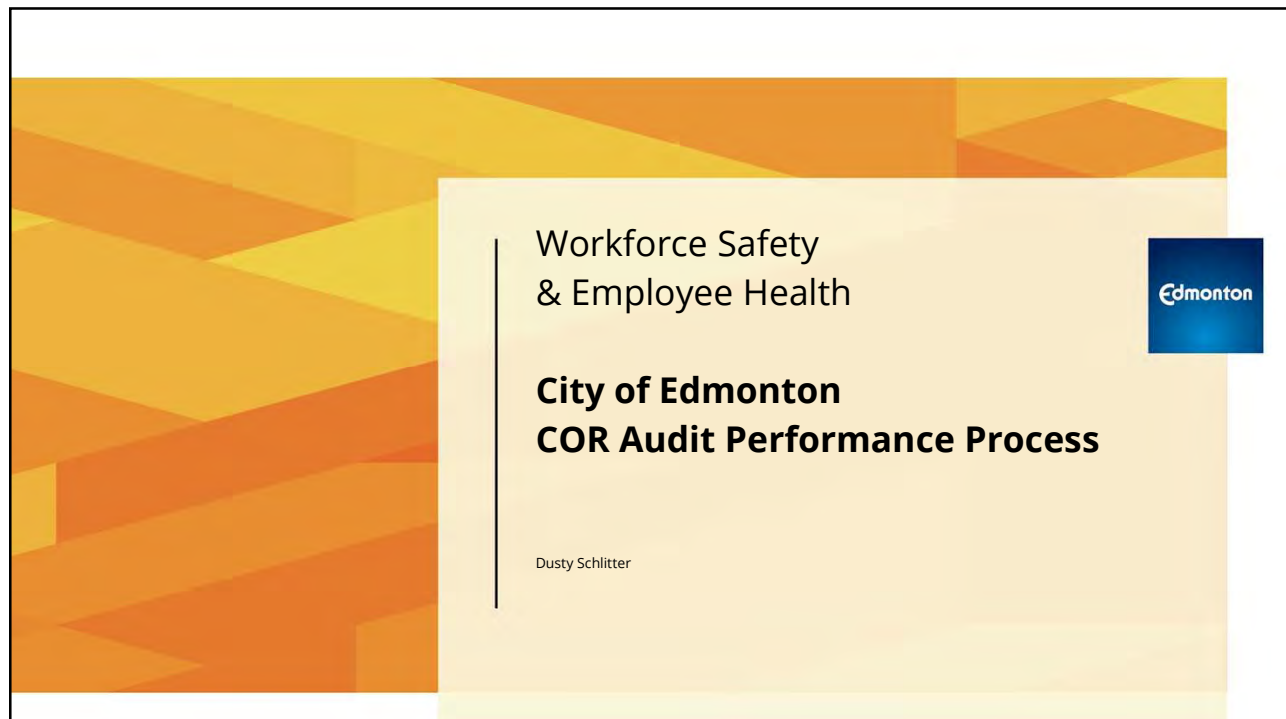
Calgary:
 Alberta Municipal Health and Safety Association
 #21, 5720 Silver Springs Boulevard NW
 Calgary, Alberta, T3B 4N7
 Phone: 587.952.2268

Edmonton:
 Alberta Municipal Health and Safety Association
 #176, 2755 Broadmoor Blvd.
 Sherwood Park, Alberta, T8H 2W7
 Phone: 780.417.3900

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Overview

COR Audit Performance Process (CAPP)

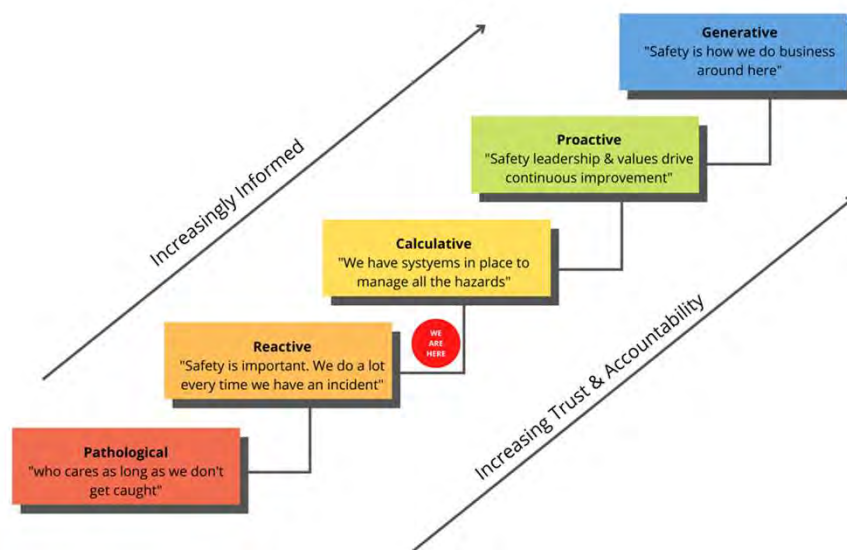
1. Our Safety Culture
2. History & Context
3. Analysis
4. Improving the Audit Action Plan Process
5. Health & Safety Committees
6. Leadership Review
7. What is Next?



Edmonton

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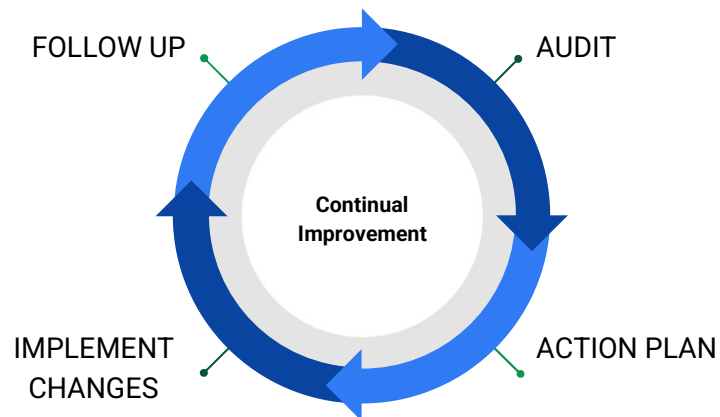
The Evolution of Safety Culture



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History & Context: COR Audit Recommendations and Action Plans



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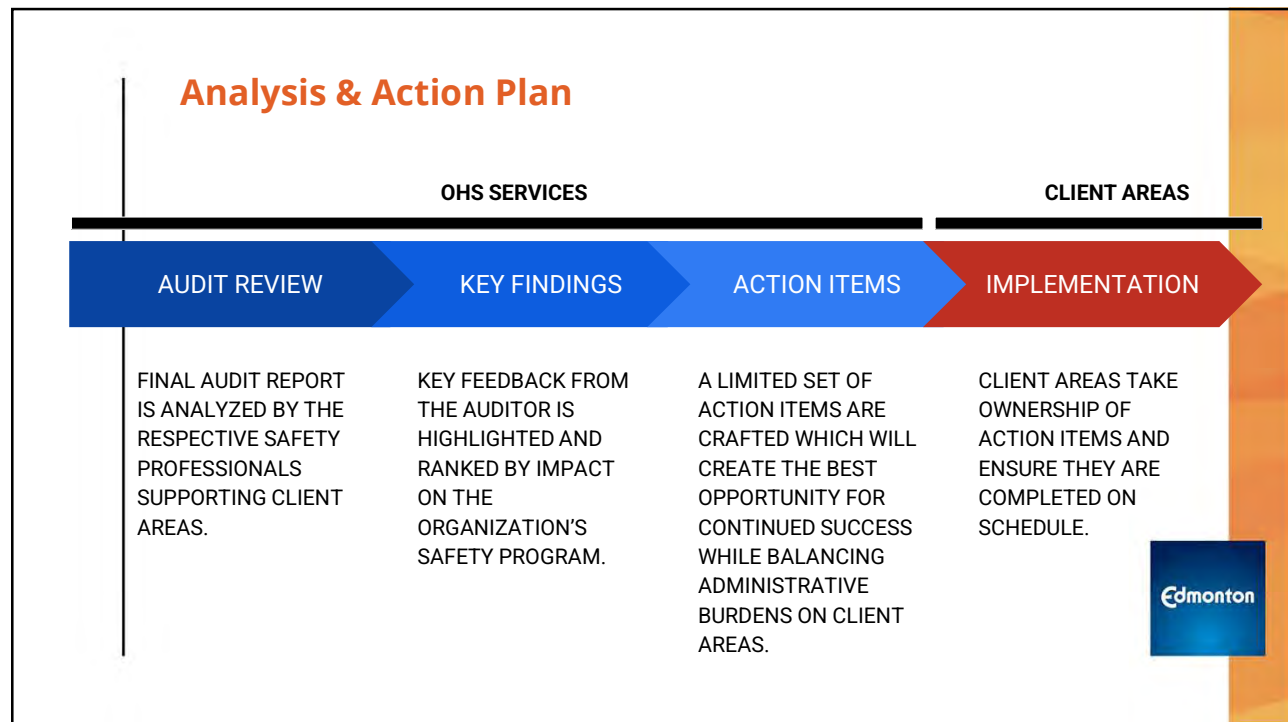
COR Audit Performance Process (CAPP)

The process is comprised of 4 Elements:

- Analysis
- Action Plans (IRS)
- Health & Safety Committees
- Leadership Review

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Action Plan: Branch/Department Role in Achieving Success

- Identify **one person** in your area who will **own this process** and drive it forward to success (Branch Manager or designate)
- Organize and **ensure implementation** of action items no later than **September 30, 2024**. A phased approach is recommended with action items divided roughly between the two years of available time.
- Your supporting safety professionals are always available to provide **guidance** and **advice**.



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Action Plan: The Tracking Tool

- Ensure action items are completed
- Report on progress to AMHSA
- More information [LINK](#)

Department / Branch	Search	Item	Item Description	Item Status	Item Owner	Item Due Date	Item Completion Date	Item Status	Item Comments	Item Priority	Item Impact	Item Risk	Item Score	Item Status	Item Comments	Item Priority	Item Impact	Item Risk	Item Score
Department of Public Health		1	Item 1 Description	Not Started	John Doe	2023-05-01		Not Started		High	High	High	100	Not Started		High	High	High	100
Department of Public Health		2	Item 2 Description	In Progress	Jane Smith	2023-05-15		In Progress		Medium	Medium	Medium	80	In Progress		Medium	Medium	Medium	80
Department of Public Health		3	Item 3 Description	Completed	John Doe	2023-04-30	2023-04-30	Completed		Low	Low	Low	100	Completed		Low	Low	Low	100
Department of Public Health		4	Item 4 Description	Not Started	Jane Smith	2023-06-01		Not Started		High	High	High	100	Not Started		High	High	High	100
Department of Public Health		5	Item 5 Description	In Progress	John Doe	2023-05-20		In Progress		Medium	Medium	Medium	80	In Progress		Medium	Medium	Medium	80
Department of Public Health		6	Item 6 Description	Completed	Jane Smith	2023-04-25	2023-04-25	Completed		Low	Low	Low	100	Completed		Low	Low	Low	100
Department of Public Health		7	Item 7 Description	Not Started	John Doe	2023-06-15		Not Started		High	High	High	100	Not Started		High	High	High	100
Department of Public Health		8	Item 8 Description	In Progress	Jane Smith	2023-05-25		In Progress		Medium	Medium	Medium	80	In Progress		Medium	Medium	Medium	80
Department of Public Health		9	Item 9 Description	Completed	John Doe	2023-04-20	2023-04-20	Completed		Low	Low	Low	100	Completed		Low	Low	Low	100
Department of Public Health		10	Item 10 Description	Not Started	Jane Smith	2023-06-20		Not Started		High	High	High	100	Not Started		High	High	High	100

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Health & Safety Committees

This element scored the lowest in the city , well below a pass at 66%

ELEMENT	Points possible	Points not applicable	Points available	Points scored	Percentage
1 Management Leadership and Organizational Commitment	95	0	95	91	96%
2 Hazard Assessment	160	0	160	145	91%
3 Hazard Control	100	0	100	99	99%
4 Joint Work Site Health and Safety Committee (HSC) and Health and Safety Representatives (HS Representatives)	95	10	85	56	66%
5 Qualifications, Orientation and Training	100	0	100	93	93%
6 Other Parties at or in the Vicinity of the Work Site	70	0	70	65	93%
7 Inspections	45	0	45	33	73%
8 Emergency Response	65	0	65	58	89%
9 Incident Investigation	90	0	90	73	81%
10 System Administration	70	0	70	68	97%
TOTAL	895	10	885	781	89%

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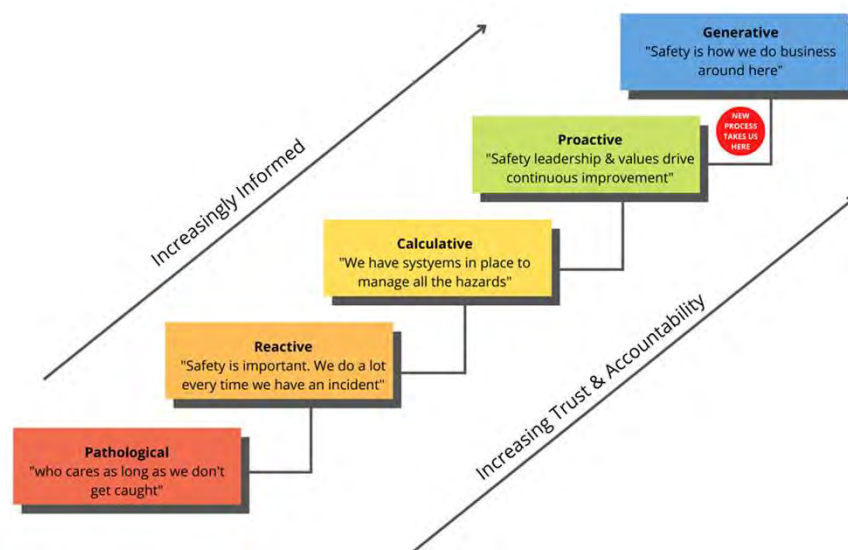
Leadership Review

- In May & November of each applicable year the EHSW&E Steering Committee will facilitate a Leadership Review Forum
- Reporting will include
 - [GANTT CHART](#)
 - Audit Actions relevant to that reporting period
 - Progress and status of COR Audit Actions
 - Any variations to the timeline or barriers (budget, resource etc.) to accomplishing the goals of the Audit Action Plans
- EHSW&E Steering Committee will provide a synopsis of each Leadership Review session to ELT within 30 business days via the consent agenda

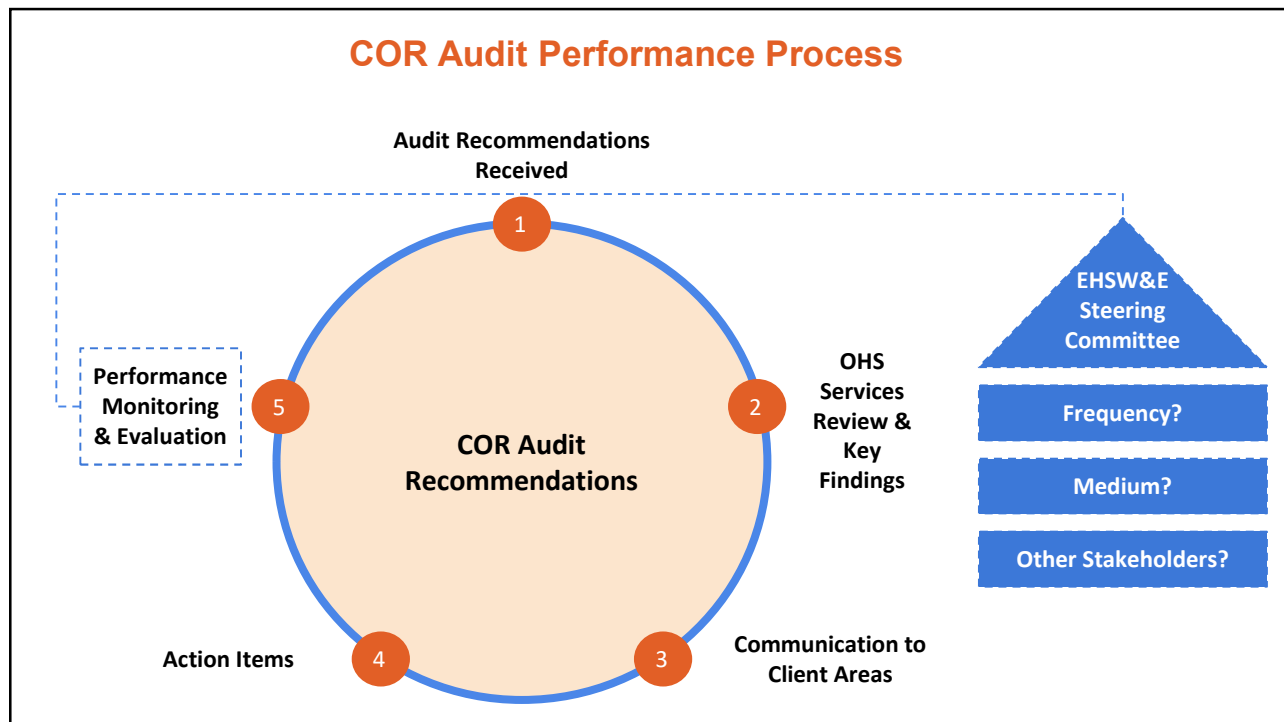


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The Evolution of Safety Culture




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SO.....How is it going?

- 3 Leadership Review Sessions Completed
 - 1 - Two Day Session
 - 2 - One Day Sessions
- Executive Support as a Highlight
- CAPP Reps Highly Engaged (IRS)
- Aligns with our New Quarterly OHS Reporting Initiative.
- Many Shared services are reaching out to understand our success.
- Audit Prep has transitioned to a continual activity.
- Organizational OHS conversation is spurring the natural competitive spirit.
- Lesson Learned are critical to iteration
- The evolution of Verification of Effectiveness.
- Enhancing our Safety Culture





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COR Audit Action Plan Update

Edmonton Transit Service

Action #6 & 8: Not all Managers that lead inspections have been trained & Not all Managers who lead investigations have been trained.

Summary of Action Progress	Action Complete (Y/N)
<ul style="list-style-type: none"> Identified what training was required Identified who needed the training Followed up to ensure the training was completed 	Y

Action Verification

We are able to provide training records if needed in the future

We meet as a Branch Leadership team to talk about the audit action items and each Director has to provide updates, this is a way for us to hold each other accountable




[COR Audit Action Plans & AWARE Tool](#)

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COR Audit Action Plan Update

Community Standards & Neighbourhoods

Action #7: Inspections

Summary of Action Progress	Action Complete (Y/N)
<p>Task 1 - Each section will review supervisor inspection numbers and requirements annually, all inspections are pre scheduled in employees calendars, and documented in quarterly reviews.</p> <p>Task 2 **new** - leaders toolkit is assigned and completed by all leaders.</p>	

Progress and Impact

Thanks to our awesome OH&S reps (Lyndon and Ward) we have gotten quarterly updates on inspection counts and a running dashboard. The dashboard does have a lot of cleaning to be done as the system info is not as accurate as we would like, but it is in place until a new system is up and running. This accountability is still an area we need to work on as a branch as our numbers are still quite low even though we have the inspections put into our calendars.



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Integrated Infrastructure Services

How does the implementation of your COR audit action plan directly contribute to the creation of safe workplaces and communities?

- Required us to look at the details of our tasks.
- Highlighted areas of improvement that we may have not identified on our own.
- Promotes a culture of continuous improvement when it comes to safety.
- Process has kept us accountable in ensuring that the items are moving forward.



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Fire Rescue Services

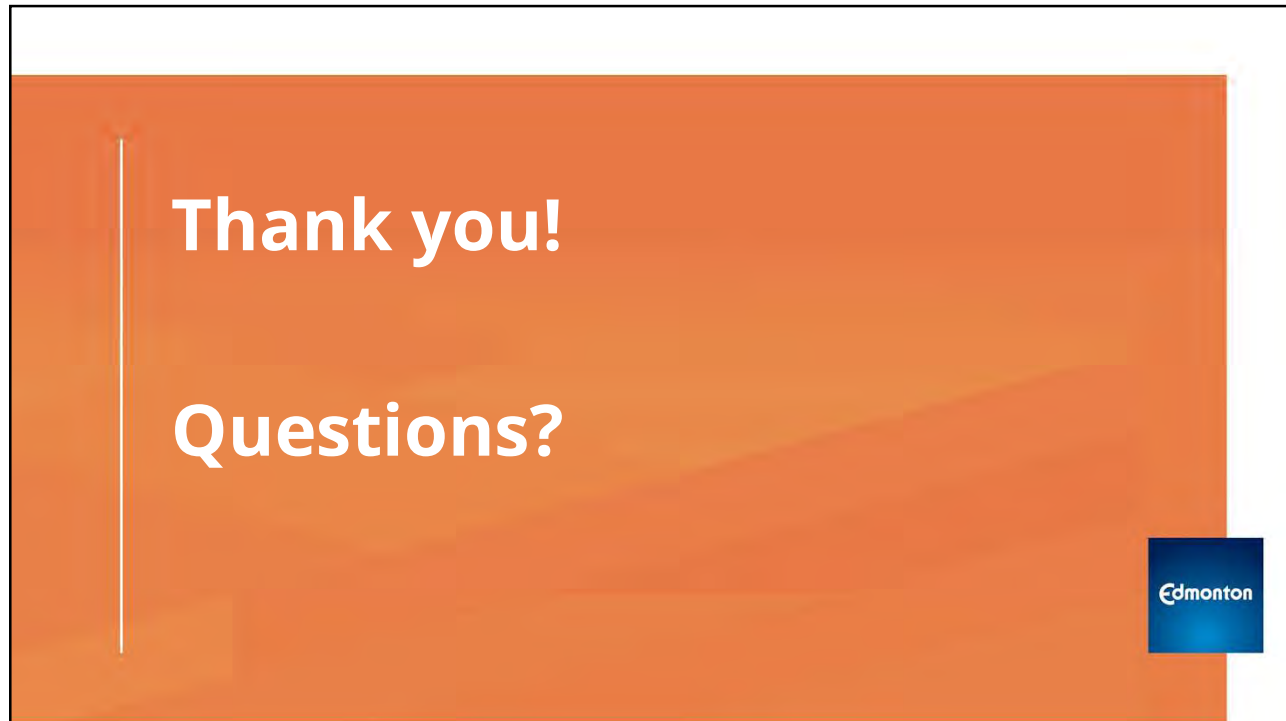
How does the implementation of your COR audit action plan directly contribute to the creation of safe workplaces and communities?

- Actively keeps us accountable as leaders and employers to ensure safety are up to standards
- Ensured that safety issues and ideas for improvement are being discussed and addressed consistently
- Improved communication of safety to all employees



Edmonton

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Next Meeting

Date: late November
Format: Hybrid, Edmonton

H&S Moment Volunteers:
Guest speakers:

AMHSA
Health | Safety | Environment

A photograph of a red pushpin stuck into a calendar grid. The pushpin is positioned over the date 20. Other visible dates include 11, 12, 13, 19, and 21.

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