

Alberta Cities Safety Council (ACSC)

November 27, 2024 Virtual Meeting

MINUTES

IN ATTENDANCE

MEMBERS

City of Airdrie	Shawn Justice
City of Beaumont	Marvin Shmyr, Lisa Rantucci
City of Calgary	Paul Shields
City of Camrose	Cora Harpell-Yates, Nicole Bouillon
City of Chestermere	Rob Friesen
City of Cold Lake	Dan Mokolki, Tracy Curtis
City of Edmonton	Cyndil Taylor, John Scarlett, Dusty Schlitter
City of Fort Saskatchewan	Brent Clark
City of Grande Prairie	Patty Pura
City of Leduc	Rhonda deVos, Jeri Wolfe
City of Lloydminster	Megan Coulter
City of Red Deer	Bev Glass, Richard Dunn, Sally Paradis, Juan Bustos, Marc Loiselle
City of St. Albert	Kurt Topilko
County of Two Hills	Parvin
Edmonton Police Service	Nicole Wetsch
Strathcona County	Amanda Russell

GUESTS AND HOST

Partnerships	Miranda Gillmore
Workers' Compensation Board	Sanjeev Bahgrath
Workers' Compensation Board	Colleen Fenwick
AMHSA	Shannon Thomas, Juliet Goodwin

1. Introductions and Welcome

- Shannon Thomas called the meeting to order at 10:03 am and reviewed the Agenda.
- Virtual housekeeping was conducted by Shannon Thomas from AMHSA.
- Participant introductions were conducted.

2. Health and Safety Moment – Megan Coulter, City of Lloydminster

The City of Lloydminster presented the health and safety moment on Cyber Fraud, including the following topics:

- Protecting against fraud
- Passwords and Passphrases
- Keep your devices secure
- Safe cyber shopping

See meeting PPT for detailed slides. Shannon thanked Megan for the presentation and invited volunteers for future health and safety moments to contact her.

3. WCB Update – Sanjeev Bhagrath, Industry Specialist

- **WCB Seminars for the Remainder of 2024 ([register here](#)):**
 - 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
 - Survey in Worksight magazine
- **Millard Health Treatment Centre Workshops ([register here](#)):**
 - Cognitive-psycho-social job demands analysis
 - Industrial ergonomics
 - Modified duties
 - Office ergonomics
 - Physical demands analysis
- **Cognitive Psychological Analysis:**
 - [This form](#) helps us assess how your worker'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 workers.
- **Consultation and Updates:**
 - A summary of recent policy changes can be found [here](#)
- **Occupational Injury Service (OIS):**
 - OIS supports employers and workers by providing injured workers expedited access to medical services at specialized clinics throughout the province.
 - More info on OIS clinics can be found [here](#)
 - A list of OIS clinics offering virtual appointments can be found [here](#)

- **Train and Place Program (TaP)**
 - 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. Contact Coleen Fenwick or Curtis Stalenhoef-Nagel.
 - Register for a 30-minute Training on the Job information session [here](#)
- **Worksight Digital Magazine:**
 - Worksight is published monthly and emailed directly to all employers with a WCB account.
 - View the latest Issue [here](#)
 - Subscribe [here](#)
- **Contact Information**
 - Sanjeev Bhagrath: 780-498-4748, sanjeev.bhagrath@wcb.ab.ca
 - Shauna-Lee Green: 403-517-6094, shauna-lee.green@wcb.ab.ca

Members asked about premium rates and PIR refunds. Premium rates are expected to be announced mid-December, and PIR refunds issued in May 2025. Referral wait times were mentioned and Colleen indicated that new people were being hired which should help decrease those times.

4. WCB Train and Place Program – Colleen Fenwick, RTW Specialist

WCB helps train workers which is wage subsidized under the Train and Place Program. The employer can then offer the worker a job and their wage will continue to be subsidized for 6-9 months. The first 3 months are subsidized 100% and then a sliding scale for subsidization takes effect. Examples of some of the training WCB has assisted with to date includes heavy equipment operation, insurance agent, NCSO designations, directional drilling, and class 3 driving. This program works for any type of industry.

Lunch and learn sessions are available, contact Colleen to arrange.

5. Partnerships Update – Miranda Gillmore, Partnerships Consultant

Miranda announced that Zoriya Splawinski will begin acting as AMHSA's Partnerships Consultant in 2025. Shannon thanked Miranda for her guidance and support provided to our members.

- **Potentially Serious Incidents**
 - Legislated obligation to report to OHS

- Data given to safety associations, used to see where industry needs more support
- **Industry Notices**
 - Posted after fatality to help prevent similar incidents
 - Broken out into various industry
 - Contain incident summary, safety reminders, resources
 - See <https://www.alberta.ca/industry-notices>
- **New Employer Review:**
 - Pilot program running with 5 Certifying Partners participating
 - PIR will choose employers and CPs complete action plans with them to improve injury data
 - Referral program from OHS Compliance – spring 2025
 - Pilot to be completed Fall 2025, and regular program will begin
- **Audit Tool Update**
 - Current tool has been in use for 2 years
 - Reviewing in 2025 where changes/tweaks are needed
 - Let AMHSA know if there is wording or guidelines needing attention/revision
- **Other Items**
 - Ian Hooper, current Director, retiring end of March 2025
 - OSARs now being completed on employer's site
 - Council coverage in WCB account means included in interview sampling
- **Code Review:**
 - This year, the Parts on violence and harassment (Part 27), explosives (Part 33) and oil and gas wells (Part 37) were reviewed. An online survey to obtain public engagement ran between February 20, 2024, and April 2, 2024. A "What we Heard" report can be accessed [here](#).
 - Changes are proposed to Part 27 to make the requirements for violence and harassment easier to understand, improve flexibility and remove duplication.
 - Next steps for code review:
 - Cabinet Review – Fall 2024
 - Legislation Review Committee – Fall 2024
 - Ministerial Order – Fall 2024
 - Changes to Code into Force – March 2025
 - Refer to the [OHS Code Review Plan](#) to see which areas will be considered next. There will be future opportunities to provide feedback on OHS Code review.
 - The next phase of the OHS Code Review will focus on:
 - Part 4 (Chemical Hazards, Biological Hazards and Harmful Substances);
 - Part 36 (Mining);
 - Part 40 (Utility Workers – Electrical); and
 - OELs and Technical Standards
- **OHS Resource Portal:**
 - ohs-pubstore.labour.alberta.ca
- **Questions:**

- Inquiry was received about availability of a report about the proactive inspections of cities, Miranda will follow up and report back to AMHSA.

6. AMHSA COR and Auditing Update – Shannon Thomas

Shannon presented AMHSA’s auditing update, including introduction of Juliet Goodwin, the newest member of AMHSA’s Certifying Partner Team. Other topics included:

- **2024 Auditing Guidelines:**
 - Registration Form must be completed
 - Sampling approval required
 - All validation techniques required
 - Remote or in-person data gathering
 - 12 months documentation
 - Scoring
 - Certification: minimum 80% overall and 50% in each element
 - Maintenance: minimum 60% overall
 - Deadlines
 - Action plan deliverables: **November 30**
 - Submission for COR audits: **December 1**
 - 45 days for data gathering
 - 21 days for submission from last data gathering date
- **COR Maintenance Year Option**
 - PHS: psychological health and safety audit – Element Substitution
 - Eligibility: four-year consecutive COR holder, 90% last COR Certification audit
 - Elements: can substitute any element except 1,2, or 3.
 - Scoring: PHS overall replaces substituted element score
 - Application: email audits@amhsa.net
 - Three levels, Excel only. Also available as stand-alone audit.
 - 2025 – *working on integration into Excel audit tool.*
- **CopyCat Initiative**
 - System to deduct unoriginal notes is in development
 - Imported data bank of audits
 - Testing to begin soon with 2024 audits
 - 2025 implementation into regular audit processing
 - Flagged audits will be forwarded to QA Team for analysis
- **AMHSA Forum**
 - <https://forum.amhsa.net/>
 - Health and Safety Advisors section active with audit tips, upcoming training, HSE best practices, HSMS and auditor resources, COR news, etc.
- **Credly Digital Badgets**
 - Validated digital credential for auditors
 - Issuing auditor badges in November

- Already seen in use on LinkedIn, Facebook, and email signatures
- **2025 Initiatives**
 - Training - PHS Supplements
 - Consultant auditor process change
 - Qual audit required for those certified by other CPs
 - Reinstatement of “audit tips” on social media
- **Employer Engagement**
 - Program in development for 2025 for AMHSA employers, both COR-holders and non COR-holders
 - Intended to increase awareness of services/resources, provide resources to employers with WCB rate challenges, increase engagement in services, provide resources for HSMS development, and assist employers working towards COR attainment
 - Developing project charter, scorecard, and resource plan
- **Auditor Investigation and Performance Management**
 - Draft framework addresses procedures for Code of Ethics infractions and severe quality issues
 - Meets Partnerships standards
 - Implementation in 2025
 - Communications – auditors and training materials
- **Auditor Updates:**
 - See
- **AMHSA Forum**
 - Reminder to sign up and participate in AMHSA’s Forum for Health and Safety Advisors.
- **Upcoming Training:**
 - Health and Safety Management Systems
 - February 4-5, March 4-5
 - Health and Safety Auditing
 - February 18-20, March 18-20
 - Audit Refresher
 - February 27, March 27
 - Email safety@amhsa.net to register
- **Contacts:**
 - audits@amhsa.net
 - shannon@amhsa.net 780-691-6449
 - jessica@amhsa.net 780-965-4601
 - juliet@amhsa.net 587-952-2268 ext 324

7. Preparations for COR Certification Audits – City of Edmonton

John Scarlett shared the City of Edmonton’s audit preparation process (see slides for details), including:

- Auditor Engagement
- Determining scope/worksites
- COR audit planning tools
 - Daily, hourly activities break-down
 - Virtual binder
- Best practices
 - COR Audit Performance Process Program
 - Post-audit reports
 - Interview sampling
 - Auditor contracts
 - Fixed COR expiry date
 - Audit tool
 - Pulse checks
 - Audit team standing

The City of Edmonton's planning tool will be shared with the meeting minutes.

Shannon thanked John for the presentation, and noted that their detailed process and planning ensures the smoothest possible audit process. It was stressed that having the findings by business unit is very helpful to the City.

8. AMHSA Update – Juliet Goodwin

Juliet Goodwin presented the AMHSA update, including:

- **OHS Compliance Snapshot**
 - See slides for details
- **Municipal Premium Rate Working Group**
 - Current participants: Cities of Calgary, Lethbridge, Edmonton and St. Albert
 - AMHSA advocating for greater transparency and equity on premium rate calculations and impact for municipalities
 - Next steps: Terms of Reference, Feedback from WCB, Schedule kick-off meeting
- **Secure and Shareable Digital Credentials**
 - Credly badges
 - Auditors, PHS for People Leaders, Cognitive Psychological Job Demands Analysis
- **ISO Auditor Training**
 - 20% discount code
 - Upcoming SGS training in December
 - BCRSP points available
- **Injury Reduction Campaigns**
 - Winter Ready
 - Aquatic Awareness
 - Line of Fire

9. Roundtable Discussion

Members presented updates related to items of concern, initiatives, trends, audits, significant incidents, and items to discuss with their peers, including:

- WCB Train and Place program, statistics, trends, claim rates
- PSI Reporting
- OHS Proactive Inspections
- Incidents – e.g. driving, strains/sprains, psychological, neck/back
- Audits
- Emergency Drills
- Safety Software – e.g. BIS, SDS Risk Mngt, DATS, Cority, itrak, CityWorks
- Key Performance Indicators
- Training Initiatives – e.g. noise, incident management, de-escalation, Arete and Danatec (providers), WHMIS
- Cognitive JDA
- Speakers – e.g. Tacit Knowledge 780 803 5501 (Counselling and Training Services), Kim Silverthorn
- Fatigue Management
- Winter Issues
- Public Behaviour / Code of Conduct
- Mental Health
- Fit Testing
- Encampments
- Policy/procedure Updates
- Skating Rinks

10. Next Meeting and Adjournment

- May 14, 2025
- Virtual Format

Suggestions for future guest speakers or topics, or volunteers for health and safety moments were asked to contact Shannon. Violence and harassment related to the public was suggested as a topic for speaker.

Meeting Adjourned by Shannon Thomas 2:41 p.m.