



# Alberta Cities Safety Council

## MEETING MINUTES

Nov. 30, 2021

Virtual Meeting via MS Teams

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### IN ATTENDANCE

Scott Lyall	AMHSA
Shannon Thomas	AMHSA
Jessica Meyer	AMHSA
Chris Carter	AMHSA

### MEMBERS

Denise Isbister, City of St. Albert  
Derek Kearney, City of Airdrie  
Gabriel Howley, City of Red Deer  
Jeri Wolfe, City of Leduc  
John Scarlett, City of Edmonton  
Joyce Chen, City of Spruce Grove  
Katya Ziad Abbasi, University of New Brunswick  
Leanne Litchfield, City of Grande Prairie  
Lisa Rantucci, City of Beaumont  
Megan Coulter, City of Lloydminster  
Megan Miller, City of Lacombe  
Melissa Craig, City of Lethbridge  
Patty Pura, City of Grande Prairie  
Ricole Litzenberger, City of Grande Prairie  
Shawn Justus, City of Airdrie  
Paul Shields, City of Calgary  
Bev Glass, City of Red Deer  
Kim Barch, Workers' Compensation Board – Alberta  
Adam Baxter, Strathcona County  
Belinda Elliott-Bielecki, University of New Brunswick  
Kathleen Ruelling, Advisor Office for Alberta Workers' Compensation  
Tom Kurian, Advisor Office for Alberta Workers' Compensation  
George Wright, Advisor Office for Alberta Workers' Compensation  
Miranda McLay, Government of Alberta, OHS

## **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 10:01 am. Members, guests, and staff introduced themselves.

Shannon Thomas reviewed housekeeping items including recording of meeting but not roundtable.

## **2. UNB – DIPLOMA OR CERTIFICATE DRAW PRESENTATION**

UNB will be giving away tuition for Occupational Health and Safety Certificate or Diploma. The deadline for the Tuition Giveaway for OHS Certificate or Diploma is May 31, 2022 at 11:59 pm Mountain time. Contact [Katya.Abbassi@unb.ca](mailto:Katya.Abbassi@unb.ca) for more information on the programs. Further information is also available at <https://www.unb.ca/cel/promotions/tuition-giveaway/amhsa.html>.

For people who apply and do not win they can choose up to three courses from certificate or diploma programs and receive a 30% discount.

## **3. SAFETY MOMENT**

The Health and Safety moment on Communication & Transparency was presented by Megan Coulter of the City of Lloydminster. Please see attached PowerPoint for details.

## **4. WORKERS' COMPENSATION BOARD UPDATE**

Kim Bartch provided an update on rate setting key dates.

- Dec. 1 – Industry Rates published on WCB website in the afternoon.
- Dec. 6-10 - Experience Rating Statements loaded into employers' *myWCB* with email notification to follow
- Dec. 17 - Employer Rate Summary reports available to employers through *myWCB*.

A question-and-answer period followed Kim's presentation including a clarification of cost relief, trends in claims (mental health claims expanding), and vaccine mandates - see fact sheets:

- [EFS Employer vaccination mandates.pdf \(wcb.ab.ca\)](#)
- [EFS COVID-19 vaccine reactions.pdf \(wcb.ab.ca\)](#)

## **5. ADVISOR OFFICE FOR ALBERTA WORKERS' COMPENSATION**

George Wright, Executive Director, Advisor Office for Alberta Workers' Compensation presented on the establishment and function of the Advisor Office for WCB.

Tom Kurian presented on the WCB appeals process and the Advisor Office role in assisting with the appeals process.

Kathleen Ruelling presented on who is eligible to use the services of the Advisor Office, the ways in which the Advisor Office can help Albertans and what the Advisor Office cannot do for Albertans. Also presented were the most common issues of appeal.

Tom Kurian presented on the subject of Cost Relief. Claim costs arising from a compensable accident or occupational disease are normally charged to the accident employer's experience account. There are, however, exceptional circumstances when WCB may relieve the employer of all or part of the claim costs. Examples of circumstances in which cost relief may be granted presented in PowerPoint presentation.

Also presented were the economic advantages in days of effort saved by using the Advisor Office. Testimonials included in presentation.

The Advisor Office for Alberta Workers' Compensation can be reached for further information at: [advisoroffice@gov.ab.ca](mailto:advisoroffice@gov.ab.ca)

Members expressed appreciation for the examples provided, which were from both the employee and employer perspectives.

## **6. PARTNERSHIPS UPDATE AND AMHSA AUDITING**

### **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

#### **2022 COR Auditing**

- Certification/Recertification Audits
- Maintenance Audits

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

- Change to process due to COVID-19

- Will be collecting employers' documentation either from sites or electronically
- Review by OSA Reviewer will be done remotely
- Interview with employer representative will be done over video chat or phone
- Is a review of the auditors work but will provide recommendations to employers if OSA reviewers note any issues

### **OSAR Results 2021**

- OSARs during the 2020/21 year focused on the following key areas:
  - Audit start date
  - Correct audit process was followed by the auditor
  - Key documentation validate the auditor's findings
- Follow-up rates were lower than in previous years with only 32% requiring follow-up with auditors
  - Top areas: Audit findings not verified, Auditor note following proper process

### **OHS Code Review**

- New OHS ACT and Code comes into force Dec. 1, 2021

### **Audit Updates**

- This will begin in January 2022
- Will be updating the COR and SECOR audits
- Will be working with the Certifying Partner group to come up with Audit standard and tool
- Changes to audit tool and training will be completed and implemented by the end of next year.

### **Contact information:**

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

## **7. AMHSA COR AUDITING**

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

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

### **Audit Submission and QA 2021**

- All COR audits and deliverables for action plans conducted in lieu of Maintenance audits to be submitted to AMHSA by December 1, 2021
- Once submitted allow for 2-5 weeks for initial QA review results

- Revisions requested due back in 15 days with a maximum of 90 days allowed for audit finalization
- To date (Nov 29), 50 COR audits have been processed
- Approximately 30 in progress
- Expecting 45 more for 2021

**Upcoming Audit-Related Training**

- Audit Refresher – Jan 25, 2022
- HSMS – Feb. 8 & 9, Mar. 2 & 3, 2022
- Auditor Training – Feb. 23-25, 2022, Mar. 16-18, 2022.

**2022 Auditing**

- December Auditor Update – COR Covid Audit Plan
- techniques, minimum requirements, audit instruments, maintenance options, SECOR, auditor certification, on-site still suspended (quarterly renewal)
- Audits
- **Interviews and 6 months documentation minimum**
- Action Plans
- Submit application by June 30 (March deadline extended), recommend earlier!

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

**8. AMHSA – ASSOCIATION UPDATE**

Scott Lyall, Director of Operations, to provide AMHSA’s update (slides 51-76) which included the following:

- 2022-2024 Strategic Planning Process
- 2022 Business Plan Submission Timeline
- AMHSA Team Member Updates
- Workplace Harassment & Violence Prevention
- HSC/HSR Changes to Act and Code
- AMHSA HSC/HSR Instructor Led Training
- Levick Safety video / Lawn Maintenance Program Share
- Stakeholders Engagement Sessions
  - AMHSA LSE Flagship course relaunch
  - IPAC: Basic Awareness Training
- Psychological Health and Safety and your organization
- Winter Ready Seasonal Safety Initiative
- SafeTapp

## 9. MEMBER FORUMS

Rick Northrop, LMS Coordinator, presented a project overview and demonstrated sign up and functionality of the website forums. See PPT slide 79-83 for details. Rick is available to assist members in 15 minute sessions that can be booked by emailing [RickN@amhsa.net](mailto:RickN@amhsa.net).

## 9. PSYCHOLOGICAL HEALTH IMPACT GROUP

- Psychological Health IMPACT group
- New Dates have been scheduled for the Psychological Health and Safety Program
  - PHS 101: January 18-19 + January 25-26
  - PHS 102: February 15-16
  - PHS 103: March 22-23
  - PHS 104: April 19-20
  - PHS 105: May 17-18
  - PHS 106: June 21-22
- Data Analytics Project
  - Major findings (claim data)
  - Total Claim Cost by Nature of Accident.
  - Average Claim Cost by Industry
  - Major Findings (OHS Compliance Data)
  - Major Findings (Cor Data)
  - Major Findings (Training Data)

## 10. DATA ANALYTICS

Meeting participants discussed trends, initiatives, etc., including the following topics:

- Abilities Management
- Ammonia and recreational facility
- New OHS ACT and Code
- COVID-19
  - COVID controls
  - Online tools to help employees.
  - Pandemic response; monitoring health safety measures
  - Safe return to the workplace
  - Hybrid work arrangements
  - Vaccination policies
  - Occupational hygiene
- Disability management and industry trends
- Ergonomic awareness
- Fatigue Management

- Fit for Duty – CSE standard and compliance
- Immunization program (non-Covid)
  - 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
- Lost time incident information; incident reporting and impact of COVID-19 on city operations
- LTC, PSI
- Mental health programs, policies, and resources
- Workplace Harassment and Violence Prevention
- - Increase in harassment of municipal employees.
- Vaccine requirements
- Training at management level for threats (internal and external) (letter, calls etc.)
- Bullying
- De-escalation training
- Psychological injury claims
- Contractor Management
- Psychological Health and Safety IMPACT group
- Occupational Hygiene
- Prime contractor
- Risk analysis and assessing risk
- Data on incidents, days without LTC, injury frequency, days missed, costs, safety pyramids, risk management.
- Slips, trips and falls

## **11. NEXT MEETING AND ADJOURNMENT**

Shannon Thomas thanked participants for coming and reviewed the dates for the next Alberta Cities Safety Council meetings:

- June 7, 2022
- November 29, 2022

Meeting was adjourned at 2:23 pm.