

ACSC Meeting
May 16, 2023
Minutes

IN ATTENDANCE

Municipality

City of Coldlake
City of St. Albert
City of Red Deer
City of Lethbridge
City of Leduc
City of Camrose
City of Beaumont
City of Lacombe
Edmonton Police Services
City of Red Deer
City of Red Deer
City of Lloydminster
City of Airdrie
City of Calgary
Strathcona County
City of Fort Saskatchewan
City of Lethbridge
City of Edmonton
City of Lethbridge
City of Beaumont
City of Lloydminster

Participant

Daniel Mokelki
Denise Isbister
Bev Glass
Jamie Anderson
Jeri Wolfe
Lorna Melton
Marvin Shmyr
Megan Miller
Nicole Wetsch
Richard Dunn
Sally Paradis
Megan Coulter
Shawn Justus
Paul Shields
Amanda Russell
Quinn Gillard
Melissa Craig
Erin Walkom
Colleen Manderville
Lisa Rantucci, Marvin Schmyr
Megan Coulter

Guests

WCB
Government of Alberta - Partnerships
University of New Brunswick

Regrets
Amy MacDougall
Katya Ziad Abbasi

AMHSA

Craig Hrynchuk, Executive Director
Sydney Perozak, Digital Coordinator
Rob Rosete, Senior Health and Safety Advisor
Shannon Thomas, Program Evaluation Manager
Olana Todoruk, Director of Learning & Assurance

1. Introductions and Welcome

- Meeting Called to Order: 10:02am
- Housekeeping – Sydney Perozak, meeting IT contact
- Introductions/Attendance – Shannon Thomas, meeting facilitator
- Members were welcomed to the meeting and introductions took place.

2. Discussion topic: Substance Use/Abuse Issues – City of St. Albert

- Policy or directive outlining support for employees facing substance use/abuse issues?
 - Share?
- Cover costs towards substance use treatment?
 - Parameters?
- “Last chance” agreements? “Firm choice” agreements?
- Return to work and testing?
- Megan Coulter provided her Substance Use Policy for reference, located at end of minutes.

3. AMHSA Auditing – Shannon Thomas

- PIR Refunds 2023
 - 113 employers – Estimated 5M\$ to municipal Sector!
- 2023 Deadlines
 - Action Plan
 - Applications Due June 30th
 - Deliverables due November 30
 - External Peer Audits
 - Contact AMHSA by June 1 to request
 - All audits must be submitted to AMHSA by December 1
- Consultant Auditors List
 - Updated March 2023
 - Designations (as submitted), locations, travel ability, sortable.
 - Link: <https://www.amhsa.net/cor-auditing/about-pir-cor/>
- 2023 Large Employer Auditing
 - 3 Validation Methods Required
 - Documentation, Interviews, Observational Tours
 - 12 months of documentation
 - Remote Auditing Permitted
 - Certification/Recertification and SECOR Audits: Min. 80% and Min. 50% per element.
 - Maintenance Audits and Maintenance Action Plans / SECOR Audits: Min. 60%.
- Audit Tools and Resources
 - Auditor Updates, Audit Registration Forms, Submission Reminders, Auditor Resources.
 - Link: [Amhsa.net/cor-auditing/audit-tools/resources/](https://www.amhsa.net/cor-auditing/audit-tools/resources/)
- Upcoming Training
 - Health and Safety Management Systems: September 12–13, 2023
 - Health and Safety Auditing: September 26–27, 2023

- Audit Refresher: September 19, 2023
- Email carla@amhsa.net to register!
- Small Employer COR (SECOR) Changes
 - Content modernized and aligned with the regular COR instrument.
 - 10 elements vs 8
 - Scoring vs yes/no
 - Options for self-assessments or external audits
 - Data gathering: to be completed within 15 days.
 - Submission of completed assessment/audit: within 21 days of the last day of data gathering activities.
 - Annual submission deadline: December 1
 - Annual Evaluations:
 - Self Assessments (internal) – not scored, include notes, submit documentation to support; or
 - External Audits – scored, includes interviews, proper justification notes, audit report
- Audit Tool
 - Available on AMHSA Website
 - Link: <https://www.amhsa.net/cor-auditing/audit-tools-resources/>
- SECOR Refresher Training:
 - ½ day, virtual - Thursday, May 25
 - *Mandatory before initial SECOR Certification and every three years after*
- Questions or need support while auditing?
 - audits@amhsa.net
 - Shannon@amhsa.net 780 691 6449
 - Jessica@amhsa.net 780 965 4601

4. WCB Update – Kim Bartch

- Kim Bartch did not attend but we will keep slides in PowerPoint at the end for reference. Shannon Thomas presented information on WCB's Wildfires information page - <https://www.wcb.ab.ca/about-wcb/whats-new/wildfires.html> and the Employer Fact Sheet on Wild Fire Exposures: Smoke.

5. University of New Brunswick OHS Tuition Giveaway – Katya Ziad Abbasi

- Enter to win a free tuition for one of UNB's Occupational Health and Safety Program!
 - Submit your entry today! Deadline: October 1, 2023 – 11:59pm MST
 - Valid for both the certificate and the diploma.
 - Link: www.go.unb.ca/amhsa or <https://www.unb.ca/cel/promotions/tuition-giveaway/amhsa.html>
 - With this initiative we would like to honour the memory of the late Terri Filipski, who was instrumental in the launch of the very first AMHSA/UNB tuition giveaway in 2020. Her passion for safety and education serves as an example to us all.
- Contact Susan Goold: sgoold@unb.ca

6. Aquatics H&S Awareness Campaign – Rob Rosete

- Background
 - Incident: Lifeguard seriously injured – Fell into an empty pool basin
 - Creative Sentence: Aquatic Health & Safety Awareness Campaign
 - Subject Matter Experts: ARFP, AMHSA, High Engineering Ltd., Municipal Employers/Workers
- Contact Rob Rosete: rob@amhsa.net for more information

7. AMHSA Updates – Craig Hrynychuk

- First Responder Mental Health Grants
 - The Working Mind First Responder (TWMFR) – **SPHIFR 2021/22**
 - Free 7-hour virtual training (including booster sessions)
 - Current Offerings May 23, July 26, and August 29, 2023
 - To register or host your own session please email Shannon shannon@amhsa.net
 - Link: <https://ruralfirstresponder.ca/>
 - SPHIFR Grant Program
 - Supports first responders living with or at risk of PTSD.
 - Link: <https://ruralfirstresponder.ca/>
 - Grant cycle = comparison located in the attached PP.
 - The Working Mind First Responder – **SPHIFR 2023**
 - Expanded eligibility for fire, emergency health care workers, police services, family of first responder participants, indigenous peoples
 - Flexible delivery – virtual and in person for first responders, virtual for family
- WCB Cognitive-Psychosocial Job Demands Analysis Pilot
 - Physical Demands Analysis: <https://www.wcb.ab.ca/millard-treatment-centre/workshops/physical-demands-analysis-workshop.html>
 - C545 Employer PDA Form: <https://www.wcb.ab.ca/assets/pdfs/employers/C545.pdf>
 - Psychological Injury Working Group (PIWG)
 - For ITF members only but extended to municipalities through AMHSA.
 - New psychological injury claims only. Complete fillable PDF and submit it with claim. Form C1447.
 - Because this is a pilot WCB would like feedback on the process and form itself.
 - Please send feedback to Shannon shannon@amhsa.net
- Municipal Compliance Snapshot
 - Charts are viewable at the end of the minutes within the PowerPoint.
- CAN/ULC-s801-14 Awareness Training
 - Standard on electric utility workplace electrical safety for generation transmission and distribution in effect March 31, 2023.
 - Link: <https://www.scc.ca/en/standardsdb/standards/27737>
- Digital Credentialing Pilot
 - Will be working with Credly to implement digital badging.
 - Awarding badges for Experience, Learning, Validation and Certification.
- ITF Association

- Working Remotely Policy:
https://www.wcb.ab.ca/assets/pdfs/public/policy/working_remotely_consultation_materials.pdf
 - Comments Closed March 6, 2023
 - Added questions specific to remote work. Combined policies and applications.
- Industry Custom Pricing (ICP)
 - Link: <https://www.wcb.ab.ca/insurance-and-premiums/lower-your-premiums/industry-custom-pricing.html>
- CSA Association Partnerships
 - AMHSA is partnering with CSA to provide municipal members with no-cost access to a collection of 26 standards (CSA OnDemand Program) and discounts for CSA training and resources (CSA Association Program). Member can also upgrade their access to the CSA Standards collection at a reduced cost with discount provided through AMHSA.
 - Access to 26 standards for 1 year for 100 admin memberships (1 use per municipality).
 - Each admin account can assign up to 10 user accounts with access to the standards.
 - On Demand Access to CSA Standards
 - Link: <https://www.csagroup.org/store/>
 - CSA Association Discounts
 - Online Course: 25% Code: AMHSAWT25
 - Public/Virtual Course: 15% Code: AMHSASE15
 - Handbook: 20% Code: AMHSAHB20
 - Virtual/In-Person Onsite: 15% Code: AMHSAS015
 - For more info contact AMHSA safety@amhsa.net / 587-952-2268
 - Technical issues sales@csagroup.org / 1-800-463-6727
- Lawn Maintenance Safety Program
 - Comprehensive 7-hour instructor led course.
 - eLearning course (free)
 - Online Toolkit
 - Link: <https://www.amhsa.net/search-amhsa/?s=lawn+maintenance&submit=Find&xid=577a65ed9693476f40a6b4c7e1d12092>
 - Impact Video Links:
 - <https://youtu.be/QxzxdmJK6ZA>
 - <https://youtu.be/dnzolpqNQ8>
 - <https://youtu.be/P9nUTuYoCvE>
- Temporary Traffic Accommodation Training
 - Still in the works, all information will be live late May 2023.
- SPARK
 - Program for municipal government members to support psychologically safe workplaces.
 - Connect. Community. Cultivate. Cultural.
 - Link: <https://amhsa.devcogroup.com/spark/>
- Aquatic H&S Awareness Campaign
 - Background: Lifeguard seriously injured – fell into empty pool basin.
 - Creative sentence: Aquatic Health & Safety Awareness Campaign.

- Aquatic H&S Awareness Campaign – Subject Matter Experts
- Contact: Rob Rosete rob@amhsa.net

8. Partnerships Update – Amy MacDougall

- Introduction of Amy MacDougall (filling in during Miranda Gillmore’s leave)
- Contact Info: amy.a.macdougall@gov.ab.ca

9. Member Roundtable – incidents, innovations, audits, claims, trends, etc.

- Changes to the member report form:
 - Prefer statistics to open ended communication?
 - Interested in switching to or addition of leading indicators?
 - AMHSA collecting feedback and may revise report accordingly
- Diversity, equity and inclusion training and resources.
- Wellness focus
- Management turnover and training
- Slips, trips and falls and psychological incidents
- Civil disobedience/incivility from the public
- New safety dashboard will be shared in future presentation
- Speakers for Conflict Resolution and Resiliency Topics:
 - Charmaine Hammond
 - Susan Sawatzky
 - Paul Huschilt
 - Stuart Ellis-Myers
- Just Culture Training
- Recommendations on sharps related procedures.
- App/online incident reporting
- Reintroduction Program, files will be sent out or attached to these minutes.
- Cority: Online safety data system, including reporting (online & mobile app)
 - Link: <https://www.cority.com/>
- Summer Readiness training and information
- NAOSH week successes, public works week
- Stress reduction toolkits
- Alberta wildfires
- Respectful workplace poster
 - Attached to end of minutes.
- Legalization of marijuana and dealing with complications, complaints, and use.
- AMHSA Forum: <https://www.amhsa.net/resources/forums/forum-information/>

10. ADJOURNMENT AND NEXT MEETING

- Next Meeting: December 5, 2023, 10:00 am – 3:00 pm
- Hybrid, Virtual, or In-Person? Invitation will be sent late October/early November.

- Have health and safety moment from City of Calgary.
- Potential host: Fort Saskatchewan if hybrid or in-person
- Meeting Adjournment: 2:48pm by Shannon Thomas

Alberta Cities Safety Council Meeting

May 16, 2023

Facilitator: Shannon Thomas, AMHSA Program Evaluation Manager
10:00 am – 3:00 pm

Training & Education

Vital training and education tools to empower your municipal employees to be safer and healthier.



Strategic Partnerships

Leading strategic partnerships that bring you the latest health and safety innovations.



Business Solutions

Agile business solutions customized to help your health and safety infrastructure thrive.



Advocacy & Representation

Ensuring municipal stakeholder advocacy and representation to facilitate growth in the health and safety sector.



Certifications

Effective certifications that address your organization's health and safety knowledge and expertise.



Alberta Cities Safety Council May 2023

10:00

Housekeeping

Introductions



Joint Meeting of NASC & SASC



Agenda

- | | |
|---------------|--|
| 9:45 - 10:00 | Check-in, virtual coffee |
| 10:00 - 10:15 | Call to order, virtual housekeeping, introductions |
| 10:15 - 10:30 | Discussion topic: Substance Use/Abuse Issues -City of St. Albert |
| 10:30 - 10:45 | AMHSA Auditing - Shannon Thomas |
| 10:45 - 11:00 | Coffee Break |
| 11:00 - 11:15 | WCB Update - Kim Bartch |
| 11:15 - 11:30 | University of New Brunswick OHS Tuition Giveaway - Katya Ziad Abbasi |
| 11:30 - 11:45 | Aquatics H&S Awareness Campaign - Rob Rosete |
| 11:45 - 12:30 | AMHSA Update Craig Hrynchuk |
| 12:30 - 1:00 | Lunch Break |
| 1:00- 1:10 | Partnerships Update - Amy MacDougall |
| 1:10 - 2:30 | Member Roundtable - incidents, innovations, audits, claims, trends, etc. |
| 2:30 - 2:45 | Next Meeting & Adjournment |

SUBSTANCE USE/ABUSE ISSUES

Denise Isbister – City of St. Albert

- Policy or directive outlining support for employees facing substance use/abuse issues?
Share?
- Cover costs towards substance use treatment?
Parameters?
- “Last chance” agreements? “Firm choice” agreements?
- Return to work and testing?

AMHSA COR Auditing

AMHSA
Health | Safety | Environment





PIR REFUNDS 2022

May 2023 WCB

113 Employers

Estimated \$5M to municipal sector

Thank you to our participants!

AMHSA Auditing Update

2023 DEADLINES

Action Plan

Applications due June 30th *(March 31 strongly recommended)*

Deliverables due November 30

External Peer Audits

Contact AMHSA by June 1 to request

*All audits must be submitted to AMHSA by December 1



Report writing –
maximum **21** consecutive
days



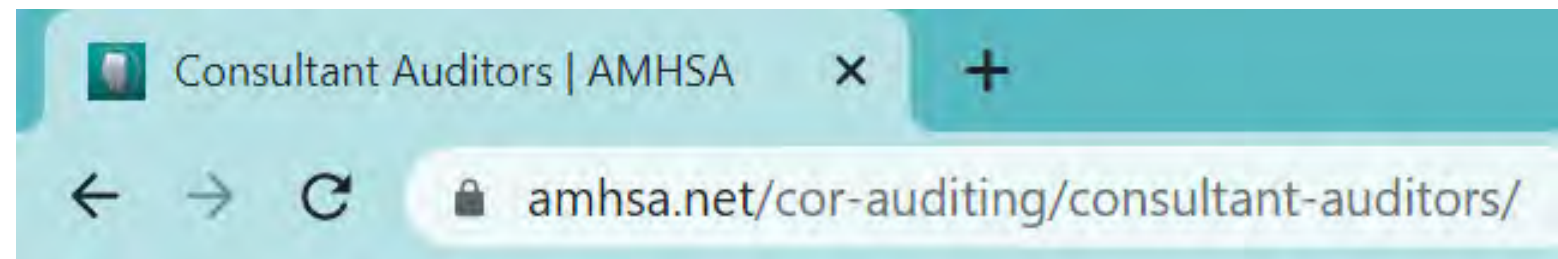
Revisions – maximum **15**
consecutive days per
round (up to 90 days
total)



CONSULTANT AUDITORS LIST

Updated March 2023:

- Designations (as submitted)
- Location
- Travel Availability
- Sortable



Company	▼ First Name	▼ Last Name	▼ Designations	▼ Email Address	▼ Business Phone	▼ Location	▼ Travel To
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2023 LARGE EMPLOYER AUDITING

- **3 Validation Methods required**
 - Documentation, Interviews, Observational tours
 - 12 months of documentation
- **Remote auditing permitted**

Certification/Re-Certification and
SECOR® Audits

- Minimum 80%
- Minimum 50% per element

Maintenance Audits and Maintenance Action
Plans (conducted in lieu of Maintenance Audits) and
SECOR® Audits

- Minimum 60%

COR & Auditing

Audit News

About PIR & COR

Audit Tools &
Resources

Audits & Municipal
Council Information

Consultant Auditors

ISO 45001 Training

[Amhsa.net/cor-auditing/audit-tools/resources/](https://amhsa.net/cor-auditing/audit-tools/resources/)

Audit Tools and Resources

Audit tools and resources:

- Auditor Updates
- Audit Registration Form
- Submission Reminders
- Auditor Resources
(templates, interviews, etc.)
- updated

Upcoming Training



Health and Safety Management Systems

September 12-13

Health and Safety Auditing

September 26-27

Audit Refresher

September 19

Carla@amhsa.net
to register!



SMALL EMPLOYER COR (SECOR) CHANGES

- Content modernized and aligned with the regular COR instrument
 - 10 elements vs 8
 - Scoring vs yes/no
 - Options for self-assessments or external audits
- Data gathering: to be completed within 15 days
- Submission of completed assessment/audit: within 21 days of the last day of data gathering activities
- Annual submission deadline: December 1



SMALL EMPLOYER COR (SECOR) CHANGES

ANNUAL EVALUATIONS:

- **Self Assessments (internal)** – not scored, include notes, submit documentation to support; or
- **External Audits** – scored, includes interviews, proper justification notes, audit report.

SMALL EMPLOYER COR (SECOR) CHANGES

Audit Tool

Available on AMHSA website:

<https://www.amhsa.net/cor-auditing/audit-tools-resources/>

COR AUDIT (LARGE EMPLOYERS)	SECOR AUDIT (10 OR FEWER EMPLOYEES ONLY)
<p>Auditors must complete and submit a registration form before beginning their audit. If you are conducting an audit using the Excel Audit Tool, AMHSA will provide the tool after your registration has been received. Alternative audit tool: AuditSoft</p>	<p>2023 SECOR Audit Tool</p>

SMALL EMPLOYER COR (SECOR) CHANGES

SECOR Refresher Training:

- ½ day, virtual
- Thursday, May 25

*Mandatory before initial SECOR
Certification and every three years after*



AMHSA Auditing Update



Questions or need support while auditing?

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

COFFEE BREAK

AMHSA
Health | Safety | Environment

V A L U E

Member Access to 26
collected CSA Standards



AMHSA
Health | Safety | Environment

APR 18

Ergonomics Coaching & MSI Prevention

MSI Prevention for Facilities, Parks,
and Recreation Employees

AMHSA
Health | Safety | Environment
ewiworks.
Ergonomics | Occupational Health | Safety

AMHSA
Health | Safety | Environment

TELUS Health

UNIVERSITY OF
CALGARY

Mental Health
Commission
of Canada
Commission de
la santé mentale
du Canada


Supported by funding from
the Government of Alberta

Rural First Responder Mental Health

Free PTSI Prevention Training and Resources

Alberta's Updated OHS Code

Updated versions of the Occupational Health and Safety Code (effective March 31, 2023) are now available to download or purchase from Alberta King's Printer

 **AMHSA Discussion Forums**

Join the Conversation
www.forum.amhsa.net



Kim Bartch

Worker's Compensation Board
Industry Specialist

May 2023 Update

WCB Update March 2023

Fit-for-work dashboard seminar

The new fit-for-work dashboard is now available to employers. This new tool provides you with the information you need to collaborate and confirm modified work opportunities. Employers with myWCB Claims Administrator role access can view the dashboard right from myWCB.

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

We have added new dates to our schedule in 2023 for this 45-minute seminar to help employers familiarize themselves with the dashboard's features and functions (8:30 a.m. or 1:00 p.m. start).

- May 18
- June 6

Update to employer mobile app release 2.3

With this release, employers can Update account details – Under the new “Your directory” section and adjust coverage – In the new “Coverage” section. More information available [here](#).

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.

Worksight

Worksight is our digital newsletter that provides Alberta employers with timely information about workers' compensation topics and support available for injured workers. Worksight is published monthly and emailed directly to all employers with a WCB account. [View the latest edition here.](#)

To receive your monthly copy by email, please subscribe to Worksight.

Alberta Wildfire Evacuations

<https://www.wcb.ab.ca/about-wcb/whats-new/wildfires.html>

If you are an employer or an injured worker impacted by Alberta's wildfire evacuations, you may have questions about your workers' compensation coverage. Treatment providers may have questions regarding your clients' care.

If you have a specific question about your claim or account, please call us directly at 1-866-922-9221 (Monday to Friday, 8 a.m. to 4:30 p.m.). Treatment providers can contact our Health Care Strategy team at 780-498-3219 or hcs@wcb.ab.ca. We're here to help.



*Employer
Fact Sheet*

Wild Fire Exposures: Smoke

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

Kim Bartch, 403-517-6181, kim.bartch@wcb.ab.ca



Occupational Health & Safety Program Tuition Giveaway!

AMHSA
Health | Safety | Environment

V A L U E



Enter to win free tuition for one of UNB's Occupational Health and Safety programs!

Winner gets to choose between the Certificate in OHS or the Diploma in OHS.

Submit your entry today!

Entry Deadline: Oct. 1, 2023 – 11:59 pm MST

Winner will be announced in November 2023.

go.unb.ca/amhsa

To be eligible, you must work for a municipal organization or be an associate member that is in good standing with the Alberta Municipal Health and Safety Association.

AMHSA
Health | Safety | Environment

UNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK

With this initiative we would like to honour the memory of the late Terri Filipski, who was instrumental in the launch of the very first AMHSA/UNB tuition giveaway in 2020. Her passion for safety and education serves as an example to us all.



Certificate in Occupational Health & Safety (COHS)



Equipped with practical process skills, graduates are better able to assess risk and practice loss management along with the knowledge and skills to build and implement a safety management plan

- An entry-level OHS certificate program
- Created for OHS practitioners with or without formal credentials
- Includes:
 - 11 courses
 - 42 hours of study per course
 - 10 weeks to complete each course
 - 70% pass rate



COHS continued

- 100% online
- 2-year part-time program (flexible for working adults – work/life balance)
- Nationally and internationally recognized (INSHPO)
- No academic prerequisites required
- No textbooks
- CRST®/CRSP® Preparation
 - BCRSP education requirement
 - 113 competencies
- Can register anytime and begin within hours

Diploma in Occupational Health & Safety (DOHS)



- Equipped with a broader understanding of managerial and technical skills, graduates are more adept OHS leaders and gain a better understanding of how to communicate with senior leadership
- A management-level OHS program
- Created for emerging managers or managers with no formal management and/or OHS education (great for those requiring CMPs)
- Post COHS/CRSP®/CHSC
- Includes:
 - 10 courses – 4 core management, 6 electives (emerging issues)
 - 46 hours of study per course
 - 13 weeks to complete each course
 - 70% pass rate



DOHS continued

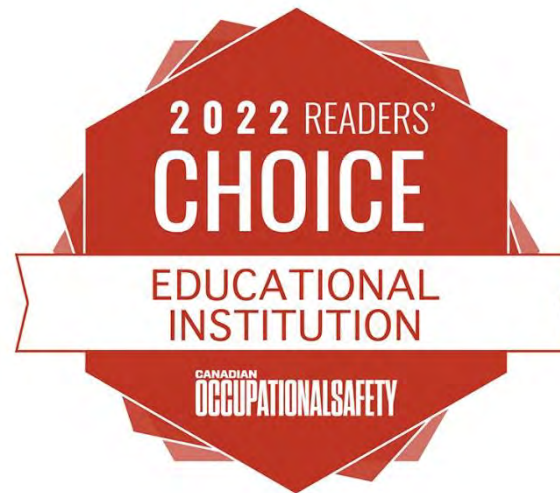
- 100% online
- 2-year part-time program (flexible for working adults – work/life balance)
- Nationally and internationally recognized (INSHPO)
- Prerequisites required
- No textbooks
- Management - safety leadership
- CRSP® Preparation
 - BCRSP Factor 1 requirement
 - 113 competencies
- CRSP® maintenance points

Industry Recognition



2022 Readers' Choice Award

Canadian Occupational Safety Magazine



Questions?



Susan Goold

sgoold@unb.ca



Thank you!



UNEB

Aquatic H&S Awareness Campaign Working Group



Background

Incident

Lifeguard seriously injured – Fell into an empty pool basin

Creative Sentence

Aquatic Health & Safety Awareness Campaign

Aquatic H&S Campaign Objectives

1: OHS Prevention Initiative

Support GoA Prevention Initiative for Alberta's Occupational Health and Safety System, inclusive of protection of vulnerable worker populations.

3: AMHSA Vision/Mandate

Support AMHSA's vision/mandate as a Health and Safety Association (HSA) to deliver employer/worker injury/illness prevention education.

5: OHS Education Barriers

Remove employer barriers to OHS education by providing aquatic health and safety awareness resources free of charge.

7: Outreach

Provide platforms and avenues of connection to separate audiences through working groups, webinars, and free OHS resources.



2: OHS Awareness

Raise awareness of OHS worker rights and supervisor responsibilities.

4: Aquatic Certification

Bring awareness to aquatic safety best practices such as the Aquatic Safety Operator and Safety Recreation Facility Operator Certification program.

6: Subject Matter Experts

Provide access to SME including fall protection engineers, municipal employers, worker representatives, and recreation associations.



AMHSA
Health | Safety | Environment

**Municipal
Workers**



Aquatic
H&S Awareness Campaign

Subject Matter Experts

**Municipal
Employers**

History

Creative Sentencings

AMHSA Member Benefits

SPARK Psychological H&S Campaign

AMHSA
Alberta Municipal Health and Safety Association

ONLINE PORTAL LOGIN

Injury Reduction Campaigns

About Training eLearning COR & Auditing Resources Support

Search AMHSA Find

RESOURCES / LAWN MAINTENANCE SAFETY TOOLKIT

LAWN MAINTENANCE SAFETY TOOLKIT

This practical toolkit provides comprehensive hands-on resources for lawn maintenance front-line workers and supervisors in two main forms - a document library and a video gallery.

These resources communicate important and useful information which may be used in the field, in orientations or meetings, for hazard and competency assessments, and to generally augment the materials contained in the eLearning.

The Toolkit includes:

- A comprehensive series of short videos featuring practical demonstrations of safe lawn maintenance operations and of specific equipment
- Excerpts from legislation, such as the Alberta Occupational Health & Safety Code, the National Safety Code and other relevant safe work policies and practices
- General Forms, including Job and Site Specific Hazard Assessments, Tailgate Meeting templates, sample inspection templates and other job-related forms and checklists

[View Lawn Maintenance Safety Awareness eLearning Course Details](#)

[View Course Overview Details](#)

[Go to Document Library](#)

[Go to Video Gallery](#)

AMHSA
Alberta Municipal Health and Safety Association

Trenchless Underground Construction Awareness

COURSE

DEVELOP SITUATIONAL HAZARD AWARENESS

Free for Members
\$90 for Non-Members
July 21 and August 25

Call 1-800-267-9764

Working Group Member – Persona



- Impartial
- Ethical
- Strategic
- Organized

Role: Aquatic Workers, Employers/Supervisors, and Contractors.

Classification: Participant

Type: Volunteer

Overview

The Aquatic Worker, Employer, and Contractors role is an essential part of the Aquatic H&S Awareness Working Group. Their participation will collaborate with one another along with other related aquatic subject matter experts for the purpose of meeting the campaign objectives. The campaign also aims to have working group members engage with others in their circle of influence to bring awareness of this meaningful campaign that aims to prevent fall injuries related to the aquatic work site.

Municipal Worker Representation	
Alberta Municipal Supervisors' Association (AMSA)	
Alberta Water & Wastewater Operators' Association (AWWOA)	
Canadian Union of Public Employees (CUPE)	Local 30 (Edmonton) Local 37 (Calgary) Local 38 (Calgary)
Civic Service Union (CSU)	Local 52 (Edmonton)
Other City - Workers	
Municipal Employer Representation	
Alberta Rural Municipal Administrators' Association (ARMAA)	
Alberta Municipalities	
City of Calgary	
City of Edmonton	
Local Government Administration Association (LGAA)	
Other City - Employer	
Rural Municipalities of Alberta (RMA)	

Responsibilities

- Participate and support the Aquatic Health & Safety (H&S) Awareness Campaign objectives.
- Adhere to the Terms of Reference related to the Aquatic Health & Safety (H&S) Awareness Working Group
- Advocate for the Working Group Group's organizations.
- Working Group conversations are kept confidential from non-work group members.
- Working Group members' opinions and suggests are respected and valued.

AMHSA Supporting Resources

- Terms of Reference (TOR) related to the Working Group - Aquatic H&S Awareness Campaign
- Training Material to achieve the Aquatic Safety Operator Certificate and the Building Maintenance Safety Operator Certificate

Desired Competencies

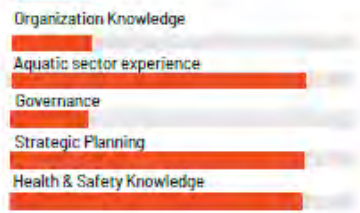
Municipal Worker/Representative



Municipal Employer / Supervisor



Contractor



Term

- Whichever comes first, 2 years or when the research and development stage has concluded.
- If unable to attend a meeting, provide a substitute with equal or greater knowledge relate to the aquatic sector.

Time Commitment

- 2023 - attend 8 Working Group meetings
- 2024 - attend 1 Working Group meeting
- 2024 - attend or watch a recorded webinar

Worker Representative

Knowledgeable

- Aquatic working sector
- Organization

Employer / Supervisor Representative

Knowledgeable

- Organization
- Governance
- Strategic Planning

Contractor Representative

Knowledgeable

- Aquatic working sector
- Strategic Planning
- Health and Safety

Aquatic H&S Awareness Campaign Working Group

Questions?

AMHSA Updates

AMHSA
Health | Safety | Environment





Highlights

- First Responder Mental Health Grants
- WCB Cognitive-Psychosocial Job Demands Analysis Pilot
- Municipal Compliance Snapshot
- CAN/ULC-s801-14 Awareness Training
- CSA Association Partnerships
- Lawn Maintenance Safety Program
- Temporary Traffic Accommodation Training
- SPARK
- Aquatic H&S Awareness Campaign



What's Included?

- **FREE** 7-hour virtual training (**including booster sessions**)
- Formerly known as Road to Mental Readiness (R2MR)
- Customized Alberta Post Traumatic Stress Injury (PTSI) content
- Telus Health Espri App
- Examines effects of mental health problems and mental illness in the workplace
- Helps identify indicators of declining and poor mental health in themselves and others
- Introduces the Mental Health Continuum Model
- Reviews rights and responsibilities
- Provides strategies to maintain good mental health



The Working Mind First Responder



CURRENT OFFERINGS

- May 23, 2023
- July 26, 2023
- August 29, 2023

*To register or host your own session,
email Shannon@amhsa.net*

See <https://ruralfirstresponder.ca/>



The GoA has advised AMHSA that our Stream 1 (Services) application has been **approved for 2022 Supporting Psychological Health in First Responders (SPHIFR) grant program.**

- Supports first responders living with or at risk of post-traumatic stress injuries (PTSI)
- PTSI is a non-clinical term encompassing a range of mental health injuries, including some operational stress injuries (OSI), clinically diagnosed PTSD, anxiety & depression.

Grant Cycle Comparision



Grant Cycle Comparision

2021/2022

2022/2023

Audience / Scope - Cont'd

Fire Services



Professionals Volunteer Leaders

Alberta Municipality



Town, Villages Municipal District City under 500,000

Family of First Responders



Of Age Family Member

Alberta Municipality



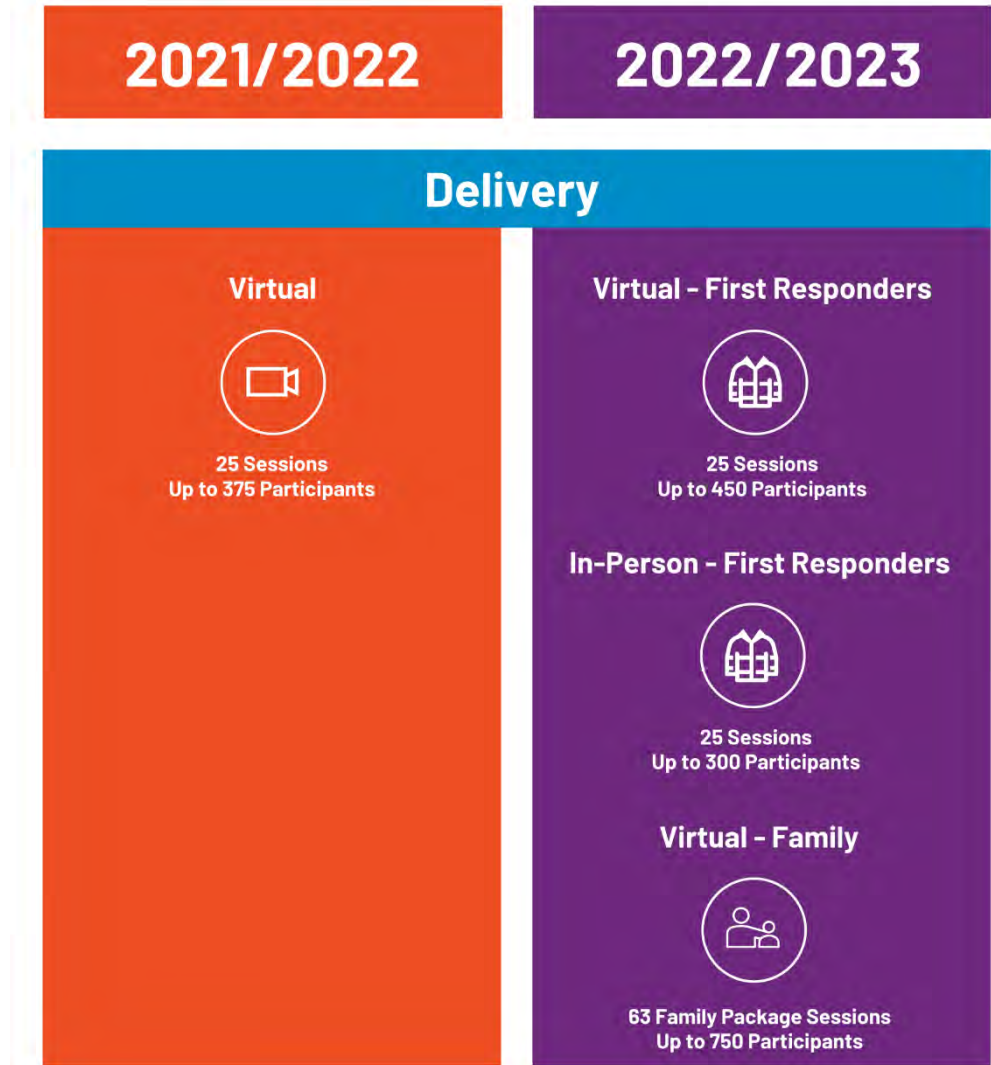
Town, Villages Municipal District City under 500,000

Indigenous Peoples



Metis Settlements First Nation Reserves Townsites

Grant Cycle Comparision



Background

Many WCB processes still focus on physical injury/illness.

- Physical Demands Analysis (PDA) - [C545 Employer](#)
- [PDA Workshop](#)

Change in process was required given psychological injury claim:

- Increased - number, duration, claim costs, etc.
- Challenges - Return to Work (RTW), Traumatic Psychological Injury (TPI) wait times, etc.
- Impacts - Minimum staffing levels (first responders)

Psychological Injury Working Group (PIWG)

The WCB-Alberta / Industry Task Force (ITF) Association have worked together to establish a **pilot** of a new Cognitive-Psychosocial Job Demands Analysis (JDA).

- For ITF members only, but extended to municipalities – through AMHSA
- **New** psychological injury claims only:
 - **On a case by case basis, the claim owner may also reach out on other active claims where a Cognitive-Psychosocial JDA could be helpful in the RTW process.*
 - ✓ Complete fillable PDF and submit it with claim or to the claim owner.
 - ✓ Please direct any claim specific questions to the WCB Adjudicator.



Resources

- [Cognitive-Psychosocial JDA - Fillable PDF](#)
- [Cognitive-Psychosocial JDA - Sample PDF](#)

C1447
Cognitive-Psychosocial Job Demand Analysis

Employer

Claim Number: 123-4567

Worker's Surname: Mann	First Name: Otto	Initial:
Job Title: Transit Operator	Hours per shift: 7.5 - 9 hours/shift	Shifts per week/shift rotation: 35 hours/week
Company Name: City of Champions	Completed by: Joe Quimbey	
Employer Contact: Joe Quimbey	Phone Number: 780-555-5555	

Tasks	Date of Accident Job Demand Intensity	Date of Accident Job Demand Frequency	Comments (brief description of job tasks)
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 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).	<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	-Recalling route information -Bus schedules -Timing points -Pre/post inspection protocol
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 type="checkbox"/> Frequent <input checked="" type="checkbox"/> Constant <input type="checkbox"/> Not Daily	-Safe driving and operation of the bus -Awareness of road conditions and navigating traffic
Completing multiple tasks The ability to perform and/or monitor more than one task or function at a time, and identify when tasks or functions require attention.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Completion of one task at a time with few interruptions until completion or until further direction from a supervisor. <input checked="" type="checkbox"/> Moderate Demand – Completion of multiple tasks at a time with need to exercise some time management and judgement to determine priorities. <input type="checkbox"/> High Demand – Completion of multiple, concurrent tasks with need to exercise a high degree of time management and judgement to determine when to attend to each task.	<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	-Driving -Radio and Ipad communication -Taking payments -Issuing transfers -Some responsibility for completing multiple tasks but clear guidance or cues about when to perform each task

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.

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

ADDENDUM – 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

Feedback

Because this is a pilot WCB would like feedback on the process or the form itself.

- Is this form useful?
- Is there information you would like to see added?
- Wording that is not clear, areas where additional explanation would be helpful?
- Other tools that you would find useful for assessing cognitive or psychosocial demands, etc.

Over the next few weeks, please send comments on the form/process to Shannon, and we will consolidate feedback to the PIWG for discussion at future meetings.

Feedback will be useful in determining future rollout to Alberta employers.

Background

Standard on Electric Utility Workplace Electrical Safety for Generation, Transmission and Distribution in effect March 31, 2023.

- Applies to the **construction**, operation, **maintenance** and replacement of electric utility systems that are used to generate, transform, transmit, distribute or deliver electrical power or energy to consumer services or their equivalent.
- Provides safety performance requirements for electric utilities, workers **and employers involved in work on or near** electric generation, transmission and distribution systems.

What to badge?



Experience

Not Measured
Unstructured Passive Learning

Events/Conferences
Participation
Membership
Volunteering
Recognition
Projects
Hackathons



Learning

Not Measured
Structured Learning

Self-Led Learning
Soft Skills
Professionalism
Competencies
Product Knowledge



Validation

Measured and
Validated Learning

Learning + Assessments
Portfolio/Evidence
SME Reviews / Peer Review
Certificate Programs



Certification

Industry Recognized or
Validated Achievement

Credentials
Industry Certifications
License

Municipal Compliance Snapshot

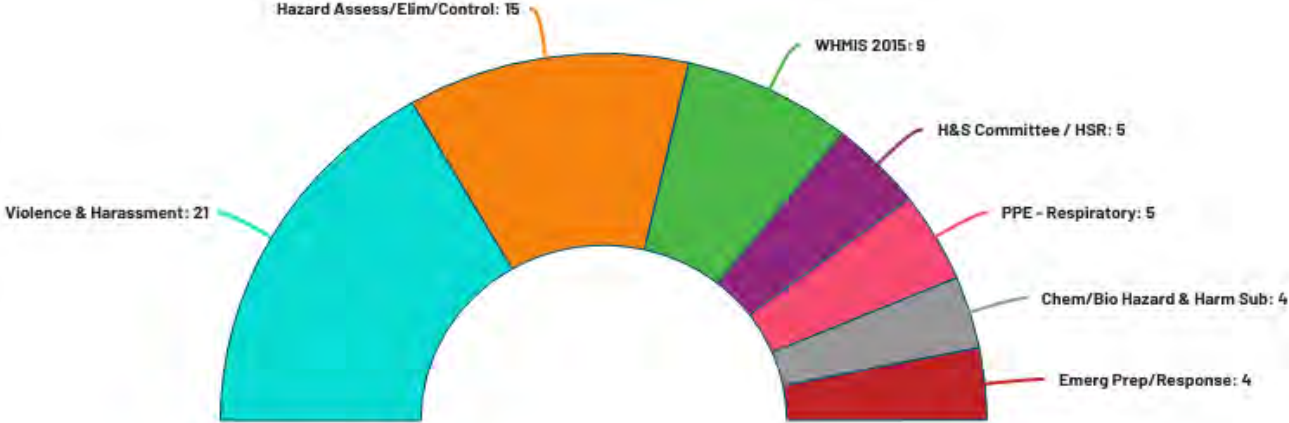
(Jan 1, 2022 to Dec 31, 2022)

Inspections & Re-Inspections Conducted			
WCB Industry Code	Inspection	Re-inspection	Total (All)
95100 Villages	5	0	5
95101 Towns	48	26	74
95103 Municipal District	16	12	28
95104 City	52	10	62
Total (All)	121	48	169

Orders Issued to Villages, Towns, Municipal Districts, and Cities			
WCB Industry Code	Order	Stop Work Order	Total (All)
95100 Villages	2	0	2
95101 Towns	57	1	58
95103 Municipal District	11	0	11
95104 City	7	0	7
Total (All)	77	1	78

OHS Legislation / Compliance Snapshot

Aggregate (City, Village, MD, Town) Jan 1 - Dec 31 2022



Orders Issued Snapshot

(Jan 1, 2022 to Dec 31, 2022)

WCB Industry Code - 95104 Cities			
Legislation	Order	Stop Work	Grand Total
Act 36 Dangerous Work & Discriminatory Action - Discriminatory Action Complaint	1		1
Code 13 198 Joint Health & Safety Committees & Health & Safety Representatives - Special Meetings of Committees	2		2
Code 2 7 Hazard Assessment, Elimination & Control - Hazard Assessment	1		1
Code 27 391 Violence & Harassment - Training of Workers	1		1
Code 27 391 Violence & Harrassment - Training of Workers	1		1
Code 28 394 Working Alone - Precautions Required	1		1
Grand Total	7	0	7

* Data generated by Alberta OHS Surveillance Program

WCB-Alberta Policy Consultation

- [Working Remotely Policy](#)
 - ✓ Comments closed **March 6, 2023**
 - ✓ Added questions specific to working remotely
 - ✓ Combined Policy 02-01, Part II, Application 1 (employment hazards) and Application 2 (time and place)

Industry Custom Pricing (ICP)

- **Experience ratio** – This is accident experience compared to other industry employers. This can be changed allowing more of your performance to be recognized.
- **Participation** – Every employer in the experience rating program is given a participation rate. The larger an employer is (as measured by premiums), the larger their participation factor.

Industry Custom Pricing (ICP)

- **Maximum discounts and surcharges** – These can be increased from the standard 40% to 60%.
- **Costs used to measure performance** – If an industry chooses to no longer have cost relief (used to pay for claims that involve the aggravation of injuries from pre-existing claims), the levy required to fund these costs is removed. The result? A decrease to your base industry rate and a more accurate assessment of performance within your industry.

WCB asked ITF for suggestions on options or alternative methods for voting.

Of particular interest was the way that non-responses to a poll are handled.

- The ITF proposed that ICP participation be for a fixed term and employers be re-pollled in the last year of the term regarding continued participation.

Industry Custom Pricing (ICP)



- ITF suggested a non-response should be considered a vote for not participating in ICP rather than a vote for the “status quo” as is currently the case.
- ITF also suggested a variety of administrative and communication changes to help ensure employers have sufficient and accurate information upon which to base their response to a poll.

OnDemand Access to CSA Standards

AMHSA Members Only

AMHSA

Health | Safety | Environment



AMHSA
Health | Safety | Environment

CSA OnDemand™ Subscription View Access

AMHSA Member Quick User Guide



OnDemand Access to CSA Standards



AMHSA is partnering with the [Canadian Standards Association \(CSA\)](#) to provide municipal members with no-cost access to a collection of 26 CSA standards (CSA OnDemand Program) and discounts for CSA training and resources (CSA Association Program).

Members can also upgrade their access to the CSA standards collection at a reduced cost with discounts provided through AMHSA.

OnDemand Access to CSA Standards



- 26 standards + any updates to those 26 standards (access is read-only - no printing or downloads)
- AMHSA's access code will be valid for 1 year from program launch (a new code will be provided in 2024)
- Our code is good for 100 admin memberships (1 use per municipality)

Each admin account can assign up to 10 user accounts with access to the standards

- 1 admin (with access) + 9 users (with access)
- 1 admin (no access) + 10 users (with access)

CSA Association Discounts



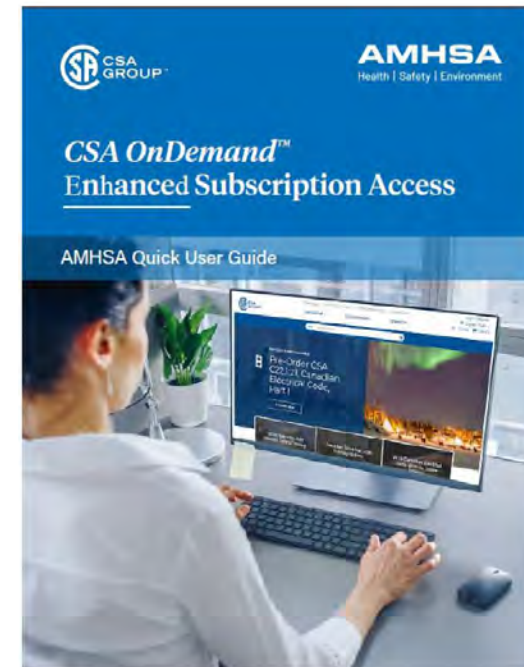
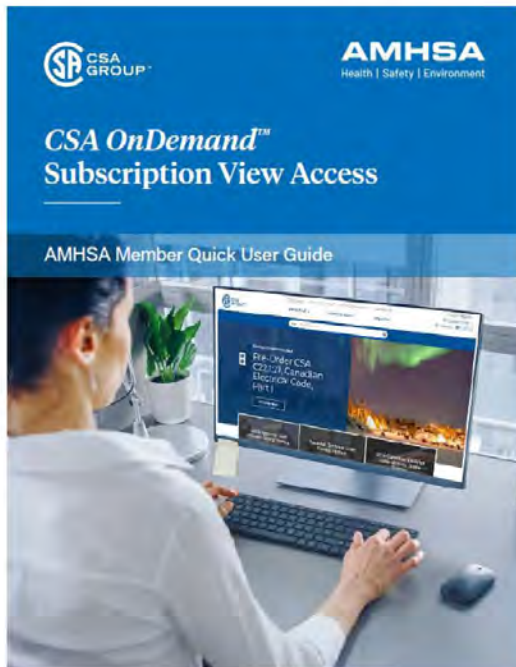
- A no cost partnership that allows AMHSA to offer discounts for CSA training, resources, and supplementary materials
- These discount codes have unlimited uses and can be provided to any member or non-member.

Product	Discount	Coupon Code
Online Course	25%	AMHSAWT25
Public/Virtual Course	15%	AMHSASE15
Handbook	20%	AMHSAHB20
Virtual/In-Person Onsite	15%	AMHSAS015

OnDemand Access to CSA Standards - Guides



- CSA OnDemand Subscription View Access Guide - setting up your account, adding users, viewing the standards
- CSA OnDemand Enhanced Subscription Access Guide - information on adding more than 10 users, increasing subscription





- **More information on access, discount codes, initial access, basic account assistance:**
 - Contact AMHSA by phone or email
 - 587-952-2268
 - safety@amhsa.net
- **Technical assistance, account changes, website issues, changing account access:**
 - sales@csagroup.org
Website chat function
1-800-463-6727
Mon-Fri, 8:00 am – 5:30 pm EST
 - CSA Coordinator, Sophia Jaffer
Sophia.jaffer@csagroup.org
514-428-2441

Lawn Maintenance Safety Program (LMSP)

Program Includes:

- Comprehensive 7 hours [instructor-led](#) course (with practical demonstration)
- Lawn Maintenance Safety awareness eLearning Course (free)
- All-inclusive online [Toolkit](#) (free to anyone)
- Instructional videos
- Document library including:
 - legislation, forms & reference materials for supervisors
- Levick family PSA [video](#)
- Titanich family PSA [video](#)



SPARK

Supporting Psychologically Safe Workplaces

Powered By:



Alberta Municipal Health and Safety Association

AMHSA

Health | Safety | Environment

What is Spark?

- A program for municipal government members to support psychologically safe workplaces.
- Provides participants with access to a community of learning, strategic coaching, and tools.
- SPARK incorporates the feedback from 2020-2022 participants of the PHS Impact group to reflect the changing operational needs of member

Spark was designed to meet your municipality's needs



SPARK

Supporting Psychologically Safe Workplaces

SPARK: Supporting Psychologically Safe Spaces



SPARK

Supporting Psychologically Safe Workplaces



OPTION 1 **CONNECT**

Connect is for people leaders who are seeking more connection with professional peers from other municipalities. This will help build a strong network of learning and provide an opportunity to exchange ideas and best practices.

\$3,500/Participant +GST
(Group pricing available upon request)



OPTION 2 **COMMUNITY**

This version of the SPARK program is for municipalities that are seeking more connection with professionals from other municipalities. This will help build a strong network of learning and provide an opportunity to exchange ideas and best practices, share tools, create strategic alignment and build awareness.

\$13,500 +GST



OPTION 3 **CULTIVATE**

In addition to being part of a strong network of learning and knowledge exchange with professionals from other municipalities, this version of the SPARK program is for those who want to focus on training and development for their leaders and individuals.

\$23,500 +GST



OPTION 4 **CULTURAL ALIGNMENT**

This version of the SPARK program is for municipalities that want to take a holistic and integrated approach to building a psychologically safe workplace. This level provides municipalities with the opportunity to assess their current culture and environment using the Listening Tour. Additionally, there is access to a strong learning community, including training and development for leaders and individuals.

\$41,500 +GST



A LA CARTE SERVICES

SPARK a la carte services can either be add-ons to the four options or stand-alone services that align to your workforce's current needs. These services can help:

- Foster leadership buy-in
- Gain a deeper understanding of your workforce's culture
- Provide training and development to your staff
- Support leadership development

Contact us for additional information:

Email: olana@amhsa.net

Toll-free: 1-800-627-9764

Direct: 1-800-267-9764 ext. 307

LUNCH BREAK

V A L U E

Member Access to 26
collected CSA Standards



AMHSA
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APR 18

Ergonomics Coaching & MSI Prevention

MSI Prevention for Facilities, Parks,
and Recreation Employees

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ewiworks.
Ergonomics | Safety | Health | Environment

AMHSA
Health | Safety | Environment

TELUS Health

UNIVERSITY OF
CALGARY

Mental Health
Commission of Canada
Commission de
la santé mentale
du Canada


Supported by funding from
the Government of Alberta

Rural First Responder Mental Health

Free PTSI Prevention Training and Resources

Alberta's Updated OHS Code

Updated versions of the Occupational Health and Safety Code (effective March 31, 2023) are now available to download or purchase from Alberta King's Printer

 **AMHSA Discussion Forums**

Join the Conversation
www.forum.amhsa.net



In partnership with the [Pacific Coast University for Workplace Health Sciences](#), AMHSA is offering learning events related to disability management and successful return to work.

These courses emphasize the skills and knowledge required to return to work individuals who have incurred injuries or illnesses and provide an introduction to the competencies that are required to introduce and administer disability management programs.

PROFESSIONAL DEVELOPMENT

These learning events apply towards the [Disability Management Practitioner certificate program](#) offered by PCU.

The Chartered Professionals in Human Resources of Alberta (CPHR Alberta) have identified that these courses have been Pre-Approved for CPD Hours through [CPHR Alberta](#).

Each course has been endorsed by the [Canadian Society of Professionals in Disability Management \(CSPDM\)](#) for continuing education credit (CEC) hours for the professional designations of:

- [Certified Disability Management Professional \(CDMP\)](#) and
- [Certified Return to Work Coordinator \(CRTWC\)](#)

MENTAL HEALTH ISSUES, REHABILITATION AND RETURN TO WORK

Pre-Approved for CPD Hours

Date: Tuesday, October 17, 2023

Time: 9:00 a.m. - 3:30 p.m. (MT)

Cost: \$250

[CLICK TO REGISTER](#)



PACIFIC COAST
UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES



Jobs, Economy and Northern Development - Partnerships Update

Welcome, Amy MacDougall



MEMBER REPORT FORM

Municipality:	Municipality	Date:	Date
Contact:	Contact	Phone:	Phone
Reporting Period:	Reporting Period		
LTC in Period:	LTC in Period	LT Frequency:	LT Frequency
LT Severity:	LT Severity	WCB Rate:	WCB Rate

- Significant incidents
- Trends
- Projects/initiatives
- Innovations
- Other

Potential changes:

- Leading Indicators
- Other?

Member Roundtable

AMHSA
Health | Safety | Environment



Next Meeting

Date: December 5, 2023

Format: Survey – separate, together, in-person, virtual, hybrid...

H&S Moment: City of Lethbridge, Encampment Concept

Host:

AMHSA

Health | Safety | Environment



amhsa.net 1-800-267-9764

AMHSA

Health | Safety | Environment

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



City of
Lloydminster

Policy

Policy Title:	Substance Use Policy		Policy Number:	135-02	
Date of Council Approval:	May 14, 2018	Motion No.:	140-2018	Year of Review:	2021
Department Sponsored by:	Employee Relations				

1. Purpose:

- 1.1. The purpose of this policy is to ensure that the City of Lloydminster continues to demonstrate its commitment to maintaining and promoting a safe and healthy work environment.

2. Objective:

- 2.1. To ensure the City of Lloydminster adheres to its legislated Duty to Accommodate Members of Council and/or Administration with Substance Dependencies.
- 2.2. To have processes and procedures in place to effectively manage individuals with Dependency issues that can impact the workplaces **and/or an individual's ability to safely and efficiently perform their assigned duties.**
- 2.3. To provide individuals with the opportunity to succeed.

3. Definitions:

Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
Alcohol and Drug Testing	A process completed by an external third party provider testing for the metabolites of alcohol and/or drugs.
Cannabis	Cannabis as defined in the <i>Controlled Drugs and Substances Act</i> and the <i>Cannabis Act</i> , as those may be amended from time to time, and any derivatives of cannabis
City Business	All activities undertaken directly, or on behalf of the City by Administration, or other persons affiliated with the City of Lloydminster,

	whether conducted on or off City premises. It includes but is not limited to situations where an individual is representing or could reasonably be perceived as to be representing the City of Lloydminster.
City Premises	Includes, but is not restricted to, all land, property, structures, installations, powered mobile equipment and equipment owned, leased, operated or otherwise directly controlled by the City.
Dependency	A cluster of behavioural, cognitive, and physiological phenomena that develop after repeated substance use and that typically include but are not limited to a strong desire to take the drug, difficulties in controlling its use, persisting in its use despite harmful consequences, a higher priority is given to substance use to other activities and obligations, increased tolerance and sometimes a physical withdrawal state.
Drugs	Illicit or illegal drugs, Alcohol, medications, solvents, inhalants, Cannabis, or any other substance that may change or adversely affect the way a person thinks, feels, acts or otherwise has the potential to impair an individual's ability to perform their job safely and effectively.
Duty to Accommodate	The legal duty to accommodate a person's needs based on the protected grounds that are established in federal and provincial human rights law
Impaired/Impairment	A deterioration of an individual's judgment and decrease an individual's physical ability which can be reasonably determined by a combination of several tests and/or observations.
Impaired Driving	Operation while impaired as defined in the <i>Criminal Code of Canada</i> and amended from time to time. "253 (1) Every one commits an offence who operates a motor vehicle or vessel or operates or assists in the operation of an aircraft or of railway equipment or has the care or control of a motor vehicle, vessel, aircraft or railway equipment, whether it is in motion or not,

	<p>(a) while the person's ability to operate the vehicle, vessel, aircraft or railway equipment is impaired by alcohol or a drug; or</p> <p>(b) having consumed alcohol in such a quantity that the concentration in the person's blood exceeds eighty milligrams of alcohol in one hundred millilitres of blood.</p> <p>(2) For greater certainty, the reference to impairment by alcohol or a drug in paragraph (1)(a) includes impairment by a combination of alcohol and a drug."</p>
Manager	The individual a member of administration reports to or, in the case of a Member of Council, Council as a whole. This may include but is not limited to a coordinator, supervisor, manager, senior manager, director or executive manager or any other individuals who are in a position of directing work relating to any City workplace, project, contract or volunteer operation.
Member of Council	An individual elected pursuant to the Local Government Election Act (Saskatchewan) as a Member of Council.
Non-Prescription Drugs	Legal, recreation drugs and illegal or illicit drugs (i.e. cocaine, heroin, etc.).
Over-The-Counter Medication	Medications sold directly to a consumer without a prescription from a healthcare professional, not including Cannabis.
Powered Mobile Equipment	A self-propelled machine or combination of machines that is designed to manipulate or move materials or to provide a work platform for workers, including but not limited to motor vehicles.
Prescription Drugs	A Drug obtained legally either as Over-The-Counter Medication or through a doctor's prescription.
Reasonable Suspicion	Reasonable suspicion includes but is not limited to a belief that an individual is Impaired based on observance of behavior, conduct, actions, or comments of a person.
Reasonable Suspicion Assessment	An assessment conducted by a City official who is trained in the detection of signs and symptoms of Substance use. The assessment is to be based on reasonable and probable grounds.

Substance	Alcohol, Drugs, Non-Prescription Drugs, Over-The-Counter Medication and Prescription Drugs
Treatment	A process in which an individual is participating in recovery related activities, which may include periods of absence away from work.
Undue Hardship	An unbearable financial cost or a considerable disruption to business, or an interference with the rights of others, or anything else found at law to be undue hardship.
Unfit For Duty	The inability to safely perform assigned duties resulting from being impaired by substances.

4 Scope:

4.1 This policy applies to all Members of Council and Administration.

5 Substance Use:

5.1 Members of Council and Administration shall not report for work while Impaired by Substances.

5.2 Members of Council and/or Administration are not permitted to use, distribute, offer, or sell Substances or related paraphernalia while at work, on City Business, or on City Premises.

5.3 Notwithstanding Section 5.2, Members of Council and/or Administration may use Prescription Drugs and Over-The-Counter Medication while at work, on City Business, or on City Premises.

5.3.1 If done so, Members of Council and /or Administration shall disclose any side effects to their Manager that may inhibit their ability to perform work safely.

5.3.2 If done so and the Member of Council and/or Administration becomes Impaired, Members of Council and/or Administration shall immediately cease performing services or otherwise engaging in City Business.

5.4 Administration who are receiving standby premium for on-call situations shall not be Unfit For Duty.

5.5 If unexpected circumstances arise where Members of Council and/or Administration are requested to perform unscheduled services while Impaired by Substances or is otherwise Unfit For Duty, it is the responsibility of that individual to notify their Manager immediately and shall under no circumstances report for duty.

5.6 The serving of Alcohol or Cannabis on City Premises shall not be permitted unless specifically licensed to do so.

- 5.7 Members of Council and/or Administration shall promptly advise their Manager of any potential safety problems or behavioural concerns. The response shall focus on controlling any safety risks, addressing the Policy violation and reducing the likelihood of reoccurrence through effective and timely referral, assessment, and treatment, as required.
- 5.8 Members of Council and/or Administration are only permitted to distribute, offer or sell Alcohol if they are required to do so as part of their job duties, provided that proof of ProServe Liquor Training and/or Serve it Right Saskatchewan certification has been obtained.
- 5.9 While on City Business, Members of Council and/or Administration may use Alcohol in a responsible fashion, at the conclusion of an event seminar, when attending or hosting an event which involves Alcohol, or in other similar situations when appropriate, provided the individual is not also on duty, or on call; the formal business of the day has been fully completed; and Alcohol is not consumed to the point of Impairment.
- 5.10 While on City Business, Members of Council and/or Administration, may use cannabis, if it is legal to do so, in a responsible fashion, after work, when on travel status, at the conclusion of the event seminar, when attending or hosting an event which involves Cannabis, or in other similar situations when appropriate, provided the individual is not also on duty, or on call; the formal business of the day has been fully completed; and Cannabis is not consumed to the point of Impairment.

6 Disclosure:

- 6.1 Members of Council and/or Administration shall disclose Substance Dependency issues to a Manager and, where applicable, Union Representative.
- 6.2 If a Member of Council and/or Administration discloses Substance Dependency in accordance with section 6.1; the Manager and, where applicable, Union Representative shall **notify the City's Safety Officer** or Manager, Health, Safety and Wellness immediately.
- 6.3 Failure to disclose a Substance Dependency shall not be accommodated as per Alberta and **Saskatchewan's Human Rights Legislation**.
- 6.4 Members of Council and/or Administration that disclose a Substance Dependency shall be assessed by a registered psychologist at the cost of the individual.

- 6.4.1 If Dependency is established through assessment by a registered psychologist, the City will review and accommodate accordingly. Unless otherwise required through accommodation, the appropriate City personnel shall:
- a) review the assessment to determine a suitable return to work or modified work plan; and
 - b) accommodate individuals with a Substance Dependency up to the point of Undue Hardship.
- 6.5 Seeking voluntary assistance for Substance Dependency shall not jeopardize any Member of Council and/or Administration's position with the City, so long as the individual continues to comply with and follow the prescribed treatment and return to work plan.
- 6.6 A Member of Council and/or Administration's request for assistance shall not be a defense from disciplinary action where a violation of this or other City policy has occurred.
- 6.7 A Member of Council and/or Administration suffering from a Substance Dependency who fails to comply with and follow assistance or treatment plans or violates this Policy, shall be subject to disciplinary actions, including but not limited to suspension without pay and termination with just cause.

7 Accommodation:

- 7.1 The City of Lloydminster shall not discriminate against Members of Council and/or Administration, and is committed to accommodating Members of Council and Administration with Substance Dependency up to the point of Undue Hardship.
- 7.2 The City shall accommodate Members of Council and/or Administrations' necessary use of Prescription Drugs, when disclosure is made to an extent that is reasonably possible without suffering Undue Hardship.
- 7.3 The City of Lloydminster reserves the right to request medical documentation to confirm Members of Council and/or Administrations ability to work unimpaired, and to assess accommodation to the point of Undue Hardship, where the use of Impairment causing medication has been disclosed.
- 7.4 In circumstances where the City is reasonably concerned about the Member **of Council and/or Administration's safety or the safety** of others in the workplace, the City may require a member to undergo a medical examination and/or a functional capacity evaluation to assess and confirm fitness for work.

- 7.5 Upon being required under 7.4 above, the Member of Council and/or Administration shall undergo medical examinations by a physician of their choice as expeditiously as possible. The physician shall not be a relative of the individual receiving the medical examination. Any charges by the physician in respect to this clause will be paid by the City.
- 7.6 Prior to undergoing the medical examination, the Member of Council and/or Administration will be provided with a medical evaluation form which shall indicate the basis for the concern regarding the Member of Council and/or **Administration's fitness** for duty, and the required duties of their position.
- 7.7 The physician shall complete the form by indicating the Member of Council **and/or Administration's ability or inability to perform such required duties** and shall forward the completed form to their Manager or other City representative as the City may advise.
- 7.8 An independent medical examination and/or a functional capacity evaluation may be deemed necessary where the City can reasonably demonstrate that **the Member of Council and/or Administration's safety** or the safety of others in the workplace continues to be of concern despite the Member of Council and/or Administration obtaining the medical examination in 7.5 above. The costs of an independent medical examination and/or a functional capacity evaluation shall be paid by the City.

8 Reasonable Suspicion Testing:

- 8.1 The City of Lloydminster reserves the right to conduct testing for the presence of Substances when it has Reasonable Suspicion that:
 - 8.1.1 Members of Council, Administration, or members of the public may be at risk;
 - 8.1.2 A serious incident or near miss involved a Member of Council and/or Administration, unless the City has a reasonable basis to believe that the Member of Council and/or Administration was not Impaired when they were involved in the serious incident or near miss; or
 - 8.1.3 Alcohol and Drug testing is part of a return-to-work program which recognizes that relapse is common and part of the Dependency.
- 8.2 The basis for the decision to test shall be documented as soon as possible after the action has taken place.
- 8.3 In all situations in which the City of Lloydminster determines a Member of Council and/or Administration is Unfit For Duty, a Manager will be used to source a safe means to transport the individual to their residence, testing facility, or medical treatment facility.

8.4 Pre-access Alcohol and Drug Testing may be required by an external party for the purpose of conducting City Business. This pertains to working on a site not under the direct authority of the City of Lloydminster.

9 Impaired Driving Charge:

9.1 Members of Council and/or Administration who operate Powered Mobile Equipment in their employment position with the City are required to **maintain a valid driver's license for the class operation required. Any loss of a driver's license must be reported** immediately to the individual's direct Manager and the individual will no longer be permitted to operate Powered Mobile Equipment on behalf of the City.

9.2 Members of Council and/or Administration shall inform their direct Manager immediately if they have been charged with an Impaired Driving offence.

9.3 If Members of Council and/or Administration receive a charge while conducting City Business, the charge shall result in a full investigation and disciplinary measures based on the situation. Such disciplinary measures are up to and including suspension without pay or termination, where appropriate. All costs associated with any related fines will be the responsibility of the ticketed individual.

10 Confidentiality:

10.1 Employee Relations and individuals Manager shall be responsible for protecting the privacy and confidentiality of personal information.

10.2 Confidentiality shall be maintained except where limited disclosure is necessary for related health and safety concerns and for proper administration of this Policy.

10.3 Disclosure of personal information and measures to ensure confidentiality shall be in accordance with the Privacy Policy.

11 Penalty:

11.1 The City of Lloydminster reserves the right to temporarily remove, reassign, or suspend Administration pending an evaluation.

11.2 If an individual is Unfit For Duty a Reasonable Suspicion Assessment or completion of an investigation into a possible violation of this Policy shall be performed.

11.3 The failure to disclose Impairment caused by Substance use may result in disciplinary action, up to and including termination.

- 11.4 If an individual refuses to take an Alcohol or Drug test based on reasonable grounds then they would be in violation of the Substance Use policy and shall be subject to disciplinary action.
- 11.5 Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action will be dependent upon the nature of the breach of this Policy; discipline may range from a written warning to termination of employment with just cause.
- 11.6 Members of Council suspected to be or found to be in violation of this policy may be dealt with utilizing the "**Code of Conduct Bylaw**" or provisions of "*The Lloydminster Charter*".

12 Responsibility:

- 12.1 City Council shall review and approve all Policies.
- 12.2 City Administration shall administer the Policy through the use of a supporting procedure.
- 12.3 Sponsoring Department is responsible for creating and amending a supporting procedure.