

AMHSA

Health | Safety | Environment

Northern and Southern Alberta Safety Councils Meeting

April 16, 2024

Facilitator: Shannon Thomas, AMHSA Program Evaluation Manager

10:00 am – 3:00 pm

Training & Education

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



Strategic Partnerships

Lending strategic partnerships that bring into the table health and safety innovations.



Business Solutions

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



Advocacy & Representation

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



Certifications

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



Housekeeping

- Virtual - Carla

Introductions



Joint Meeting of NASC & SASC



Agenda

10:00 – 10:10	Call to order, virtual housekeeping, introductions
10:10 – 10:20	Health and Safety Moment – Jenny Magnuson, Town of Sylvan Lake
10:20 – 10:35	WCB Update – Sanjeev Bhagrath
10:35 – 10:50	Partnerships Update – Katherine Foster
10:50 – 11:00	Coffee Break
11:00 – 11:45	<i>Guest speaker:</i> Christopher Spasoff, F2 Legal Council
11:45 – 12:00	AMHSA Auditing Update
12:00 – 12:45	Lunch Break
12:45 – 1:45	<i>Guest speaker:</i> Charlene Eggli, Millard Health
1:45 – 1:50	AMHSA Update
1:50 – 2:00	Coffee Break
2:00 – 3:00	Member Roundtable – incidents, innovations, audits, claims, trends, etc.
3:00	Next Meeting Discussion and Adjournment



Safety Moment – Young Workers

Town of Sylvan Lake – Jenny Magnuson

Young/New Workers

- ▶ Workers of all ages can be injured at work, but young and new workers may be more at risk. Injuries can result from inadequate training, orientation, and supervision; inexperience; and lack of awareness of workplace rights and responsibilities.



The Risks

- ▶ Typical reasons why young and new workers are injured include:
 - Inexperience
 - Lack of training, orientation, and supervision
 - Lack of understanding of their workplace
 - Lack of preparation for the workplace
 - Exposure to more dangerous jobs
 - Hesitancy to ask questions



Tips for Employers



Know the Hazards

Knowledge and information can be life-saving — especially for workers who may be new to the job.

Young and new workers are highly vulnerable to workplace injury. Young males, especially, face a significantly higher risk of injury than the overall working population. Everyone deserves a safe workplace. Part of the solution involves knowing the risks, so they can be avoided.



Hazards

Hazards for young workers	Types of jobs
Lifting objects — overexertion causing sprains, strains, tears	Retail and grocery clerks, labourers, material handlers, shippers and receivers.
Working on elevated levels — sprains, strains, tears, and fractures	Any job using ladders, stairs, scaffolding, or other raised areas.
Working with knives — cuts and lacerations	Cooks, food service workers, retail clerks, and shelf-stockers.
Working with hot substances/objects — burns	Jobs in the hospitality and food service industries.
Using mobile equipment or motor vehicles — sprains, strains, tears, and fractures	Any job requiring driving, riding, or operating, or any job that requires operating near mobile equipment.
Working with food slicers — cuts and lacerations	Deli sales clerks, cooks, food service workers, and retail sales clerks in supermarkets.
Working near running equipment or machinery — cuts, lacerations, and fractures	Labourers in manufacturing or construction, machine operators, material handlers, bakers and cooks.



Youth Employment Rules (based on age)

Youth age 12 and under

May only be employed in artistic endeavours, such as film, theatre, radio, video, television, computer gaming, or live performances. A permit and parent/guardian consent are required.

Youth age 13 to 14

May be employed (with parent/guardian consent):

- In artistic endeavours with a permit.
- As a clerk or messenger in an office or retail store.
- As a delivery person for small goods and merchandise for a retail store.
- Delivering flyers, newspapers and handbills.
- Doing light janitorial work in offices.
- Tutoring.
- Athletic coaching for a recreational club or association.
- Performing certain duties in the restaurant or food services industry, with adult supervision.
- Performing other work not listed above with a permit.

Restrictions on hours of work:

- Can work a maximum of 2 hours on a school day.
- Can work a maximum of 8 hours on a non-school day.
- Can't work between 9:00 p.m. and 6:00 a.m.

Youth age 15 to 17

- May be employed in any type of work.
- Have restrictions on working at night.

In any retail store selling food or beverage, a retail business selling gasoline or other petroleum products, or in a hotel or motel:

- Can only work between 9:00 p.m. and 12:00 a.m. with adult supervision.
- Can't work between 12:01 a.m. and 6:00 a.m.

In any other type of work:

- Can only work between 12:01 a.m. and 6:00 a.m. with parent/guardian consent and adult supervision.

Permits

A permit is required for:

- Youth age 14 and under to work in artistic endeavours.
- Youth age 13 to 14 to do work that is not on the list of types of jobs allowed.

The permit must be received before the youth can begin the work.

Learn all the details at
alberta.ca/ESYouth



Understand Young Workers

- ▶ Young workers think differently than older and more experienced employees. Keep these facts in mind:
 - Young people tend to take risks and are unrealistic about their own mortality.
 - Take care to caution your employee about potential hazards and negative outcomes.
 - Young people may be reluctant to ask questions for fear of appearing unknowledgeable. Make sure that they understand that their first job priority is to ask questions when they are unsure.
 - Due to lack of understanding, a young worker may decide to make changes to the job in unexpected and possibly risky ways. Be sure that they are closely supervised, and stick to recognized and safe work procedures



Steps In Training

- ▶ Give the young worker clear instructions including what health and safety precautions to take.
 - Show them how to perform the tasks safely, repeating parts of the procedures if necessary.
 - Watch the worker perform the tasks the first time, making sure to correct any mistakes.
 - Allow the worker to repeat the tasks until they are comfortable with the routine, and don't have any more questions.
 - Continue to monitor the worker to make sure they are doing their tasks properly.



Stats

EVERY YEAR IN ALBERTA:

5,500

young workers
have disabling
injuries.

25%

of young workers
lose up to 5
days of work.

NEW ON THE JOB

Over 50% of all incidents with young or new workers happen in their first 6 months on the job.

TOP
5

TOP 5 TYPES OF DANGEROUS WORK

AGES 15–19:

- 1 Lifting (muscle and ligament sprains, strains, and tears).
- 2 Falling (muscle and ligament sprains, strains, tears, and broken bones).
- 3 Working with knives (cuts and gashes).
- 4 Working with hot objects (burns).
- 5 Working with a cart or dolly (muscle and ligament sprains, strains, and tears).

AGES 20–24:

- 1 Lifting (muscle and ligament sprains, strains, and tears).
- 2 Falling (muscle and ligament sprains, strains, tears, and broken bones).
- 3 Working at a height (sprains, strains, tears, and fractures).
- 4 Working with hot objects (burns).
- 5 Working with knives (cuts and gashes).

Source: WCB-Alberta

Video

- ▶ [Jack Thomas: Injured Young Worker | WorkSafeBC](#)



Resources

- ▶ [X-treme safety \(alberta.ca\)](#)
- ▶ [X-treme safety tip sheet for employers \(alberta.ca\)](#)
- ▶ [X-treme safety tip sheets for parent \(alberta.ca\)](#)
- ▶ [Take charge card - Know your rights \(alberta.ca\)](#)
- ▶ [CCOHS: Young Workers](#)



Safety Doesn't Happen By Accident



Safetymatters



When an injury happens at work, we're here to help every step of the way.

Sanjeev Bhagrath

Worker's Compensation Board
Industry Specialist
April 2024 Update

Day of Mourning – April 28

Show your support by sharing the [2024 materials](#) - now available on our website. Each year materials are also sent directly to those who [subscribe to our email list](#).



21st Alberta Health & Safety Conference

Wednesday, May 1 and Thursday, May 2, 2024, Feltham Centre (CAT) NAIT.

[Find out more and register to attend.](#)



Consultation and Updates

There are no active policy consultations at this time. We post new feedback opportunities regularly as we work through our [annual project plan](#).

Seminars and Workshops

Seminar dates are now available until the end of June. [Register](#) for a date and time that works for you.

- Employer information seminar
- Return to work (modified work) seminar
- Fit-for-work dashboard seminar
- Training on the job information session
- Action planning seminar
- Appeals system seminar
- Psychological injuries in the workplace

Millard Treatment Center Workshops

[Register](#) for Millard's spring and fall workshops:

- Cognitive-psychosocial job demands analysis workshop
- Industrial ergonomics workshop
- Modified duties workshop
- Office ergonomics workshop
- Physical demands analysis workshop

Fit-for-work Dashboard

The fit-for-work dashboard provides you with the information you need to collaborate and confirm modified work opportunities. Employers with myWCB Clams 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**.

[Register](#) for one of our upcoming 45-minute seminars to learn more and become familiar with the dashboard's features and functions

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.

See Seminars and Workshops to register for a 30-minute Training on the Job information session.

Worksight

Worksight is our digital magazine that provides Alberta employers with timely information about workers' compensation topics and support available for injured workers. Each issue is emailed directly to all employers with a WCB account.

[View the latest edition](#) and [subscribe](#) today to start receiving *Worksight*.
WCB invites you to [send in your story ideas and inquiries](#).

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

Martinne Sykora, 403-517-6077, martinne.sykora@wcb.ab.ca



Partnerships Update

for the NASC and SASC Committee

Katherine Foster, Partnership Consultant - Partnerships in Injury Reduction

April 16, 2024

Workforce Covered Under COR

Year	Total Estimated Number of Workers Reported to WCB	Estimated Number of Workers Under COR	Percentage of Workforce Under COR
2019	1,944,286	798,892	41.0%
2020	1,920,271	717,912	37.4%
2021	1,806,697	731,822	40.5%
2022	1,911,798	761,797	39.9%

Source: WCB Alberta, May 2023

COR Holder Performance

Loss ratios compare the claim costs of a group of employers to the WCB premium they pay.

- COR holders as a group, out-perform non-COR holders by the following percentages (as measured by comparing loss ratios):
 - 31.7 per cent lower in 2018
 - 33.3 per cent lower in 2019
 - 29.2 per cent lower in 2020
 - 26.5 per cent lower in 2021
 - 27.6 per cent lower in 2022

Source WCB Alberta, May 2023

WCB PIR Refunds for COR Holders

- Total PIR Refunds issued to all COR Holders by WCB:
 - \$65.9 million for 2018
 - \$73.6 million for 2019
 - \$69.5 million for 2020
 - \$71.2 million for 2021
 - \$78.7 million for 2022

Source WCB Alberta, May 2023

COR Audit Plan

- COR Auditing has returned to normal – three audit techniques are again required for audits (documentation, interview and observation)
- Use of remote documentation review, on-line video interviews will continue
- Use of remote observations may be allowed, but must be authorized by the Certifying Partner in advance

Key Changes to the COR Audit Criteria

- Partnerships Standards recently updated:
 - 1.1 Certification and Maintenance Audits
 - 1.5 Action Plans
 - 2.2 Audit Quality Reviews
 - 2.5 Action Plans Quality Assurance Review
 - Appendix D Action Plan Guidelines, Templates and Examples
 - Appendix K1 Partnership Regular COR Audit – QA Review Form
 - Appendix K2 Partnerships QA Form Guidelines
 - Appendix Y1 Partnerships SECOR QA Audit - Review Form for External Auditors

COR Modernization

- The department conducted an extensive review of the COR Program in 2018.
- Overall theme that COR plays a valuable role in workplace health and safety in Alberta, but needs to be modernized.
- Key objective for modernization is to replace the current COR audits with a new design called Complexity Based and Scalable Audit Instrument (CBSA)

CBSA – Key Features

- Retain the proven feature of the current COR audits, including:
 - use an audit instrument and provide guidelines for each question;
 - use of three audit validation techniques: documentation, interview and observation;
 - retain the interview and worksite sampling tables;
 - provide an audit scoring system
- Ensure the CBSA is accessible to internal and peer auditors
- Adopt the Plan–Do–Check–Act cycle as used in ISO 45001

Complexity

- **Employer Complexity – 5 factors**
 - number of workers
 - number of sites
 - number of industry codes assigned
 - industry risk (based on claims and cost)
 - operating environment (degree of employer control over the worksite)

Plan – Do – Check – Act Cycle

- **Plan:** establish the objectives and processes necessary to deliver results in accordance with the organization's health and safety policy
- **Do:** implement and operate the system as planned
- **Check:** monitor and measure the performance of the system and report results.
- **Act:** take action to continually improve system performance

CBSA Proposed Timeline

- **Phase One** – Prototype (to September 2024)
 - Develop the CBSA content criteria and CBSA instrument prototype
- **Phase Two** – Decision (October 2024 to December 2025)
 - Pilot the CBSA prototype and evaluate the results
 - CPs to lead member engagement with employers and auditors regarding the prototype, possible industry specific content and plan for small employers
 - Decision whether to adopt
- **Phase Three** – Potential Implementation (January 2026 - TBD)
 - Create electronic audit tool
 - Develop CBSA Standards, Auditor & Employer Training
 - Develop Implementation plan in conjunction with CPs

OSAR

- Just started our new fiscal year – targets are being finalized
- Will report reviewing findings from last fiscal year in May/June
- OSARs return to being On Site for 2024

Supporting Psychological Health in First Responders grant program

- Provide and improve services for first responders who are living with or at risk of post-traumatic stress injuries
 - Services stream
 - Applied research stream
 - \$1.5 million per year
 - Application deadline: May 27, 2024

alberta.ca/first-responders-mental-health-grants.aspx

OHS Resource Portal

ohs-pubstore.labour.alberta.ca

- Best practices and tool kits,
- Bulletins and fact sheets
- Posters, postcards and infographics
- Webinars and eLearning programs

New OHS Publications

Recently updated publications:

- OHS starter kit – March 2024
- Emergency response planning: an OHS tool kit – March 2024
- Report workplace health and safety incidents – March 2024
- Incident reporting and investigation – March 2024
- Guide to OHS: Employers – March 2024
- OHS training scams and high-pressure sales tactics – Feb 2024

OHS Prevention Initiative

- Small businesses
- Workers with vulnerabilities
 - Young workers
 - Older workers
 - Indigenous workers
 - Temporary foreign workers and



- Short-term nature of work (temporary, seasonal or casual work contracts)
- Multiple jobs

OHS Prevention Initiative

- Musculoskeletal disorders
- Slips, trips and falls
- Psychosocial hazards



Resources are available at:

<https://ohs-pubstore.labour.alberta.ca/prevention-initiative>

Searchable Legislation

- Occupational Health and Safety Act, Regulations, and Code
- View, download, email, print and manage specific sections or entire parts of the OHS legislation

Filter: All ▼ Keywords: hazard Apply filter Clear filters

Results 1 to 10 of 119 for hazard

[Table 1 Low hazard work](#)
"Low hazard work" means work at (a) administrative sites where the work performed is clerical or administrative in nature; (b) dispersal sites ...
Occupational Health and Safety Code

[Table 2 High hazard work](#)
"High hazard work" means work involving (a) construction or demolition, including (i) industrial and commercial process facilities, ...
Occupational Health and Safety Code

[Part 2 Hazard Assessment, Elimination and Control](#)
An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.
Occupational Health and Safety Code

Key Dates in April

- **April:** Distracted Driving Awareness Month (General OHS)
- **2nd week of April:** National Volunteer Week (General OHS)
- **April 7:** World Health Day (General OHS)
- **April 28:** National Day of Mourning/Workers Mourning Day (General OHS)
- **April 28:** UN World Day of Safety and Health at Work (General OHS)

Key Dates in May

- **May:** Sexual Violence Awareness Month (Prevention Initiative focus: PSH)
- **May:** Sun Awareness Month (General OHS)
- **1st week of May:** CMHA Mental Health Week (Prevention Initiative focus: PSH)
- **1st week of May:** National Summer Safety Week (Prevention Initiative focus: seasonal workers, young workers)
- **May 1:** International Workers' Day (General OHS)
- **May 7:** National Child and Youth Mental Health Day (Prevention Initiative focus: Young worker, PSH)
- **2nd week of May:** Emergency preparedness week (General OHS)
- **2nd week of May:** Safety and Health week (General OHS)
- **3rd week of May:** Canada Road Safety week (General OHS)
- **4th week of May:** National Accessibility Week (General OHS)

Questions?



Katherine.Foster@gov.ab.ca

COFFEE BREAK

AMHSA
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V A L U E

APR 18

Ergonomics Coaching & MSI Prevention

MSI Prevention for Facilities, Parks, and Recreation Employees

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ewiworks.
Ergonomics | Occupational Health | Safety

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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 PTSD 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

Christopher Spasoff, F2 Legal Counsel



Get a former OH&S Prosecutor in your corner.

Christopher Spasoff is one of only a handful of lawyers with experience on both sides of the OH&S regulatory regime, having spent time as both an OH&S Crown Prosecutor and OH&S Defence Lawyer. Don't let the suit and tie fool you though. Sure, he knows his way around the courtroom, but it's his experience in the field - ranging from the design and implementation of risk management plans, to boots-on-the-ground attendance at incident sites and active participation in the response, investigation, and preventative efforts that follow – that allows him to really understand the intangibles in this area.

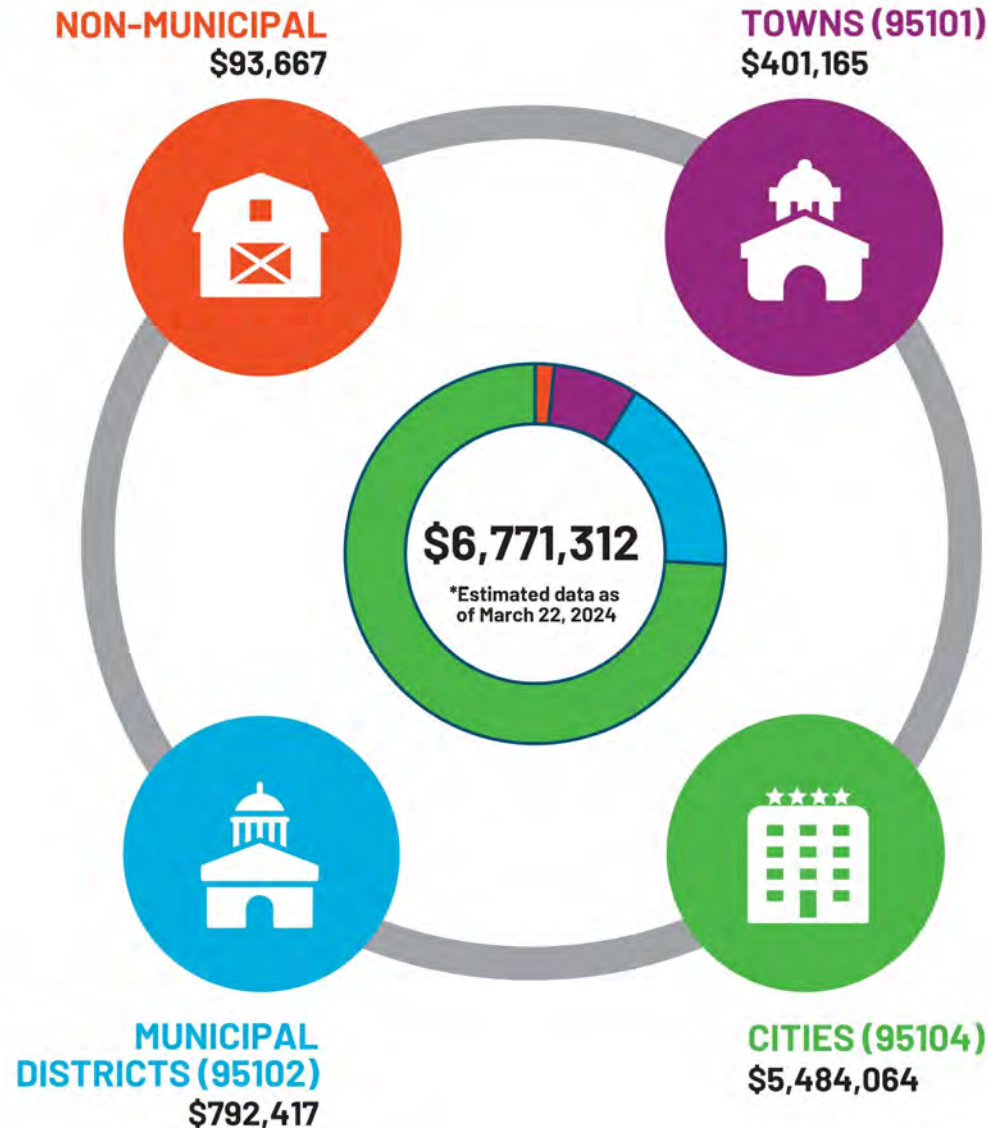
Often sought out for his practical, easy-to-understand advice and common sense approach to problem solving, Christopher left the Crown in May 2014 to establish F2 LEGAL COUNSEL, where he now practices exclusively in the area of occupational health and safety.

AMHSA COR Auditing

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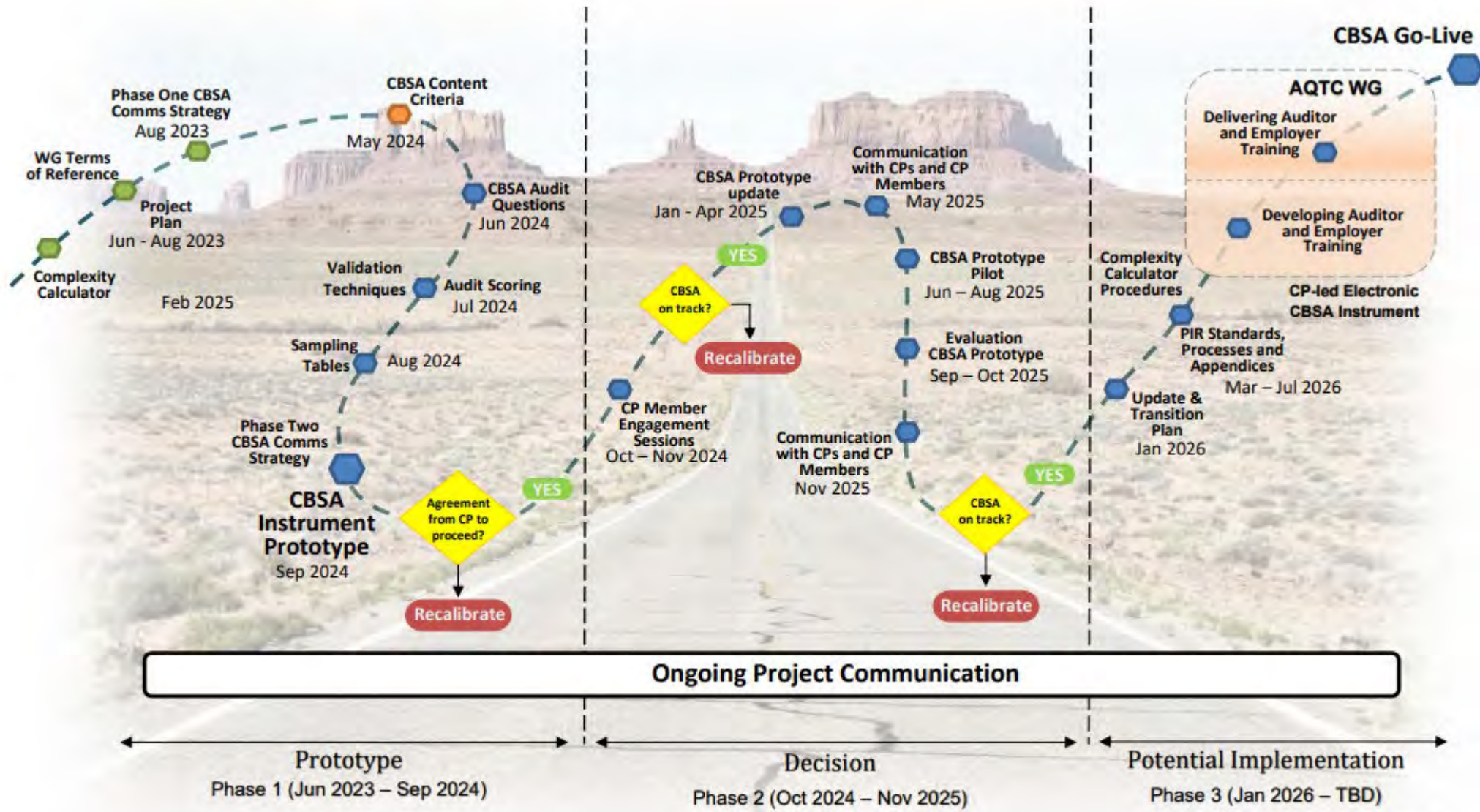


PIR *2023 Refund Summary



***Estimated WCB data
as of March 22, 2024**

CBSA JOURNEY MAP



- Complete
- In progress
- To be developed
- Decision point

WHAT HAS CHANGED?

- ✓ Information sheet communication via Auditor Update (included FAQs) – October 2023
- ✓ Prototype audit tool ~~March 2024~~ **September 2024**
- ✓ COR-holder and auditor engagement ~~May – July 2024~~ **October – November 2024**
- ✓ Phase 3: training for employers and auditors, transition to new tool, **potential January 2026 – TBD**

Training

- PHS – supplemental training for HSMS and HS Auditing (online)
- Developing extended HS Auditing course to 3 full days of training for new auditors – implementation in 2025

Council Included in COR-audited WCB Account

- Report from WCB
- Compared to COR-holders and audits that didn't include council in sampling, and followed up March 2024
- Changes to status? Notify AMHSA

2024 Guidelines



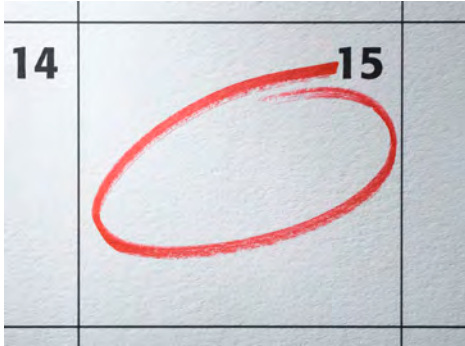
- Registration Form must be completed
- Sampling approval required
- All validation techniques required
- Remote or in-person data gathering allowed
- 12 months documentation

Scoring:

Certification: minimum 80% overall and 50% in each element

Maintenance: minimum 60% overall

2024 Deadlines



Action plan in lieu of maintenance application:
June 30

Action plan deliverables: **November 30**

External peer audit process: June 1

Submission for COR audits: December 1
(including maximum 45 days for data gathering
and 21 days for submission from last data
gathering date)

COR & Auditing

About PIR & COR

Audit News

Auditor Resources

Register Your Audit

**Audits & Municipal
Council Information**

PHS Audit

ISO 45001 Training

Consultant Auditors

AUDIT NEWS & UPDATES

AMHSA periodically emails an update to auditors. This bi-yearly newsletter contains information, suggestions, and reminders.

Subscribe

AUDITOR UPDATE ARCHIVE

Please note that contact information on archived newsletters may not be up to date.

2024

- **February**

2023

- **January**
- **July**
- **October**

2022

- **January**
- **March**
- **June**
- **September**
- **Dec - Council
Update**
- **December**

Upcoming 2024 Training



Health and Safety Management Systems

May 15-16

September 4-5

October 1-2

Health and Safety Auditing

May 28-29

September 17-18

October 16-17

Audit Refresher

June 4

September 26

October 10

*carla@amhsa.net
to register!*



Questions or need support while auditing?

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

LUNCH BREAK

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

A banner for AMHSA Discussion Forums. It features a background image of hands typing on a laptop. On the left is a blue icon of two overlapping speech bubbles. The text 'AMHSA Discussion Forums' is in large white font. To the right, separated by a vertical blue line, is the text 'Join the Conversation' and the website 'www.forum.amhsa.net' in smaller white font.

 **AMHSA Discussion Forums** | Join the Conversation
www.forum.amhsa.net

Introduction to Cognitive Psychosocial Job Demands Analysis (CP JDA)



We acknowledge the Treaty 6, 7 and 8 territories-traditional land of First Nations, Inuit, and Métis people whose footsteps have marked this land for time immemorial.

INDIGENOUS LAND USE ACKNOWLEDGEMENT

How/Why was the Cognitive Psychosocial JDA tool developed?

- Response to increase in psychosocial and cognitive injuries and a need to talk about cognitive and psychosocial aspects of jobs
- Millard Health adapted the City of Toronto Job Demands Analysis (CoT) framework
- Consulted with a group of psychologists and occupational therapists
- We selected 13 cognitive job demands most relevant to RTW planning
- A three-point scale (low, moderate, high demand) with definitions for each task was included



How do I complete the Cognitive Psychosocial JDA?

- Through the Workers' Compensation Board - Alberta website:

[C1447.pdf \(wcb.ab.ca\)](https://wcb.ab.ca/C1447.pdf)

- Fillable CP JDA form on the Alberta Municipal Health and Safety Association (AMHSA) website:

[Cognitive-Psychosocial JDA fillable.pdf \(amhsa.net\)](https://amhsa.net/Cognitive-Psychosocial%20JDA%20fillable.pdf)

What is a Cognitive Psychosocial Job Demands Analysis? (CP JDA)

- An objective analysis of the essential cognitive and psychosocial components of a job
- Outlines potential workplace and work task accommodations to assist with return-to-work planning after a cognitive or psychosocial injury



Cognitive and Psychosocial Demands

- Cognitive demands refer to tasks that require thinking, information processing, learning, imagining, and anticipating
- Psychosocial demands include both psychological and social aspects of work such as mental, emotional, work environment, and social interaction.



Types of Injuries?

- Concussion injuries (mild to moderate TBI)
 - Often cause cognitive deficits in one or more realms
 - Most often temporary deficits
 - 4 weeks
 - May linger if complicating factors
 - CP JDA identifies important cognitive demands that may need to be initially avoided or worked on with treatment
 - Will identify safety-sensitive tasks that should be avoided while recovering
 - Help to identify appropriate modified work



Types of Injuries?

- Psychological or Psychosocial injuries
 - May be diagnosed after exposure to trauma (PTSD)
 - Assault, MVA's, witnessing an accident, first responders
 - May result in acute stress reactions related to identified triggers (ie. noise, emergency lights, equipment, vehicles)
 - May result in interpersonal or situational issues
 - Unable to work with certain populations, specific colleagues, or in specific environments



What is in it for you, the employer?

- Tool to help capture cognitive and psychological job demands and modified work opportunities to keep workers attached to the workplace whenever possible
- Reduce time loss claims and keep workers at work
- Capitalize on worker strengths, experience, and abilities
- Easier to transition a worker back to full duties if they are at work performing suitable modified duties

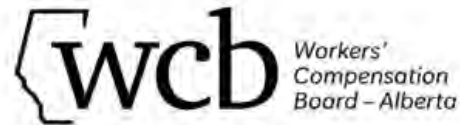


How do treatment providers use the tool?

- Review the tool with the worker to confirm job demands and obtain consensus
- Assess different domains to determine if there are specific deficits in relation to the job demands, or safety concerns that may warrant work restrictions or recommendations for RTW
- Identify suitable parts of the job or modified work opportunities
- If further analysis or more information about modified work accommodation is required, a return-to-work planning meeting may be recommended



How do I complete the Cognitive Psychosocial JDA?



P.O. BOX 2415
EDMONTON, AB T5J 2S5
FAX: 780-427-5863
1-800-661-1993

C1447

Cognitive-Psychosocial Job Demand Analysis

Employer

		Claim Number:
Worker's Surname:	First Name:	Initial:
Job Title:	Hours per shift:	Shifts per week/shift rotation:
Company Name:		Completed by:
Employer Contact:		Phone Number:

Tasks	Job Demand Intensity	Job Demand Frequency	Comments (brief description of job tasks)
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How do I complete the Cognitive Psychosocial JDA?

Client Name:	<input type="text"/>	<input type="text"/>	Claim #:	<input type="text"/>
Describe a typical work day.				
<input type="text"/>				
How long has this been your typical work day? <input type="text"/> years <input type="text"/> months				
List primary job duties/responsibilities?				
<input type="text"/>				

How do I complete the Cognitive Psychosocial JDA?

Describe a typical work day.

Responsible for support and implementation of actions at the direction of an officer. These may include medical first aid, fire suppression, fire prevention, hazardous materials containment, critical decision making, and operating emergency vehicles. 75% of calls are medical versus fire. Shifts 4 on – 4 off, alternating 10-hour day/night shifts.

How long has this been your typical work day? years months

How do I complete the Cognitive Psychosocial JDA?

List primary job duties/responsibilities?

- Tolerate extreme fluctuations in temperature while performing duties
- Wear protective clothing that weighs up to 60-65 lbs.
- Handle items (equipment, stretchers, etc.) that weigh more than 100 lbs.
- Locate addresses
- Deliver pre-hospital emergency medical care
- Apply firefighting and rescue techniques
- Operate emergency service vehicles and equipment
- Provide education on fire prevention and alarm operation
- Complete fire prevention inspections

How do I complete the Cognitive Psychosocial JDA?

- Go to start of form now – go through each section
- Select an intensity rating for each task (low, moderate, or high). Definitions are included for each task
- Select a frequency required for the task
- Include comment of brief description of job tasks – think about the job demands you just outlined

A word about Frequency:

- Often the most variable person to person
 - That's ok, no right or wrong answers
 - Sometimes just depends on the day
- It's not written in stone – can be adjusted or clarified
- Think of how much of the entire workday may require that task
 - It may not be required some days, and a lot on other days
- See frequency table

Frequency Key – Minutes of Hour of Work

Frequency	% of Workday	Time of 8-hour Workday	Minutes of Hour of Work
Not required	0%	0	0
Rarely	1-5%	1 minute to 24 minutes/day	1 second to 3 minutes/hour
Occasionally	6-33%	25 minute to 2 hours 40 minutes/day	4 minutes to 20 minutes/hour
Frequently	34-66%	2 hours 41 minutes to 5 hours 17 minutes/day	21 minutes to 40 minutes/hour
Constantly	67-100%	5 hours 18 minutes to 8 hours/day	41 minutes to 60 minutes/hour

Example Job – Firefighter/Paramedic

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 checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant <input type="checkbox"/> Not Daily	- Emergency response. - Writing reports with timelines attached.
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Example Job – Firefighter/Paramedic

Mental Endurance The ability to effectively perform work tasks for a long period of time with little opportunity for breaks due to the nature of the work being performed. This also includes the ability to work regular, rotating, overnight or on-call shifts.	<input type="checkbox"/> Not Required <input type="checkbox"/> Low Demand – Ability to take regular breaks throughout the work day and most often work shift ends at consistent time. <input type="checkbox"/> Moderate Demand – May need to move breaks around working extended periods of time without stopping and/or often need to work over time. <input checked="" type="checkbox"/> High Demand – Not able to take breaks at regular intervals, working non-stop for extended periods of time and/or performing overnight or on-call shifts.	<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	Depends on frequency and intensity of calls. It will range from “Not Daily” up to “Constant.”
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Short term memory and recall- Transit Driver

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	<ul style="list-style-type: none">• Route information while driving• Giving route information to patrons• Schedules and timing points• How to go through a pre/post trip inspection
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Example Job – Firefighter/Paramedic

<p>Exposure to emotional situations and/or distressed individuals The ability to work effectively when exposed to emotional individuals in person or over the phone, or other communication channels such as social media.</p>	<p><input type="checkbox"/> Not Required</p> <p><input type="checkbox"/> Low Demand – Minimal exposure to emotionally stressful circumstances or emotionally distressed individuals and no direct interaction from worker is required to complete job duties.</p> <p><input type="checkbox"/> Moderate Demand – Some exposure to emotionally stressful circumstances or emotionally distressed individuals with whom the worker must interact with in order to complete job duties. Assistance is available.</p> <p><input checked="" type="checkbox"/> High Demand – Significant exposure to emotionally stressful circumstances or emotionally distressed individuals with whom the worker must interact with in order to complete job duties. Assistance is not available and implementation of de-escalation techniques is required.</p>	<p><input type="checkbox"/> Not Required</p> <p><input type="checkbox"/> Rare</p> <p><input checked="" type="checkbox"/> Occasional</p> <p><input type="checkbox"/> Frequent</p> <p><input type="checkbox"/> Constant</p> <p><input type="checkbox"/> Not Daily</p>	<p>Frequency is variable and connected to volume and type of calls, challenging calls, and impact each call has on the individuals affected.</p>
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Workplace Accommodations:

- On page 5

Should the worker have limitations, what accommodations are available by the employer?

(Please check off all that apply.)

Workplace Accommodations:

- ☐ No safety sensitive work (*Example: working at heights, working with/around machinery, driving*):
- ☐ Modify work environment (*Example: minimal noise/distractibility, absence of psychological triggers – locations, sounds, smells; buildings, units*)
- ☐ Modify work location (*Example: buildings, units*)
- ☐ No work with specific populations (*Example: children, unhoused, distressed people, human suffering*):
- ☐ No work with specific colleagues
- ☐ Other (*Specify*):

Work Task Accommodations:

Work Task Accommodations:

- ☐ Modify work days/hours (*Example: day/night shift, on-call work, work rotation*):
- ☐ Modify scheduled rest breaks (duration and/or frequency)
- ☐ Partnered/supervised work
- ☐ Monitoring and feedback provided for safety sensitive and/or decision critical tasks
- ☐ Self-pacing of work tasks
- ☐ Alternate work tasks (*Specify*):
- ☐ Reduced caseload/work volume (i.e. gradual increase in level of responsibility)
- ☐ Use of external aids
(*Example: checklists for complex tasks, written notes, calendar, reference materials/manuals, audible timer, etc.*)
- ☐ No/minimal time sensitive work
- ☐ No direct supervision of others (if applicable)
- ☐ Provision of relevant online courses/re-certifications
(*Example: CPR, First Aid, WHMIS, fork lift training, effective de-escalation techniques, non-violent crisis intervention, physical restraining training*)
- ☐ Assigned to only independent work tasks
- ☐ Written communication only
- ☐ Other (*Specify*):

Safety-Sensitive, Risk-Sensitive, and/or Decision-Critical

- On page 6

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.

Safety-Sensitive, Risk-Sensitive, and/or Decision-Critical

- Check off example tasks the worker performs

- ☐ 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*):

Support and next steps

- Feedback on the tool will be gathered and changes may still be made
- If needed, a RTWPM can be scheduled with an OT to help with specific claims

CP JDA Workshop

If you or any member of your organization are interested in more training on the CP JDA:

- Half day hybrid workshop will be offered through Millard Health
- Will go through each section of the CP JDA
- Will allow for group work to go through each section to ensure comfort with filling out the form

CP JDA Workshop

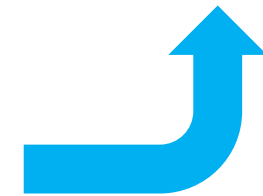
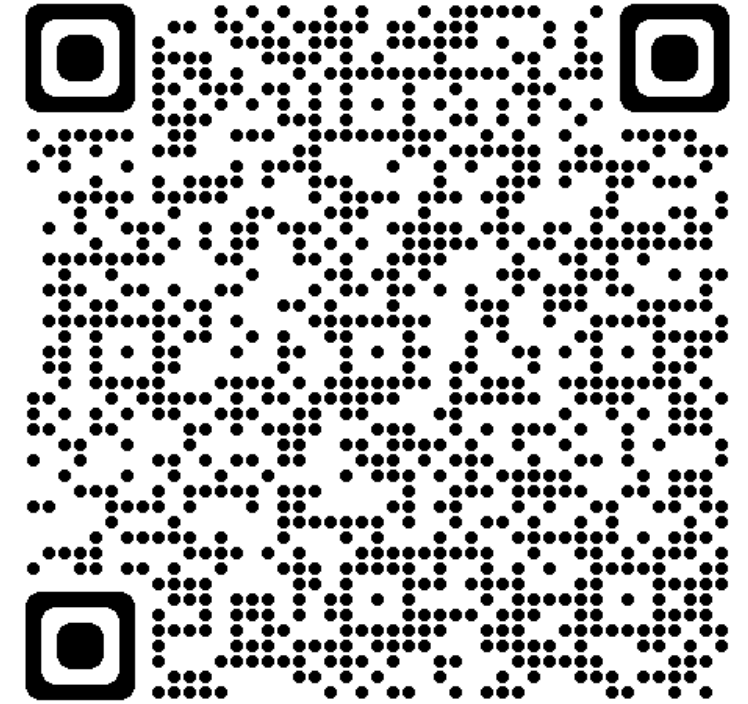
- Next workshop:

May 27, 2024 at 9:00 AM

October 17, 2024 at 1:00 PM

- To register:

[https://www.wcb.ab.ca/millard-treatment-centre/
workshops/cognitive-psychosocial-job-demands-
analysis.html](https://www.wcb.ab.ca/millard-treatment-centre/workshops/cognitive-psychosocial-job-demands-analysis.html)



Questions?

Thank you for attending.



AMHSA Update



**To be provided in writing post-meeting,
due to busy agenda today.**

Will also post on website with minutes.

Member Roundtable

AMHSA
Health | Safety | Environment



Next Meeting

Date: October 8, 2024

Format: Hybrid or Virtual

Host if hybrid:

H&S Moment Volunteers:

Guest speakers:

AMHSA

Health | Safety | Environment



AMHSA

Health | Safety | Environment

amhsa.net **1-800-267-9764**

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