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	National Committee on Occupational Safety and Health (NCOSH)	Minutes of the 63 rd Meeting		Final	
	Distribution: NCOSH Committee, HSE Branch, Treasury Board and NRC COSH-Co Chairs	Date 2018-09-04	Approval date: December 10, 2018	No. de page	1
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Participants	
Francois Cordeau	Vice President of Transportation and Manufacturing, Chair
Cathie Fraser	President of RCEA, Co-Chair
Lawrence Mak	Research Council Officer, PIPSC Representative, Co-Chair
Paul Treboutat	Director General of Design and Fabrication Services, Employer Member
Richard Tremblay	Director General of Construction, Employer Member
Lawrence Charlebois	Research Council Officer, PIPSC Employee Representative
Michael Vandenhoff	Technical Officer, RCEA Employee Representative
Resource Persons:	
Maria Aubrey	Vice President of Business and Professional Services, Guest Presenter
Lucie Robitaille	Executive Director of Health, Safety and Environment (HSE) Branch
Caroline Dodd	Acting Occupational Health and Safety Manager, HSE Branch
Carolyn Lauzon	Senior Labour Relations Advisor, HR Branch
Theresa Paris	Occupational Health and Safety Advisor, HSE Branch
Shelley Sommerville	Occupational Health and Safety Advisor, HSE Branch, NCOSH Secretary
Regrets:	
Duncan Stewart	Director General of Security & Disruptive Technologies, Employer Member
Meeting Details	Meeting time (duration)
Building M-3, Room 122	9:00 AM (3 hours)

Discussion points	
1	<p>Approval of the Meeting Agenda</p> <ul style="list-style-type: none"> The agenda was approved with no changes.
2	<p>Health Monitoring Program Presentation (Maria Aubrey and Lucie Robitaille)</p> <p>The Health Monitoring Program is currently undergoing some revisions and will soon be featured as one of the quarterly health and safety campaigns to raise program awareness across NRC. The following information was provided to the committee on the program:</p> <ul style="list-style-type: none"> <i>The NRC Occupational Health Monitoring Program (OHMP) was established in the early 1990's to meet the following legislation:</i> <ul style="list-style-type: none"> Canada Occupational Health and Safety Regulations (COHSR) National Joint Council (NJC) Occupational Health and Safety Directives Program developed according to the Treasury Board Secretariat's Occupational Health Evaluation Standard Medical exam protocols defined according to Health Canada's Occupational Health Assessment Guide (OHAG) since 2003 <p><i>Program Objective: The objective of the Occupational Health Monitoring Program (OHMP) is to monitor the health of employees exposed to certain hazardous substances or conditions in their workplaces and to assess the relationship between the employee's health and work performed at NRC.</i></p>



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Employee participation in the OHMP is voluntary unless otherwise specified by legislation or required by the employer.

Directive Statement: Protecting the health of employees while at work is a matter of primary importance to the National Research Council (NRC). The National Research Council (NRC) Directive on Occupational Health Monitoring is for the benefit of employees and contributes to the achievement of this goal. (Source: NRC Occupational Health Monitoring Program and Directive, 2012)

The medical provider is available across Canada and can provide the services and expertise required by the program.

The program applies to all NRC employees where:

- *There exists a potential risk to their health or safety due to the nature of their work, or their work environment.*
- *It must be established they are fit to continue working without detriment to their health or safety, or that of others.*
- *It must be established they are able to meet the health requirements of the job prior to appointment and as long as they are appointed.*
- *It must be established under which conditions employees with illnesses, injuries, or disabilities are able to continue working.*

The health protocols are established by; Treasury Board Occupational Health Monitoring Standard, and the Occupational Health Assessment Guide (OHAG). Exam protocols are job/environment specific and can be modified when required, for example a protocol was developed specifically for employees that may be exposed to products of combustion.

Employee participation in the Occupational Health Monitoring Program (OHMP) is voluntary unless otherwise specified by legislation or required by the employer, such as: Employees that wear a Self-Contained Breathing Apparatus (SCBA); shallow water divers; those who work with Class 3b and Class 4 lasers; and those with noise near legal exposure limits. The bargaining agents agreed that this program should remain voluntary however, there needs to be more awareness about the program, as well as education of supervisors to identify workplace hazards that would require participation in this program. If employees are required to participate in the Health Monitoring Program based on their job responsibilities and they decide to opt out of the program, they should be reassigned alternate tasks to prevent exposure to the particular hazard(s) that requires health monitoring.

Medical information is not shared with employers. The medical provider only informs the supervisor if the employee is “fit” or “not-fit” for work. The employee can request their own medical information at any time and share it with their health practitioner.

Enrollment in the program is initiated by the Hazard Prevention Program (HPP) or other hazard assessment / job requirement. The forms are then completed by the supervisor and employee. The forms are sent to the NRC HSE



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Group: NRC.HealthSurveillance-Surveillancedelasante.CNRC@nrc-cnrc.gc.ca . HSE will then assign the appropriate protocol with the service provider and the service provider in turn will contact the employee to directly schedule an exam. Employees are welcome to visit their own family physician for a second opinion, or to follow-up on the results of an exam. They may request that their family physician conduct the medical surveillance and provide a fitness to work report, but this is not encouraged since the latter is not specialised in occupational health.

Employees can participate in the program and go to their appointments during regular working hours. There are employees from various CBIs that are currently enrolled in the program and through the upcoming awareness campaign there may be an increase in enrollment. Fraser suggested that information could also be posted on the RCEA website to assist with program awareness.

**Action: Share campaign information with committee
(HSE Resources Group)**

3 Approval of the 62nd Meeting Minutes (June 12, 2018)

The meeting minutes were approved as per draft version 4.

Action Items:

3.1 Provide a list of NRCs leased sites and the type of space leased

Mr. Daniel Therien provided a NRC Tenant Licence List. The list provided the licensee name, building location and rentable area (office area and/or lab area). It did not provide details on the type of tenant work activities and/or potential hazards (e.g. chemicals, biohazards, etc.) The HSE Branch has provided suggestions and revisions for the lease guide for tenants. There are concerns on how and when the new tenant guide will be implemented. The committee discussed that there are potential of health and safety concerns especially when new tenants arrive as well as when they depart. The Hazard Prevention Program (HPP) and the implementation of Site Coordination Boards may assist with identifying health and safety issues specific to tenants as well. It was suggested that the implementation of the new guide be raised to senior management.

**Action: Raise concern to Senior Management
(Aubrey and Cordeau)**

3.2 April 4, 2018 Meeting Minutes

The meeting minutes were revised and sent for translation.

3.3 Recognition of OHS Roles – working group

The working group is collaborating with the Communications group to develop articles for NRC newsletters. The newsletter article will be shared with NCOSH when it becomes available.

**Action: Share article with NCOSH
(Cordeau, Fraser, Mak and Lauzon)**



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3.4 Health, Safety and Environment (HSE) Branch Priorities

The HSE Resources Group shared the HSE branch priorities that were presented at Senior Executive Committee (SEC) last July. The NRC OHS Policy Instrument Suite contains two tiers:

- *Tier 1 includes: Organizational, Appointed Roles, Life Safety & Health, and HPP Programs and Policies.*
- *Tier 2 includes: Job Hazard Specific Policy and Programs e.g. Radiation Safety Program and Occupational Road Safety Program.*

All programs were evaluated and reviewed to approximate the percentage of program implementation within CBI's. As a result, the Tier 1 Program Implementation will focus on: HPP, Job Specific Ergonomic, Pregnant & Nursing Program, Health Monitoring Program and Canada Labour Code (ICRP and Dangerous Work). Tier 2 Program Implementation (Job Specific) will focus on: Hazardous Energy Control, Hazardous Products Safety, Hearing Conservation, Workshop Safety, Material Handling, Chemical management System, Contractor Safety and Firearms Safety.

The Contractor Safety Guide has been developed by Administrative Services and Property Management Branch (ASPM) and is currently under review. Contractor safety and employee safety is of utmost importance especially with the road construction on the Montreal Rd. campus in recent months and the increased eHOIRS submissions in connection with road work.

The priorities for the HSE Branch include:

- *Define HSE accountability framework*
- *Increase leadership and employee awareness of HSE aspects*
- *Review/Update HSE Policy Instruments*
- *Implement HSE management and reporting systems*
- *Establish HSE expertise network and new service delivery model*
- *Implement the Precautionary Principle*

An Action Plan for HSE Branch 2018-2020 was also presented giving specific timelines for:

- *HSE Accountability Framework (Includes RASCI framework and Site Coordination Board)*
- *Leadership and Employee Awareness (Includes the quarterly HSE awareness campaigns. With the next campaigns being Health Monitoring, WHMIS, Discharge to Drain and COSH)*
- *HSE Policy Suite (Program development, approval and implementation)*
- *HSE Management and Reporting Systems (Including the Environmental Management System, HPP and others)*
- *HSE Delivery Model (Hiring of local advisors to support CBIs and assist with health and safety compliance)*
- *Implementation of the Precautionary Principle*



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The Site Coordination Board (SCB) was suggested by one of the NRC Tiger Teams. The Building Authority and ASPM site coordinator will co-chair the board which will also include CBI representatives. The SCB will manage site challenges e.g. management of the chemical inventory of the site, communication of onsite construction projects and more. SCB pilots at M-50 and Royalmount are scheduled to start this fall.

The committee inquired about the Discharge to Drain campaign and asked if the information would be communicated to NRC tenants. It was confirmed that this campaign would also be shared with tenants at NRC sites.

It was also suggested by a Bargaining Agent that with the additional hiring of HSE resources it would be preferable for local advisors be more active within the COSHs.

3.5 Hazardous Products Safety Program (HPSP) Update

The Environmental Group has recently hired a third-party consultant to conduct a hazardous chemical life cycle review at several sites. From this review it is believe that there is a lot of valuable information that could improve the current HPSP. The committee agreed to the HSE Branch revising the HPSP and resubmitting it to the committee before the December NCOSH meeting.

**Action: Revision of HPSP for December meeting
(HSE Resources Group)**

3.6 NCOSH, COSH and Health & Safety Representative – Terms of Reference Document Review

Deferred to Agenda Item #4.

3.7 WHMIS 2015 Update

The HSE Resources Group informed the committee that WHMIS training is available to employees upon request through OSHEL (Occupational Safety and Health E-Learning Solution) and CBIs have been submitting requests to the HSE Learning Team for WHMIS training. The HSE Branch is also creating a WHMIS communication for employees to be launched shortly as part of the WHMIS Communication Campaign.

Action: Share WHMIS communications with NCOSH (HSE Resources Group)

3.8 Hazard Prevention Program (HPP) – Request for Information

The committee was provided information on Tier I of HPP which outlines the program requirements and deliverables.

3.9 OHS Policy Instrument Status Report – Firearms Safety Working Group

A list of NRC experts which might be interested in participating in the Firearms Safety Working Group was provided.

3.10 OHS Policy Instrument Status Report – Request for Information

The committee was provided the list of CBIs (EME, OCRE and Construction) that use firearms as part of their research projects.



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3.11 Policy and Programs related to Health and Safety outside of the HSE Branch

The committee will review documentation of other health and safety related programs and policies developed by other CBIs when required.

3.12 Health and Safety Reporting Fact Sheet

The HSE Branch is preparing a document to assist with eHOIR reporting.

**Action: Share document when it becomes available
(HSE Resources Group)**

3.13 HOIR Reporting Fact Sheet from Boucherville

The Boucherville COSH developed an HOIR card for employees to assist with the steps of submitting an HOIR. Previous years they developed one on forklift safety and material handling safety. The committee appreciated the fact sheet and agreed it would be a beneficial tool for all employees.

**Action: Share with the committee the other fact sheets
(HSE Resources Group)**

HOIR reporting will be made easier with future communications and the HSE Branch is working with Communications to have the HOIR link readily available on the MyZone home page.

3.14 Sussex COSH

The committee decided that Fraser, Dodd and Robitaille will meet to further discuss the current Sussex / SDT COSH committee arrangement.

**Action: Meet to further discuss Sussex COSH
(HSE Resources Group and Bargaining Agent-RCEA)**

3.15 M-19 COSH

Robitaille and Fraser will contact M-19 COSH and building stakeholders to review the current COSH Committee arrangement.

**Action: Contact stakeholders and Directors of Operations at M-19
(HSE Resources Group)**

3.16 Workplace Legislation – Legalization of Marijuana

When information becomes available it will be shared with the committee.

**Action: Share updates with committee
(Labour Relations)**



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4	<p>NCOSH, COSH and Health & Safety Representative Terms of Reference Review</p> <p>The committee reviewed the terms of reference, the following are the sections discussed:</p> <ul style="list-style-type: none"> <p>NCOSH Terms of Reference – Section 3.2 Subcommittees: <i>The Health Safety and Environment Branch may create working groups when developing certain specific policy instruments, prior to tabling them for review. NCOSH will be supported by the abovementioned, or other working groups, created to develop specific policy instruments and make recommendations to NCOSH. NCOSH will create working groups as needed, appoint the chair and suggest the membership of each group, which will include both an RCEA and a PIPSC employee. The committee discussed the need for the HSE Branch to create the working groups and submit completed program documentation to NCOSH for approval to reduce the workload of the committee. The committee agreed that the HSE Branch would keep them informed of working group membership and welcome suggestions of membership. It was also suggested that NCOSH could request the formation of a working group as well.</i></p> <p>COSH Terms of Reference – Section 4.4 Duties of Responsibilities: <i>The committee agreed to revise section 4.4 Members of a COSH are entitled to take the time required during their regular working hours to attend meetings or to perform any of their other functions and, for the purposes of preparation and travel, as authorized by both Co-Chairs to include supervisors in the statement so they are aware of COSH membership responsibilities.</i></p> <p>COSH Terms of Reference – Section 3.6 Co-Chairs: <i>The committee agreed that the statement: The Co-Chairs shall jointly designate members to perform any functions of the COSH. These functions should be shared between all members. Where this is not possible, an employee member shall be chosen to perform functions which can include work place inspections, hazardous occurrence investigations, notify management and bargaining agent of vacancies and reappointments, and any other committee business as necessary required revision so the legislation is clear and easy to understand.</i></p> <p>COSH Terms of Reference – Section 3.5 Vacancy of Office: <i>Should a COSH member resign or cease to be a member for any reason, the vacancy shall be filled within 30 days after the day on which the vacancy occurred. The vacating member should inform the Co-Chairs in writing. The committee agreed that the members bargaining agent should be contacted when a member leaves the committee.</i></p> <p>COSH Terms of Reference - Section 10 Confidentiality: <i>Hazardous occurrence investigation reports may contain names of injured employees and other personal/medical information. References to these reports in COSH minutes must not include any such information. COSH members must respect employees’ privacy and not discuss or disclose this type of information outside COSH meetings without the written consent of the individuals to whom such personal information relates. The committee discussed the concern that there could potentially be a need to know the name of the person on an HOIR, to assist with the recommendations and follow up of actions. This statement also ensures that CBIs that wish to share lessons learned will need to contact the employee for their consent to release information, therefore this cause must remain within the Terms of Reference.</i></p>
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	<ul style="list-style-type: none"> <u>COSH Terms of Reference Section – Section 5.1 Components of Work Place Inspections – Monitoring:</u> The monitoring and activity reporting was requested to be included in the Terms of Reference by the OHS Audit. It was emphasized by HSE Resources Group that COSH would only be monitoring and not responsible for completion of the corrective actions. It was also noted that workplace inspections should be reviewed carefully to determine where additional corrective action is required, again the COSH is reviewing and monitoring only. <p>The Terms of Reference were approved in principle and the final changes will be approved secretarially.</p> <p style="text-align: right;">Action: Re-submit Terms of Reference for review (HSE Resources Group)</p>
5	<p>Update on Active Working Groups</p> <p>The HSE Corporate team will devise a template to assist with active working group member selection process and share with NCOSH.</p> <p style="text-align: right;">Action: Provide a draft Working Group template (HSE Resources Group)</p>
6	<p>Hazard Prevention Program (HPP) Implementation Status Update</p> <p>CBI's have made significant progress and various updates for specific CBI's were provided to the committee. It was explained that HPP has a three-year implementation plan which is on track and will continue to manage the project in each CBI until the local CBI OHS Advisor is ready to take over.</p>
7	<p>Review of OHS Policy Instrument Status Report</p> <p>The HSE Resources Group presented the OHS Policy Instrument Status Report outlining the priorities.</p> <ul style="list-style-type: none"> Scheduled revisions are every 2-year to 5-year cycles that included more than 30 instruments with supporting documents, tools, processes and systems. Unscheduled Amendments include; updates to legislation, Treasury Board / Labour Canada, new hazard identified, and organizational changes. Priorities are also determined by internal requests from SEC, NCOSH, OHS Audit MAP and CBI's. <p>Many of the OHS Programs are in the awareness and training phase. This phase is very important because this phase includes implementation and communication of the program. The new programs and communications will be posted on MyZone.</p> <p>The NRC Emergency Management Program will be transferred shortly to the Security Branch. The HSE Branch will still have some responsibilities e.g. prevention, first aid and participation in the working group. The new program documentation will be shared with NCOSH prior to SEC review.</p>



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	<p>It was suggested that the expected dates of program completion be included in the Development Process Cycle chart in the OHS Policy Instrument Status Report.</p> <p style="text-align: right;">Action: Include completion dates in Policy Instrument Status Report (HSE Resources Group)</p>
8	<p>Review Monthly SEC Report (June 2018)</p> <p>The committee reviewed the report and agreed that the injury event trend seems to be in a steady state. The HSE Resources Group agreed that there was a steady decrease of injuries over the last couple of years because of increased health and safety awareness and some health and safety hazards that were easily eliminated or resolved. With increased hiring soon in the HSE Branch there will be additional resources to further investigate incidents and analysis of trends. As HPP is implemented in research centres and the implementation of focused health and safety initiatives, incident numbers are expected to decrease.</p> <p>It was also noted that although the numbers are encouraging there seems to be a trend of increased <i>slip, trips and falls</i> and there seems to be very few <i>near misses</i> and <i>good catches</i> reported. The HSE Branch will be promoting a health and safety awareness campaign this fall and hopefully the reporting of <i>near misses</i> and <i>good catches</i> will increase. The HSE Branch also recognizes there are some barriers with reporting <i>near misses</i> and <i>good catches</i>, such as senior management being included on reporting notifications of <i>near misses</i> and <i>good catches</i>. It was suggested that review of reporting structure be revisited at SEC.</p> <p style="text-align: right;">Action: Revisit Near-Miss and Good Catch Reporting at SEC (HSE Resources Group and Employer Representative)</p>
9	<p>Round Table</p> <p>9.1 Treboutat explained that HPP program is a very good change management exercise and raises awareness of workplace safety and identifying hazards. In his experience walking the floor and observing work practices has provided a sense of positive change. He believes the positive changes to health and safety and grass roots activities is contributing to the lower number of eHOIRs.</p> <p>9.2 Vandenhoff appreciated of the excellent service and quality patient care provided by the health monitoring medical services provider.</p> <p>9.3 Mak shared his findings on PIPSC membership, and 31% of PIPSC members have not gone through the formal COSH membership process. There were concerns raised also about lack of COSH meeting minute submissions, accurate membership lists and COSH membership turnover. It was suggested that there be further communication to COSH Co-Chairs and communication directly to members that are not compliant with the membership process. Fraser and Mak agreed to share their membership lists with the HSE Resources Group, to assist with contacting the COSH members.</p>



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	Action: Share membership list (Bargaining Agents) Action: Communication to COSH members and COSH Co-Chairs (HSE Resources Group)
9.4	The road construction taking place on the north Montreal Rd. Campus is an ongoing concern. The HSE Resources Group confirmed that local advisors are working with ASPM to assist with the project, identify hazards, provide signage and safe alternate routes for drivers, and those biking and walking on campus.
9.5	Tremblay commented that the SEC reports are very positive and would like to know how NRC currently compares with other similar organizations. Another similar research organisation called CSIRO, Australia has been used in the past by HSE to compare NRCs health and safety performance.
9.6	Cordeau commented on the previous meeting discussion about the number of incidents per month are in a steady state according to the SEC report. He emphasized that there is an importance to investigate further, for example discuss with managers to ensure they are reporting incidents, walk the floor and conduct inspections. Inspections are also a tool that can be used to verify if hazards have indeed decreased in the workplace.
10	Next Meeting Date: December 10, 2018 Chair: Cathie Fraser

Acronym	
ASPM	Administrative Services and Property Management Branch
CBI	Research Centre, Branch and IRAP
COSH	Committee on Occupational Safety and Health
eHOIR	Electronic Hazardous Occurrence Investigation Report Form
EME	Energy, Mining and Environment Research Centre
HPP	Hazard Prevention Program
HPSP	Hazardous Products Safety Program
HSE	Health, Safety and Environment
IRAP	Industrial Research Assistance Program
OCRE	Ocean, Coastal and River Engineering Research Centre
OSH	Occupational Safety and Health
OSHELS	Occupational Safety and Health E-Learning Solution
PIPSC	Professional Institute of the Public Service



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RASCI framework	Responsible, Accountable, Supportive, Consulted and Informed framework
RCEA	Research Council Employees' Association
SCB	Site Coordination Board
SEC	Senior Executive Committee
WHMIS	Workplace Hazardous Materials Information System