

Alberta Cities Safety Council

MEETING MINUTES

December 1, 2020

Virtual Meeting via MS Teams

IN ATTENDANCE

Craig Hrynchuk	Alberta Municipal Health & Safety Association
Shannon Thomas	Alberta Municipal Health & Safety Association
Terri Filipski	Alberta Municipal Health & Safety Association
Scott Lyall	Alberta Municipal Health & Safety Association
Jessica Meyer	Alberta Municipal Health & Safety Association
Carla Smith	Alberta Municipal Health & Safety Association

GUESTS

Dr. Linda Miller	EWI Works
Michael Rinsma	Devco Group
Kim Barch	Workers' Compensation Board – Alberta (South)
Miranda McLay	Alberta Government – Partnerships and Immigration
Jeff Crawford	Manager, OHS and WCB Policy and Legislation – Alberta Government Occupational Health & Safety

MEMBERS

Shawn Justus – City of Airdrie
Dorian Kachur – City of Airdrie
Christopher Collier – City of Calgary
Rob Friesen – City of Chestermere
Daryl Anderson – City of Edmonton
Kristi Lea – City of Grand Prairie
Patty Pura – City of Grand Prairie
Megan Miller – City of Lacombe
Jeri Wolfe – City of Leduc
Melissa Craig – City of Lethbridge
Dan Doyle – City of Red Deer
Mark Hadfield – Strathcona County
Cameron Schreiber – City of Wetaskiwin

1. INTRODUCTIONS, WELCOME AND SAFETY MOMENT

Alberta Municipal Health and Safety Association's Shannon Thomas introduced herself and called the meeting to order at 10:05 am.

Sydney Perozak reviewed Teams and its functionalities, and Ms. Thomas reviewed the agenda for the meeting.

A Winter Driving Refresher Health and Safety moment was presented by Carla Smith.

Introductions of all participants were made; 13 participants attended.

2. PARTNERSHIPS UPDATE AND AMHSA AUDITING

- **Jennyfer Harms – Alberta Labour & Immigration**

Jennyfer Harms' presented information on COR auditing for 2021 and on-site audit reviews. Her PowerPoint is attached for review.

- **2021 COR Auditing**

- **Certification/Recertification Audits** – choice between two different options in effect January – December 31, 2021
 - External (documentation only) audits – one-year COR
 - External audits (documentation and interviews) – three-year COR
 - Remote interviews will be conducted via web-based platforms with same sampling size.
 - Audit guidelines for on-site auditing are currently being reviewed by the Return to Safe Auditing Committee. It was noted that AMHSA's Jessica Meyer is a representative on that subcommittee and the resulting guidelines will be shared with our members.
 - Ms. Harms confirmed Shannon Thomas' comment about remote document reviews still being the recommendation for audits in 2021.
- **Maintenance Audits**
 - Documentation-only audits conducted by an internal or external auditor.
- **Action Plans**
 - Submission timelines for 2021 Action Plans for COR Maintenance will be extended.

- **Auditor Qualification Audits**
 - To achieve auditor certification in 2021, auditor candidates will be required to:
 - Complete auditor training
 - Pass the auditor training exam and
 - Successfully complete a qualifying audit based on both documentation and interviews (conducted remotely)
 - Auditor candidates from 2020 holding limited auditor status must conduct a second qualifying audit

- **Auditor Recertification Audits**
 - Certified auditors must be recertified at least once every three (3) years. Review attached PPT for eligibility for re-certification.

- **Off-Site Audit Review**
 - OSAR Process has been redesigned in response to the pandemic and they are now being conducted remotely. Name-change from on-site to off-site audit review. See attached PPT for more information.
 - 10 overall audits to be completed between now and March. Four or five have already been selected; notification letters are being sent by Partnerships.
 - Reminder: Strategic Evidence and Action group is constantly updating and/or creating new publications. [Visit the website](#) for more information.

- Also attached is a one-page document on the 2021 COR program update.

Contact information:

Jennyfer Harms – 403/999-7720 - email Jennyfer.harms@gov.ab.ca

- **Shannon Thomas, Program Evaluation Manager – AMHSA Auditing.** Ms. Thomas provided a complete update which is attached.

Topics included:

- **AMHSA Auditing 2020**
 - Quality Assurance
 - Feedback process remains unchanged in 2020
 - Due to Covid contacts and isolation situations, AMHSA is not signing CORs this week but will hopefully be able to sign and mail week of December 7.

- **AMHSA Auditing 2021**

- Decisions and communication
- Encouraging remote auditing whenever possible
- Audit Tools – Excel, AuditSoft, eCompliance will be uploaded on [AMHSA's website](#)
- Action Plans in lieu of COR Maintenance audits
- Optional element – Psychological Health. If approved by Partnerships, it will be made available to municipalities.

AMHSA's Sharon Young addressed a question about the development of this element. Ms. Young indicated that AMHSA would refer to the work done in 2020 with our members and strategic partners about the definition of psychologically safe workplaces pertaining to a COR audit. Some of those key things on which she speculated may be similar to the structure in the other elements (i.e., Element 4 on Health and Safety Committees) such as: (1) Do you have a policy that addresses a psychologically safe work site, (2) what does it mean, (3) how do you ensure it, (4) what type of procedures are in place, (5) are there any kinds of reporting incidents being followed through on, etc. Ms. Young also mentioned that it might be more about seeing if the right tools are in place to support the employers and employees in creating a psychologically safe workplace. Content is yet to be determined.

Executive Director Craig Hrynychuk also added that AMHSA is not seeking to replace the CSA National Standard but rather to introduce an element that is scalable and implementable for all municipalities, whether small or large, and be complementary to a program/policy already in place.

- The peer process and AMHSA-certified consultant auditors are available for COR Certification audits in 2021.
- AMHSA is also working with Jennyfer Harms on the small employer sub-committee responsible for developing a revised small employer audit tool.
- Audit-Related Training (virtual) – see attached for specific dates, and contact [Carla](#) to register.
- AMHSA will help members with any future changes to the auditing protocol that result from the upcoming legislative update.

3. WORKERS' COMPENSATION BOARD - UPDATE

- **Kim Barch** provided a complete update which is [attached](#).

Topics included:

- 2020 Premium Summaries – on the way in next few weeks.
- 2020 Premium Rate Statements – available this month by logging in to *myWCB* account (if you currently do not have access, sign up at: <https://my.wcb.ab.ca/ess/signup>).
- Policy Update – Experience Rating Policy 07-02, Part II, Application 2, Question 14
 - To review the approved policy, visit [WCB's website](#).
 - Question on Covid claims: If Alberta Health Services declares an outbreak at a facility, any employee who tests positive for Covid and is off work or waiting for testing, it should be reported to WCB. If tests come back negative, claims will be denied. There is a list of questions used by adjudicators to determine if there was a work-related factor. Contact Kim for information and for list of questions. Updated fact sheets are on website: [Link to updated fact sheet](#).
 - Question regarding whether there is anything different with reporting Covid and workplace exposure for first responders. As essential workers who could have higher exposure to the community, any incident should be reported.
- Training on the Job – Virtual lunch & learn session for those employers who are hiring - on **Dec 10 at noon**. [Register for TOJ session](#).
 - [Learn more about the Training-on-the-Job program](#).

Any questions, please contact:

Kim Bartch, Industry Specialist for Municipalities south of Red Deer:

kim.bartch@wcb.ab.ca

Sanjeev Bhagrath, Industry Specialist for Municipalities north of Red Deer:

sanjeev.bhagrath@wcb.ab.ca

4. AMHSA –ASSOCIATION UPDATE

Executive Director Hrynychuk's presentation is attached and included the following topics:

- Overview
 - AMHSA and OHS reform (Bill 47 and OHS Code)
 - Q3/Q4 2020 Quick Wins
 - 2021 Draft Business Plan Highlights

- Bill 47
 - Second reading on November 30 was adjourned on amendments. There are items of contention relating to maximum insurable earnings and psychological health and safety.
 - AMHSA will support its members once we are past third reading by:
 - Creating and distributing joint Bennett Jones LLP/AMHSA Bulletins on the OHS Act for accurate information which will be posted on AMHSA's website, in newsletters/eblasts, H&S advisor stream, etc.
- Industry Task Force – AMHSA sits on this committee that works with the WCB Executive on the WCB Act. AMHSA will make communications available on our [ITF/WCB webpage](#). Difference between WCB changes and OHS is the dates of implementation.
 - OHS Act changes are proposed for April 1, 2021.
 - Harmonized changes for the OHS Act and code changes are proposed for September 1, 2021.
- Hosting Lunch & Learn events with subject matter experts (such as Jeff Crawford from OHS who will be speaking today).
- Updating AMHSA course content to be Bill 47 and code compliant.
- Bill 47 Status Updates
 - Screenshot of [Alberta Legislature dashboard](#) as of November 30 (see attached). Status updates, hansards, and transcripts are also available on this link.
- OHS Code – Government of Alberta updated its [OHS Code three-year review plan 2020-2023](#). AMHSA will support our members via aggregate feedback for:
 - Industry advocacy
 - Submission to Alberta Immigration and Labour
- Updating AMHSA course content
- Executive Director Hrynchuk inquired city members about other ways in which AMHSA can solicit organizational feedback.
 - Feedback included:
 - Facilitated conversations bringing working groups/people together providing thoughts and compiled responses versus the standard written format (such as a survey).

- **Action Item:** If you have any feedback on a preferred method, please [email Craig Hrynychuk](mailto:Craig.Hrynychuk).
- 2021 Business Plan Submission Timeline Changes
 - Due to a Memorandum of Understanding with funded health and safety associations, AMHSA was required for the first time to submit to Alberta Immigration and Labour as well as WCB.
 - Timelines accelerated for this year and going through a new assessment process.
- Draft Business Plan – approval is required by WCB and OHS. AMHSA received approval from our Board of Directors and submitted our Business Plan to WCB and Alberta Immigration and Labour. AMHSA is waiting to hear back before end of year regarding our funding request.
- 2021 Business Plan – Stakeholders
 - AMHSA strives to be data-driven based on injury data from membership, WCB analysis from iron key injuries, and changes to potentially serious incidents (PSIs) causing hospitalization/near hospitalization due to the workplace.
 - New 2020 reporting requirements for Memorandum of Understanding and annual reporting requirements for Appendix G (see presentation for more information).
- Funding – Feedback from membership and Board that there not be a levy increase for 2021.
- Increased alternative sources of revenue include grant applications (three of which AMHSA has applied for), creative sentencing (e.g., lawn mower program for 2021 launch) and University of New Brunswick tuition giveaway contest.
- Psychological Health & Safety (PHS)
 - Creation of optional PHS COR element
 - Continuation of Municipal PHS Impact Group
 - MHCC – AMHSA will continue to offer The Working Mind and Mental Health First Aid courses in the New Year. Stay tuned for announcements.
 - PHS Certification Program – AMHSA received Board approval to get accredited in pursuit of making this a national program.
- LSE Relaunch includes:
 - Human Factors
 - Energy-based hazard recognition
 - Bill 47/OHS Code Reform
 - PHS
 - Technology (polling, etc.) to modernize our platforms

- Predictive Calculator App
- Collaboration Snapshot – partnership continuation in 2021
 - There being no questions, Scott Lyall mentioned that AMHSA is your association and enjoys hearing from our membership.
 - Sharon Young mentioned that AMHSA is receiving good feedback from membership looking for specific types of courses not offered in the past, and we are incorporating those requests into our course project list.
- **Audit Element 6 Member Subcommittee**
 - At AMHSA’s September Northern and Southern Safety Council meeting, there was a request to create this subcommittee. AMHSA will be hosting a virtual meeting on **December 9 from 9:00 -11:00 am** with focus on creating a plan moving forward. This would include creating a library of resources (forms, templates, etc.).
 - Question arose about whether others from departments such as procurement, etc., should attend. Initial meeting will be for members. This may result in action items needing to go to procurement to gather resources and bring back to a possible follow-up meeting.
 - Participants from the ACSC are welcome to attend.
- University of New Brunswick Tuition Giveaway
 - There was a total of 61 entries which are still being reviewing with update on winner soon!
 - We are researching whether UNB can offer a diploma program for 2021

The meeting broke for lunch from 11:30 am – noon.

5. OHS LEGISLATION UPDATE

- Jeff Crawford, Manager, OHS and WCB Policy and Legislation with the Alberta Government Occupational Health & Safety, presented information on the following information:
- Bill 47: Ensuring Safety and Cutting Red Tape Act 2020 (OHS proposed amendments) which is currently going through the debate/approval process.
- Legislative Reform – extensive changes to OHS laws came into effect in June 2018
- Engagement Summer 2020 - Overview included an online survey with follow-up virtual stakeholder engagement sessions set to improve the legislation through more simple guidelines, clearer definitions and streamlined processes, reduction of burdensome

documentation and regulatory requirements, and maintaining workers' rights to know, participate, and right to refuse.

- The Changes to the Act – Bill 47 would make the OHS Act easier to understand. To see the proposed change, please see Mr. Crawford's PowerPoint attached.
- Clearer Definitions & Removal of Duplication
- Work Site Party Obligations
- Dangerous Work Refusals
- Discriminatory Action Complaints
- Potentially Serious Incidents (PSIs)
- HSC/HSR and OHS Program Requirements
- Radiation Safety
- Acceptances, Approvals and Allowances
- Compliance and Enforcement
- Coming into Force
 - If passed, changes to the OHS Act would be effective as of September 1, 2021.
 - Questions:
 - If municipal is planning amidst all the changes, the reduction inside what is printed and written for duties of a H&S Committee from the 10 to now the four in the bill, would it be safe to say the other six then aren't going to be moved into the code? Answer: Difficult to answer as Code is ongoing. For things that are moving from the Act to the Code are based on minister direction and cabinet approval. OHS is trying to follow the same type of guidelines that are moved into more outcomes-based requirements. While the current duties might be moved over to the Code, they're not necessarily going to be moved over in the same form that they are found in the Act right now.
 - **Action item for Jeff Crawford:** Can he share PPT with alterations and send as a .pdf? Will need to run through approval process and let Shannon know.
 - There were no other questions for Jeff Crawford.

6. MSI INJURY REDUCTION CAMPAIGN PILOT PROGRAM

- Dr. Linda Miller, EWI Works provided an update on the MSI (Musculoskeletal) Injury Reduction Campaign; the following are the topics she presented (see her attached PowerPoint for details):
- Goal of campaign was to focus on developing tools to help prevent MSIs in municipalities
- Update on key activities done to date and potential goals for next year
- Review of iron key data to drive activities for municipalities for first two years and then received third year which was helpful
- MSI Awareness Campaign
- Coaching Sessions
- What is a Dynamic Warm-up Guide?
- MSI Awareness Campaign was initially focused on industrial side; possible diversification to support police and maybe fire and the office environment; framework can stay the same, but examples will be pertinent to specific groups. This campaign is 12-weeks.
- Pilot project with the City of Lacombe overview
- Goals for next year will include rolling out presentation and resources to build an internal office ergonomics program; roll out strategy to implement an MSI awareness campaign for various work groups, and to continue with the coaching sessions.
- **Last coaching session for 2020 is December 10 at 8:30 am.** Coaching sessions always have a topic and is interactive.

Action Items: New dates to come in the New Year for more coaching sessions

- Member Experience in Pilot Project: Megan Miller – City of Lacombe
 - Whole pilot program has been an easy and smooth process
 - Ergonomics – initially, management thought that it would be a big cost, but throughout the program and in speaking with Linda, management’s minds were eased as the roll-out of changes would not happen immediately and would work with their budget.
 - Site tour included minor changes starting with educating people on how people can set up their office
 - Employees and management have been receptive to program
- Contact Megan if you have any questions: mmiller@lacombe.ca.
- Scott Lyall thanked Dr. Miller for her participation and leadership in this injury reduction campaign and thanked Megan for speaking about her experience in the pilot program.

If you would like to register for our upcoming December 10 coaching session and/or to access free resources, [please visit our website](#).

7. INFORMATION SHARING ROUNDTABLE

Members from Cities: Airdrie, Edmonton, Grand Prairie, Lacombe, Leduc, Lethbridge, Lloydminster and Strathcona County discussed the following topics:

- Ammonia - recreational facility
- Changes to Legislation
- Cognitive and physical demand analysis
- COR audits
- COVID-related activities and control inspection (x3)
 - Covid learning – new equipment introduces new hazards during cleaning process. Use of electrostatic sprayers for transit system and workers getting electric shocks; and looking at ergonomic impacts with different devices.
 - Electronic pre-screening (one member uses Google Sheets for this)
 - Leverage COVID learnings – communication with each other
 - Rapid response plan update with contact tracings
 - Retirements during Covid
 - Vehicle usage
- Electronics – changes and positive improvements
- Ergonomics and home ergonomic program (x2)
- Ergonomic awareness campaign for employee access; self-adjustments, creating incident reports, and doing ergonomic assessments
- Exposure to harmful substance
- Falls over-exertion
- Fatigue management program – incidents and root causes and fatigue being a cause and decreasing fatigue management
- “Good Catch” campaign
- Health and Safety – pre-trip training / BISTrainer and online courses/training matrices and moving into an online HSMS
- Hazardous gas training
- Health and Safety training
- Incident Data Collection System
- Investigations into an electronic system
- ISO Standard Training – goal to move to that standard
- LMS – working to go digital and building matrix for psychological health and safety by role (manager, worker, and job description)
- Lost time claims
- Major snowstorms and vehicles getting stuck and driver safety program
- Mental Health First Aid training
- Modified work duty

- My Safety Perception survey through University of Alberta (via creative sentencing). Results of late November – really great exercise and highly recommended
- National Safety Code
- Occupational hygiene improvement and tracking to ensure compliance
- OHS dashboard
- OHS Transportation crew complaint
- Partnering more actively with unions
- Partnerships into psychological end – absence management
- Psychological Health and Safety Impact Group (x2)
- PSI reporting
- QR Codes – for sign-in/sign-out (also for COVID pre-screening); on bulletin boards for easy access; quick use for things needed to be seen
- Refusal of Dangerous Work
- Software programs
- Training dashboard
- The Working Mind Training – focus on building resiliency; courses coming through AMHSA
- Virtual delivery training
- WCB rate
- WHMIS and chemicals and PPE
- Working Alone app (offered through Checkmate)
- YTD 2020 stats – down/KPIs improved and statistic tracking system

Action Item for Mark Hadfield: Will provide a list of electrostatic sprayers to Shannon.

If you would like to be added to our Health and Safety Advisor email, please contact [Sydney](#).

8. NEXT MEETING AND ADJOURNMENT

Shannon Thomas discussed next meetings, thanked participants, and wished everyone a happy holiday season!

Meeting was adjourned at 2:01 pm.

How can we make our meetings more valuable to you? Please submit feedback and ideas to Shannon. Shannon@amhsa.net

Please note upcoming ACSC Meeting:

Next meeting: Tuesday, June 1, 2021 - Email [Terri](#) if you are interested in hosting next meeting (hopefully in person)