

Joint Northern/Southern Alberta Safety Council Meeting
September 22, 2020
Host: Via Zoom Meeting

MINUTES

IN ATTENDANCE

Craig Hrynchuk	AMHSA
Scott Lyall	AMHSA
Shannon Thomas	AMHSA
Jessica Meyer	AMHSA
Terri Filipski	AMHSA
Krystal McDowell	AMHSA
Mike Lowes	The Thrive Company
Kim Bartch	Workers' Compensation Board – Alberta
Miranda McLay	Alberta Government – Partnerships
Todd Conklin	Guest Speaker

Members:

Cameron Adam	Strathcona County
Adam Baxter	Strathcona County
Megan Coulter	City of Lloydminster
Glynnis Croken	Lacombe County
Jason Dache	Lac Ste. Anne County
Tim Davies	Cypress County
Tracy Dawe	County of Grand Prairie
Adam Denine	Town of Vegreville
Jennifer Dennis	Red Deer County
Sonia Dodd	Town of Stettler
Dan Doyle	City of Red Deer
Pamela Drover	MD of Crowsnest
Jana Erichson	Red Deer County
Rob Friesen	City of Chestermere
Quinn Gillard	City of Fort Saskatchewan
Lorne Halisky	Smoky County Lake
Dion Hayden	MD of Spirit River
Al Hogarth	MD of Big Horn
Shirley Huffman	Lac La Biche County
Mike Karsten	City of Beaumont
Derek Kearney	City of Airdrie
Christina Ketchum	Town of Wembley
Maureen LeClair	Sturgeon County
Jenny Magnuson	Town of Sylvan Lake
Brian Millis	MD of Pincher Creek
Barb Nekich	City of Lethbridge

Katarina Oczkowski	MD of Pincher Creek
Ross Pentney	Town of Barrhead
Angela Ross	Town of Hinton
Amanda Russell	Strathcona County
Maryann Sagan	Town of Devon
Tamara Saufert	County of Camrose
Kyle Schole	Smoky Lake County
Penny Shepard	Strathcona County
Heather St-Hilaire	Town of Banff
John Stevens	City of Lloydminster
McKenna Stitzenberger	Town of Edson
Cyndil Taylor	City of Edmonton
Trevor Tychkowsky	Smoky Lake County
Jenifer White	MD of Spirit River

1. INTRODUCTIONS AND WELCOME

- Director of Operations Scott Lyall welcomed everyone to the meeting
- Safety Moment – Social Media Burnout Krystal McDowell
 - Information Overload
 - Algorithms and skewing habits
 - Use responsibly
 - Keep track of length of time on social media
 - Have intention – check social media with a purpose
 - Step back
 - Email Krystal if you have any questions: Krystal@amhsa.net.
- Participating attendees, including AMHSA employees, introduced themselves

2. WORKERS' COMPENSATION BOARD – ALBERTA UPDATE

WCB Account Manager Kim Bartch's presentation included the following topics:

- How the Alberta economy is impacting employers
- The Canadian Emergency Wage Subsidy (CEWS)
- Keeping data safe from financial scam calls pretending to be from WCB
- COVID-19 Cost Relief Update
 - Q&A sheet that provides more details:
<https://www.wcb.ab.ca/about-wcb/news-and-announcements/COVID-19.html>
- WCB Employer Seminars and Workshops
 - Register online:
<https://www.wcb.ab.ca/resources/for-employers/seminars-and-workshops/>
- Training on the Job Resources
 - <https://www.wcb.ab.ca/return-to-work/job-connections.html>
- Supporting Psychological Health and Safety
 - Offering Alberta employers exclusive reduced rates to certificate programs in the following areas of study:
 - Psychological health and safety in the workplace
https://www.wcb.ab.ca/assets/pdfs/employers/UFred_psychological_health_and_safety.pdf
 - Enhancing workplace resiliency
<https://www.wcb.ab.ca/resources/for-employers/seminars-and-workshops/>

WCB Account manager contacts:

- Kim Bartch – 403.517.6181
- Email: kim.bartch@wcb.ab.ca

3. PARTNERSHIPS UPDATE / AMHSA AUDITING Q&A

Miranda McLay's presentation included the following topics:

- COVID-19 COR Changes
 - PIR Refunds will be going out to those who had an audit this year
- Auditing 2021
- Jessica Meyer, AMHSA's HSMS Advisor, currently sits on the working CP group subcommittee
 - Working on guidelines for auditors on how to complete verification techniques
- Fixed COR Audit Date and ISO/CSA Equivalency
- Off-site Audit Review
 - Process change due to COVID-19
 - Will be collecting employers' documentation either from sites or electronically
 - Review by OSAR reviewer will be done remotely
 - Interview with employer representative will be done via video or phone
- COR Working Groups
 - Three groups out of items from the COR Strategic Plan
 - COR Harmonization
 - Auditor Training/Certification Standardization
 - Risk-based Scalable Audit/COR Plus/Accreditation
- OHS Publications
 - Strategic Evidence and Action group is constantly updating/creating new publications
 - Webinar: Operating During a Pandemic
 - Webinar: Hazard Assessment and Control
 - COVID-19 publications by industry
 - Visit website for more information:
<https://ohs-pubstore.labour.alberta.ca>

Contact information:

- Miranda McLay
- 780/422-5612
- miranda.mclay@gov.ab.ca

4. AMHSA AUDITING Q&A

Shannon Thomas, Program Evaluation Manager included the following topics in her presentation:

COR Update

- COR Certification 2020
- ISO 45001:2018 – SGS Academy – COR equivalency is granted to ISO certified employers
 - AMHSA hosted ISO 45001:2018 training in August/September through the SGS

- Academy
 - Will be offering further ISO 45001 training in the future
 - Contact Shannon if you are interested
- OSAR 2020
 - Expecting approx. 10 off-site audit reviews to be conducted by Partnerships
 - Auditor follow-up by AMHSA
- Important Reminders
 - Action plan deliverables due on November 30
 - Audits due December 1
 - Auditor Updates and Tools on website: COR-Audit Tools and Resources
 - Extensions – please contact Shannon Thomas and/or Jessica Meyer before your deadline date
- Upcoming Training
 - Audit Refresher – October 22 (live webinar classroom)
 - HSMS, H&S Auditing, Audit Refresher in January 2021 (live webinar classroom)
- 2021 Auditing
 - Jessica Meyer of AMHSA currently represents AMHSA on the CP subcommittee
 - Intent to return to full auditing next year
 - As decisions are finalized, AMHSA will communicate with COR holders/auditors
 - Shannon sits on SECOR subcommittee regarding new standard for SECOR
 - Any changes or updates in Auditor Update/Newsletter
 - Shannon concluded by saying she appreciates the patience of everyone during this challenging year. If you need any assistance, please let her know.
- Contact Information
 - Jessica Meyer – 587/337-8458 jessica@amhsa.net
 - Shannon Thomas – 780/691-6449 shannon@amhsa.net

Ms. McLay responded to the question about status of legislative review by saying feedback is currently with the cabinet, and she has yet to receive an update. She will follow up with an update to Ms. Thomas.

5. MUNICIPAL MEMBER PRESENTATION – INTERJURISDICTIONAL RECOGNITION

Megan Coulter and John Stevens of the City of Lloydminster spoke about challenges they are having within their jurisdiction over provincial and federal OHS regulations pertaining to their municipal staff working on behalf of the RCMP.

There is a constitutional challenge in BC to the applicability of WCB and regulation pertaining to the occupational health and safety of the staff as the RCMP are subject to federal regulation.

The City of Lloydminster is currently dealing with this issue and is pushing back as they do not want to lose safety control of their staff and any possible reporting of injuries at work. Ms. Coulter also expressed concern that the lines with HR are grey as well.

Ms. Coulter also indicated that the RCMP OH&S was to have been rolled out to multiple municipalities but was put on hold due to COVID-19. The City of Lloydminster has re-initiated this process.

Ms. Counter shared with attendees that Dan Doyle of the City of Red Deer might have some more information about how that municipality was able to push back due to no provincial grounds.

Executive Director Hrynychuk recommended AMHSA take on a member advocacy role between groups resulting in a common answer that is equitable to all municipalities. Consensus was the request for AMHSA to create a working group of municipal members who would like to participate in a secondary Zoom meeting to discuss next steps. This working group should be open to any municipalities who want to participate. Follow up action for AMHSA is to bring to October Board meeting for further direction as to AMHSA's involvement.

The Review Decision presented by Megan Coulter will be distributed among the Working Group for further reference.

6. DATA ANALYTICS - UPDATES

Mike Lowes shared recent snapshots of data analytics and how they relate to AMHSA's injury prevention campaigns. Detailed graphs can be reviewed in the PowerPoint.

7. BUSINESS PLAN - UPDATES

Executive Director Hrynychuk presented the Importance of Strategic Planning

- Critical to sustainability and relevance of AMHSA
- Validating that injury prevention strategies are "fit for purpose"
 - Implementable
 - Scalable for any size of municipality
 - Contemplates stakeholders represent
 - Employers
 - Workers
 - Industry Codes
- 2021 Business plan – Unknowns
 - 2020 Legislative Review outcome
 - How will this affect our membership?
 - Legal briefings
 - Could involve possible updating of information in AMHSA's training manuals

- COVID-19
 - Vaccine availability
 - Potential second wave
 - Municipal WCB claims

- 2021 Data Driven Business Plan
 - WCB Iron Key Data
 - Musculoskeletal injury (MSI)
 - Line of Fire
 - Psychological Health & Safety
 - Winter Hazards and slips/trips/falls
 - OHS Municipal Compliance Data
 - Hazard Identification/Assess/Control
 - Human Factors Introduction
 - OHS Municipal PSI Data
 - Type: Line of Fire
 - Source: Objects/Tools/Equipment
 - Body Part: Back/Spine & Hands/Fingers
 - Injured Occupation: Police Officer
 - Incident: Sprain/Strain & Cuts/Laceration
 - Member Participation Rates
 - Certificate of Recognition (COR)
 - AMHSA Classroom/Online Training
 - Injury/Illness Prevention Campaigns

- 2021 Member/Peer Engagement Strategy
 - Members
 - Chief Administrative Officers/Leadership Teams
 - Health & Safety Advisors and Auditors
 - Board of Directors
 - Peer/Regulatory
 - Health and Safety Associations such as:
 - BC Municipal Safety Association (BCMSA)
 - Energy Safety Canada (ESC)
 - Manufacturing Health & Safety Association (MHSA)
 - Continuing Care Safety Association (CCSA)
 - Alberta Construction Safety Association (ACSA)
 - Alberta Association of Safety Partnerships (AASP)
 - Regulatory
 - Alberta Labour
 - WCB – Alberta
 - Peers
 - Alberta Urban Municipalities Association (AUMA)
 - Rural Municipalities of Alberta (RMA)

- 2021 Business Plan Submission Timeline was presented
 - AMHSA to submit formal Business Plan requesting 2021 funding requirement on November 13
 - Alberta Labour to provide feedback and approval on 2021 Business Plan on December 4
 - Business Plan analysis to be forwarded to WCB Management for review/approval
 - Management approval/signatures to be forwarded for 2021 quarterly funding/release on December 23

There being no questions, Executive Director Hrynychuk thanked the members.

Director of Operations Lyall reflected on member/peer engagement by sharing with the group that AMHSA has targeted collaboration in the past year focusing on delivery to our members. AMHSA appreciates our members' feedback and directions and encouraged all to keep the feedback coming, whether its advocacy, training, or other collaborations.

7. GUEST SPEAKER: TODD CONKLIN – BOUNCING FORWARD: HUMAN PERFORMANCE & RELIABILITY

Todd Conklin's presentation included sharing a case study of a construction accident that occurred on a temporary loading platform area in the Gulf of Thailand and the notion that there is always uncertainty that will challenge us. The key points he discussed were:

- **Safety Operations** - The way we are thinking is changing; we don't get to manage uncertainty but rather manage the ability to have uncertainty. The capacity, tolerance, and moving forward is a vital part of discussion.
- **Success or Failure?** Mr. Conklin said that if you're an operations-centric person, then the accident that occurred in Thailand was a failure. From a capacity position, it was about resilience and robust responses which he would call a success. The workers identified a hazard, and they understood the risk, building capacity into the system if the operations were to fail. When it did fail, it failed exactly the way they thought it would, with no one being injured. This is the story of being good at managing safety.
- **Accidents** over time have been in a "remarkable" decline in the number of failures.
- **Change the Way we Define Safety** – moving from traditional safety views of workers are the problem that need to be fixed. For example, we make safety better by making workers better, telling them what to do and what not to do. Safety is the absence of an accident, and we want to prevent what we can prevent. Challenge with prevention: Not enough; not sufficient. Ask your workers what they need to be successful. They understand the work and risks and are the people who do the work every day.
- **Look for Things that Worked** - In the case study in Thailand, Mr. Conklin said that instead of looking for things that were wrong, he looked at things that were right.
- **Recover, Learn and Adapt** – challenge is important.

- **Safety not as Absence of Accidents but Safety in Relationship with its Controls** - If your risk is great than controls, you're in trouble.
- **Manage and Reduce Risks** - You can ask workers to manage and reduce risks. The risk part of this is the uncertain part of the equation. It is hard to manage uncertainty. Presence of control can be managed. And start to look at the presence of success.
- **What's happening when nothing bad happens?**
 - We're getting lazy/complacent/letting risks drift into the system
 - Risk is always present/ebbs and flows
 - Control formalities and capacity to have risk
 - Study normal – identify places where in fact, controls are low and risk is high. To get there, understand that the people aren't the problem.
 - Case in Thailand convinced the bosses that the workers were making bad decisions, but the workers weren't making bad choices. What workers often face are bad choices that they have to work with.
- **Look at Work When it's Successful** – if you want early detection. We have to be able to identify weak signals which exist in successful work (near-misses, close calls, and “awfully close” ones). The challenge is to identify weak signs that take us from measuring and move us to monitoring.
- **Identify and Monitor Systems** - In this post-pandemic time, our systems are brittle; we need to identify and monitor systems and look early for places where we don't have enough controls, resilience, and flexibility.
- **Metrics Have to Change** - We have to measure things other than traditional safety. Look for presence of controls, not absence. Hazard ID and risk assessment – insufficient.
- **Increase Diversity** – is important during times of uncertainty. It is vital to talk to more people in more places within the organization to learn in a broader way.
- **Redefine Safety** - Organizations and municipalities have to redefine safety. Safety is not absence of accidents; safety is a verifiable presence of controls.

If you are interested in seeing a similar type of presentation Mr. Conklin made in July, please visit this [YouTube link](#).

AMHSA wants to continue bringing speakers to our safety council meeting presentations. If you have a suggestion for other keynote speakers, please let us know!

8. UNB – SAFETY PROGRAM TUITION GIVEAWAY!

Terri Filipski announced that AMHSA has partnered with The University of New Brunswick's Continued Learning program to offer a tuition giveaway in UNB's online Certificate Occupational Health and Safety program. This partnership supports AMHSA's focus on the continued education of health and safety, and we are proud to be a part of this program offer.

This contest is open to all members who currently work or are interested in the Occupational Health and Safety field. To be eligible:

- You must work for a municipal organization or be an Associate Member in good standing of AMHSA, and
- Complete and submit an online entry form outlining your interests and aspirations for a career in OHS as well as including any positive contributions and/or demonstrated leadership you may have in the OHS field.

Further information for this contest can be found in our recent fall newsletter or by [clicking here](#).

The deadline for this contest is **October 8 11:59 pm MST**, and the lucky winner will be announced in early November.

There was a question about whether this contest includes the diploma program if you already have obtained a certificate. Ms. Filipski said she would get clarification from UNB and follow up.

If you have any questions or require further information, please feel free to email me at terri@amhsa.net.

9. INFORMATION SHARING - ROUNDTABLE

It is important for AMHSA to honor and respect the privacy of our municipalities and their representatives. Therefore, the following notes include topics of discussion only.

BIStrainer forms & competency program request

- Element 6, Contractor and volunteer management process
 - COR audit
 - Revamping orientation procedures for contractors
- Controls for preventative safety program – mitigating risks before things become an issue
- COR audit
- COVID-19 and pandemic – major item of challenge/discussion
 - Space in barriers
 - Signage
 - PPE
 - H₂S/ first aid –
 - Chemical usage

- Safe worker procedures for chemical storage
- Pesticides and herbicides
- COVID response (tools and resources)
- Pre-screening and setting guidelines in place
- Field staff complacency with the assumption that things are getting back to normal and refocusing attention on pandemic
- Safety protocols
- Return to work protocol
- Tracking testing, etc., to keep employees safe
- Indoor playgrounds for U6 – looking to re-open
- COVID scare experience and process for applying
- Business continuity plans since COVID
- Dangerous goods bylaw and permits
- Documentation-only audits –
 - Preferred method is USB and mail security
- Emergency coordination centre
- Emergency response plans
- External audits
- Fall Protection Training – re-certification done online then after 3 years in-person training
- Formal safety inspections
 - All facilities on monthly basis that stopped during COVID
- HSMS
 - Inspection matrix
 - Re-orientations – aware of HSMS/certain sections/manual/five-year re-orientation for all staff (half-day orientation)
- H&S Committee terms of reference updating
- Hazard Recognition Program
- HR processes and data
- ISO 45001 lead auditor training as part of gap analysis for COR vs. ISO standard
- Incident investigation reporting
- Incident near-miss reporting format/reporting
 - Digitizing online to increase efficiency
- In-person training
- LMS system through BISTrainer
 - Course offering capabilities through that tool – 1,000 courses available through this tool (approx. 200 Alberta specific)
 - Developing new course content (i.e., orientations – online option; maybe a voice-over PPT w/different chapters for the elements? or something more detailed)
- Mental health for staff/upper management
 - Mental Health First Aid, The Working Mind.
- National Safety Code
- N95 masks for fire services (v. KN95s)

- Network Peer Emails
 - Is there a central hub that we can share everything?
 - AMHSA been discussing internally – BCMHA who utilized a Yahoo user group; dividing into different categories has helped. We do have a Zoom scheduled for early Oct to explore best practices and to share with members.
 - Teams or One Drive
 - Rate all of those – what is most appealing for everyone?
- Potential hazards in the workplace
 - Adding job task where potential hazard could take place
- Psychological Health & Safety Certification
 - AMHSA will be offering PHS102 on November 2
 - PHS 101 was offered in June and will be offered again in January 2021
 - More detailed and registration information to follow
- Psychological H&S going to JWSHSC
- Requesting to work from home
- RUSA conference in December cancelled; planning to be back in 2021
- Safe work permit system
 - Hot work safe work procedure
- Safety manual updates
- Toolbox meetings
- Uncivil behavioral reporting tool due to disrespectful public conduct
- Virtual challenges to switching management meetings
- Virtual Working Mind program – AMHSA will be offering Manager and Employee training
- Volunteer and contractor management – request for developing a team with AMHSA for resources to put forward this process
 - Managing Section 6
 - Pre-qualification processes and monitoring
 - Call for volunteers for Section 6 Subcommittee
- Winter Ready webinars – great resource
- WorkForce Now payroll system
 - Opportunities for forms to be accessed by employees
 - Comparing to BIStrainer forms

There were a lot of good, positive comments on the peer advisory email network as well as on the guest speakers and appreciation of the great content. There were also comments about how helpful the Maintaining Mental Health Fitness webinars have been during this time.

AMHSA will be reviewing feasibility for setting up the following subcommittees; if you are interested in participating, please contact safety@amhsa.net.

- RCMP Group
- Element 6 Subcommittee

10. ADJOURNMENT AND NEXT MEETINGS

Scott Lyall closed the meeting and thanked everyone for participating and for your valued input, feedback, and great teamwork. The meeting was adjourned the meeting at 2:25 pm.

Hopefully, 2021 will see us hosting these meetings in person. If you are willing to pencil in a date for hosting a meeting in April or September, 2021, please contact Terri at terri@amhsa.net.

Attachments:

AMHSA Update PPT
(Includes WCB and Alberta – Labour Updates)