

# Alberta Cities Safety Council

## MEETING MINUTES

June 1, 2021

Virtual Meeting via MS Teams

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### IN ATTENDANCE

Craig Hrynychuk	AMHSA
Scott Lyall	AMHSA
Shannon Thomas	AMHSA
Terri Filipski	AMHSA
Krystal McDowell	AMHSA
Jessica Meyer	AMHSA

### GUESTS

Miranda McLay	Government of Alberta – Partnerships
Sanjeev Bhagrath	Workers’ Compensation Board – Alberta

### MEMBERS

Darryl Anderson	City of Edmonton
Adam Baxter	Strathcona County
Shawn Justus	City of Airdrie
Dorian Kachur	City of Airdrie
Derek Kearney	City of Airdrie
Kristi Lea	City of Grand Prairie
Megan Miller	City of Lacombe
Leanne Litchfield	City of Grand Prairie
AJ Osunmakinwa	City of Edmonton
Patty Pura	City of Grand Prairie
Paul Shields	City of Calgary
Jeri Wolfe	City of Leduc

## 1. INTRODUCTIONS, WELCOME AND SAFETY MOMENT

Alberta Municipal Health and Safety Association’s Program Evaluation Manager, Shannon Thomas, welcomed everyone, introduced herself, and called the meeting to order at 10:05 am. Members, guests, and staff introduced themselves.

The Health and Safety moment on Fire Safety was presented by Carla Smith of AMHSA. Please see attached PowerPoint for details.

Shannon Thomas reviewed housekeeping items.

## **2. PARTNERSHIPS UPDATE AND AMHSA COR UPDATE**

### **Miranda McLay – Government of Alberta, Partnerships Update**

Ms. McLay presented the Partnerships update (attached in the PowerPoint) which included the following topics:

#### **2021 COR Auditing**

- Certification/Recertification Audits 1 and 3-year requirements
- Maintenance Audits
- Action Plans – deadlines
- Fixed COR date option
- ISO/CSA Equivalency for COR

#### **Off-Site Audit Review**

- Will continue for this year to March, 2022.
- AMHSA will have four OSARs this year.

#### **Prevention Initiatives**

- Slips, trips, and falls – winter initiative.
- Musculoskeletal and psychological group.
- 3 initiatives working on more projects including videos, website, bulletins.
- For more information visit [OHS' website](#).

#### **2019 Workplace Provincial Summary**

- Summary of injuries, illnesses, and fatalities is available on the website. Data from 2019 but valuable for safety meetings, etc.
- Municipal government is linked under the same category as provincial government, education, and health care.

#### **OHS Act Changes**

##### **Changes to COR Audit**

- Due to legislation changes, there will need to revise the content standard.
- This will lead to changes in the COR audit tool as well as the SECOR audit tool.
- Updates will be made to health and safety management system training and auditor training.

Ms. McLay thanked everyone for their feedback on the Code review. Changes to the Act will come out in the fall. There could be more changes coming in 2022 that are not related to the Act. No further information is available due to the review of all the survey responses.

**Question:** As far as audit document revisions go, will there be lead time to make changes? Ms. McLay indicated that there will be a time period where standards are updated. The audit tool will

be revised by the Certifying Partners. It takes about a year for everything to be put into place for the whole process. Shannon added that the last time there was an audit tool change, it happened very fast. In other instances, there has been a year to allow for retraining auditors once training and audit tools are updated. The provincial subcommittee tasked with revising the content standard and protocol has not yet been formed.

**Question:** This is so much work for municipalities to go through. Is there really value in this, given that if there is a change in the next government, they will probably change it all back? Ms. McLay responded that Partnerships is working with CPs on how to make the audit tool less prescriptive and processed based so that changes are not required as frequently. Ms. McLay will be chairing the subcommittee which will be focused on the standard not being so prescriptive/tied to specifics in the legislation.

**Contact information:**

Miranda McLay – 780/422-5612 - email [Miranda.McLay@gov.ab.ca](mailto:Miranda.McLay@gov.ab.ca)

**Shannon Thomas, Program Evaluation Manager – AMHSA Auditing.**

Ms. Thomas provided a complete update which is attached. Topics included:

- **AMHSA Auditing 2021**
  - PIR – 2020 PIR Refunds by Certifying Partner
    - 122 COR holders = \$4.397M in PIR refunds.
  - Quality Assurance - feedback process tweaked in 2021
  - Auditor Update [posted on website.](#)
  - COR Certification 2021
  - COR Maintenance 2021
  - Auditor Qualification 2021
  - Audit-Related Training (virtual)
  - COR Working Groups
    - **Harmonization:** across the country which may impact what health and safety associations report annually in their business plans
    - **Risk-based Scalable Audit Tool:** Working on one tool that would be used for all employers, but with different requirements based on the employer's complexity. Much work is going into the development and testing of the draft complexity matrix.
    - **Auditor Training and Certification:** Jessica Meyer provided an update. All CPs are participating in this working group. Addressing qualifications all auditors should have when entering the program as well as development of a competency profile. Presenting to the Strategic Steering Committee.
  
- Upcoming Audit-Related Training
  - Audit Refresher – September 2, October 5

- HSMS – October 13-14
- HSMS Auditing – September 29-30, October 27-28
- Advanced Audit Tool October 1, Oct 29
- ISO 45001:2018 Virtual Training by SGS Academy
  - Requirements: Sept 30 – Oct 1 (\$480) 2 full days
  - Internal auditor – Oct 12 (\$240) 1 full day
  - Lead auditor – Oct 13 (\$240) 1 full day
  - To register, contact Shannon

**Question:** Would following the ISO standard remove the need for constant change due to the Alberta Government legislative changes? Executive Director Hrynchuk indicated that being ISO certified would not replace the need to keep health and safety management systems current regarding provincial legislation.

Paul Shields from the City of Calgary shared that the City is aligning its OHSMS with ISO 45001 and undertaking a review, but maintaining the evaluation of the management system using the AMHSA COR audit.

If you have any questions, please contact [Shannon Thomas](#) or [Jessica Meyer](#).

#### 4. WORKERS' COMPENSATION BOARD UPDATE

Shannon Thomas welcomed Sanjeev Bhagrath from Workers' Compensation Board to present the WCB update. His presentation is included in the attached PowerPoint (slides 30-34) and includes the following topics:

- Legislative Changes (Bill 47) Seminars are available for viewing anytime on [WCB's website](#).
- COVID-19 immunization – [more information](#).
- "COVID-19 Claims Data are published every second Tuesday of each month and can be [viewed here](#). Executive Director Hrynchuk mentioned that municipal data was aggregated with education and health.
- WCB is offering 30-minute lunch-n-learn virtual sessions regarding their Training-on-the-Job program. For more information, [visit WCB's website](#).
- Psychological health and safety leader in the workforce. WCB's partnership with University of Fredericton. [Learn more about and/or register for this program](#).
- WCB's 2021 Annual General Meeting June 10 at 10:30 am, [Registration](#)

Executive Director Hrynchuk thanked Mr. Bhagrath for his presentation and said that he appreciates WCB's great leadership and working with WCB on additional support mechanisms to support different initiatives.

**Question:** There was a question regarding WCB reporting and that a member used to receive a report on the severity and frequency index against industry relative to employer lost time claims. She cannot find this information anymore. Mr. Bhagrath suggested she email him.

**Contact information:**

Sanjeev Bhagrath – 780/498-4748 - email [sanjeev.bhagrath@wcb.ab.ca](mailto:sanjeev.bhagrath@wcb.ab.ca)

## **5. AMHSA – ASSOCIATION UPDATE**

Scott Lyall, Director of Operations, introduced Executive Director Craig Hrynchuk to provide AMHSA’s update (slides 36-44) which included the following:

- Member Data Analytics
- Municipal Compliance Snapshot – Sept 1 – April 30, 2021)
- Orders Issued Snapshot (September 1, 2020 – April 30, 2021)
- Cities – OHS Compliance Order Highlights
  - OHS Orders by Category with the highest being hazard assessment (26%)
- First Responder Psychological Claims
  - PPI Detail - Primary compensable injury is psychological in nature
  - Claims data is trending up fairly significantly
  - Percent claims – AMHSA Industry codes
    - Cities represented 89% of first responder PPI claims in 2016-2020
    - **Comment:** This is great information for senior management and city council
    - AMHSA is working closely with the Mental Health Commission of Canada to support municipalities with The Working Mind - Police, Fire, and Corrections.
    - AMHSA is offering The Working Mind Employee (September 8) and Manager (September 9) sessions this fall. To register, please email [Shannon Thomas](#).
  - PTSD Detail – When there are legislative changes, the eligible criteria can change for people including first responders
  - Second Psychological Information

AMHSA is committed to being data-driven and provide trend lines for membership representation. Would love to hear feedback. Executive Director Hrynchuk thanked everyone for their time.

Mr. Lyall then reviewed the following topics on the presentation (slides 45-93):

- **Psychological Health Impact Group**
- **Data Review – Alberta Cities** – 2020 municipal-specific claims data and strategies and tactics to reduce future claims
- **WCB Claims**
  - Claims were down in 2020
  - Reduction in total claims cost

- Cost of Claims by Occupational Category
- Nature of claims by cities
- Trades – Line of Fire
- **Office Ergonomics**
- **Public transit** – mental health cost of claims is a big contributing factor especially in this challenging COVID time
- **AMHSA Injury Reduction Campaigns**
  - Breakdown (please refer to slide 58)
- **Peak Season for Claims** – Average Age of Workers Drop
- **Peak Season for Claims and Young Workers**
- **Nature of Claims: Police**
- **Line of Fire injuries**
- **Fall Injuries Peak During Winter Months**
  - Falls due to ground/floor conditions, 300% more likely to occur in winter, over \$2.5M in WCB Claims in 2020
  - AMHSA’s Winter Ready campaign addresses this issue ([please visit our website](#) for more information on our seasonal safety initiative)
- **PSI Reporting Down** - Municipalities 47%
- **PSI Corrective Actions Identified**
- **Reduction in Younger Worker Claims**
- **Seasonal Worker Claims are flat**
- **Young Workers’ Injuries** (24 years old or less)
- **Seasonal Worker Claim Demographics**
- **July/August Peak Months**
- **Lawn Maintenance Course with Online Resources**
  - Classroom pilots
  - If interested in getting this online course, free of charge, to your workers call our office at 1-800-267-9764.
  - Video gallery – Alberta-based content, video, etc.
- **New Worker Orientation**
  - Orientations Live webinar June 16, 10 am – 12 pm

A poll was taken which asked the question: “Do you currently have an online, on demand Orientation for your new employees and contractors?” 36% meeting respondents indicated “yes” and 63% responded “no.”

- **Digital Forms**
- **PSI Reporting Down**
  - All Municipalities and Cities (slide 78)
- **Large Reduction in Line of Fire PSIs Reported**
- **Line of Fire Pilot Project with Rocky View County**
  - Photo of posters, banners, etc. [Visit our website](#) for more information on our Line of Fire campaign.
- **Force is a Leading Risk Factor**

- **Large Reduction in Vehicle PSIs Being Reported**
- **Changes in Types of PSI incidents Reported**
- **MSI Injuries by Occupation**
  - Dynamic warm-up guide
  - To register for our free coaching sessions, [please visit our website](#). Sessions are available on the following dates at 2 pm: June 17, July 15, August 19, September 16, October 21, November 18, and December 16.
- **Contact with Electrical Current (Line of Fire)**
- **Top 10 Most Frequent PSIs**
  - Reported by Alberta municipalities (slide 86)
- **31% Reduction in MSI Claims**
- **Percentage of claims v. Percentage of PSI Reporting**
- **MSI – Back and Shoulders**
- **MSI and Line of Fire**
- **NEW! Safety Recreation Facilitator Operator Certification program**
  - In partnership with AMHSA and Recreational Facilities Personnel
  - Four programs: Arena Safety Operator, Aquatics Safety Operator, Building Maintenance Safety Operator, and Parks and Sport Fields Safety Operator.
  - To see more information, [please visit our website](#).
- **Maintaining Mental Fitness Season 2**
  - Ms. Thomas provided update on the new season. The first two episodes have occurred with upcoming episodes occurring bi-weekly.
  - Webinars are 10-15 minutes with a specific micro-skill, ending with Q&A.
  - Great response so far; multiple organizations from all over have registered for this webinar program and we have a wide variety of industries sponsoring the program which allows us to promote it.
  - Over 500 participants registered for the next session, maximum space per webinar is 3,000
  - The micro-skills in the webinars are being recorded and are [available on our website](#) for on-view demand until December 31.
  - This initiative is a collaboration with AMHSA, AUMA and Howatt HR.
- **Collaboration**
  - AMHSA will be presenting on injury/illness campaigns at the virtual BC Municipal Safety Association Joint Annual Conference on October 5 and 6. There will also be breakout sessions. To see more detailed information, [visit their website](#).
  - RUSA Conference - announcing information very soon – blended; virtual + in-person options
- **Member Advocacy and Strategic Planning**
- **COVID-19 SME and Resources**
  - 19 to Zero engagement and toolkit working group
  - Infection Prevention & Control (IPAC) e-learning training for free
  - COVID-19 WCB-Alberta claim trend reports – municipal specific
  - Attending Government of Alberta stakeholder forums

- **19 to Zero**
  - Infection Prevention & Control (IPAC)
  - COVID-19 Claim Data
  - COVID-19 GoA Information Update
- **Legislative Reform / Change**
  - Aggregating member feedback on the 2020-2023 OHS Code Review survey
  - Advocating for Allowance and Acceptance Red Tape Reduction Strategies
  - Participating in ITF Executive efforts to understand the Joint OHS WCB Reporting Project
  - Participating in OHS Strategic Priority Working Groups (Psychosocial hazard, Musculoskeletal)
- **2020-2023 OHS Code Review**
- **Joint OHS WCB Reporting Project**
- **Psychosocial Hazard Working Group and Psychological Injury Working Group**
- **Strategic Planning Updates (three-year process)**
  - Member feedback paramount
- **2022 Business Plan Submission Timeline for three years**
  - We want to know what you would like to see from your safety association?
- **Lawn Maintenance**
  - Focus will be on young, vulnerable workers
  - Two pilots have been held (Drayton Valley and Rocky View County)
  - First set of instructor-led courses to begin soon
  - Pre-requisite elearning course (2 hours) available now; call our office for more information (1-800-267-9764)
- **Traffic accommodation strategy course**
  - Pilot held week before safety council meeting
  - Next steps: To establish a subcommittee working group for full development of course for launch in spring, 2022

Shannon directed members to send any questions to [Scott Lyall](#), Director of Operations.

## 6. MEMBER FORUMS

Krystal McDowell information on a new initiative - AMHSA Forums:

- The main goal of the Forum Project is to create a valuable, user friendly, and informative resource for municipal safety professionals and will be available in the Fall.
- This project includes requesting feedback, developing the forums, increasing awareness, and creating additional value-added content. For more information, see slides 112-118.

AMHSA is offering **three** free 1-hour Q&A sessions as follows:

- June 15 – 11 am
- June 19 – 3 pm
- July 22 – 12 pm



If you are interested in attending any of these upcoming forums, please register at: [www.amhsa.net/forumqa](http://www.amhsa.net/forumqa). If you have any questions, please feel free to email [krystal@amhsa.net](mailto:krystal@amhsa.net) or [sydney@amhsa.net](mailto:sydney@amhsa.net)

Ms. Thomas encouraged participants to attend a Q&A session and mentioned that there will be a demo provided. She also shared that AMHSA is looking for forum ambassadors to help facilitate discussions and help others get involved.

## **7. INFORMATION SHARING ROUNDTABLE**

Meeting participants from the Cities of Airdrie, Calgary, Edmonton, Grand Prairie, Lacombe, Leduc, and Strathcona County discussed trends, initiatives, etc., including the following topics:

- Abilities Management
- Ammonia and recreational facility
- Anti-Bullying campaign
- Auditing and COR audit action plans
- Connected City Program
- Contractor and volunteer program – coordinate across a range of municipalities
- Contractor Safety Program
- COVID-19
  - Auditing pulse checks
  - COVID controls
  - Online tools to help employees.
  - Pandemic response; monitoring health safety measures
  - Safe return to the workplace
  - Workplace transmissions – low number
  - Restrictions in the public health - How do other municipalities plan to respond to restrictions in the public health measurer protocols if the province changes it. Or will other measurers be put into place to not put staff at risk?
  - AHS providing orders to Alberta Labour – health and safety requirement to ensure safety of the staff; OHS views COVID as an occupational hazard.
  - Management of vaccinations – this will be up to individual organization municipalities as it will not come from government. There are things not to do.
- Disability management and industry trends
- Employee Check-in Survey
- Ergonomic awareness
- Fatigue Management
- Field workers
- Fit for Duty – CSE standard and compliance
- Immunization program
  - Employees who are exposed to hazards from performing regular duties
  - Came forward with arena staff – blood borne and pathogen training

- Anyone doing first aid is exposed to biological hazards and whether they require immunizations
- Joint Work Site Health and Safety Committees
- Lost time incident information; incident reporting and impact of COVID-19 on city operations
- LTC, PSI
- Mental health programs, policies, and resources
- Mobile Outreach Program
- National Safety Code implementation
- Near Miss and Unsafe Work Observation Reporting Culture
- OHS-based Injury & Illness Metrics
- Occupational Hygiene
- Peer support group – mental health in the workplace
- Psychological Health Impact Group and psychological management system
- Prime contractor
- Return to Work and MSI campaign
- Risk analysis and assessing risk
- Safety dashboard was shared by the City of Calgary which included data on incidents, days without LTC, injury frequency, days missed, costs, safety pyramids, risk management.
- Safety week initiatives
- Slips, trips and falls
- Software to manage contractors and training - Bistrainer; Enterprise Commons
- WHMIS
- Wellness speaker initiative: Allen Keller – Mental Health: It's Time to Talk
- Working from home and ergonomics

## 8. NEXT MEETING AND ADJOURNMENT

Shannon Thomas discussed potential upcoming meeting formats and thanked the participants for their participation today. **Next meeting: Tuesday November 30, 2021** (virtual or in-person at the Cambridge Hotel, Red Deer). Please submit feedback and ideas on how to make the meetings more valuable to you to [Shannon@amhsa.net](mailto:Shannon@amhsa.net).

Meeting was adjourned at 2:01 pm.