

Title of document	Date	Status	Version
<b>National Committee on Occupational Safety and Health (NCOSH) 66th Meeting Minutes</b>	<b>July 3, 2019</b>		<b>Final</b>
<b>Distribution: NCOSH Committee, HSE Branch, Treasury Board and the NRC COSH Co-Chairs</b>	<b>Approved: September 30, 2019</b>	<b>No. of pages</b>	<b>9</b>

Participants	
Lawrence Mak	Research Council Officer, PIPSC Representative, Chair
François Cordeau	Vice President of Transportation and Manufacturing, Co-Chair
Lawrence Charlebois	Research Council Officer, PIPSC Employee Representative
Paul Treboutat	Director General of Design and Fabrication Services, Employer Representative
Michael Vandenhoff	Technical Officer, RCEA Employee Representative, Acting Co-Chair
<b>Resource Persons:</b>	
Maria Aubrey	Vice President of Business and Professional Services
Lucie Robitaille	Executive Director, HSE Branch
Carolyn Lauzon	Senior Labour Relations Advisor, HR Branch
Ronanda Rino	Director, Prevention & Field Operations, HSE Branch
Theresa Paris	Policy, Development & Reporting Group Manager, HSE Branch
Nancy Fortin	Health, Safety and Environment Advisor, HSE Branch
Shelley Sommerville	Occupational Health and Safety Advisor, HSE Branch, NCOSH Secretary
Serge Raymond	Group Leader, Security Operations, Security Branch (guest)
<b>Regrets:</b>	
Cathie Fraser	President of RCEA, Co-Chair
Brad Gover	Director, Research and Development, Construction, Employer Representative
Jean- François Houle	Director General, Medical Devices, Employer Representative
Meeting Details	Meeting time (duration)
Building M-3, Room 122	1:00 PM (3 hours and 15 minutes)

Discussion points	
1	<p><b><i>Approval of the Meeting Agenda</i></b></p> <p>The agenda was approved with the following change:</p> <ul style="list-style-type: none"> <li>• Include January, February and March OHS Summary of Events Report in agenda item #10.</li> </ul>
2	<p><b><i>New NCOSH Representative</i></b></p> <ul style="list-style-type: none"> <li>• The committee welcomed new employer representative Jean- François Houle, Director General, Medical Devices.</li> </ul>
3	<p><b><i>The NRC Emergency Management Presentation (Serge Raymond)</i></b></p> <p>Presentation was distributed at the meeting.</p> <p>The committee had the following questions:</p> <ul style="list-style-type: none"> <li>• Will the table top exercises continue to be conducted annually? Mr. Raymond confirmed that an annual exercise calendar will be developed and training packages will be provided to ensure that table top exercises continue.</li> <li>• What is the expected time and work commitment for CBIs in the regards of business continuity management? Mr. Raymond explained that business continuity management review will be conducted in three phases. The first phase</li> </ul>

	<p>will be review of critical services for the Federal Government. The second phase will include critical services for the NRC and the third phase will examine the critical services at the CBI level. It is estimated that phase one will be completed before January 2020 and all phases to be completed within the next 10 months. An Employer member suggested that a collaboration tool be used when determining critical services at the CBI level, to determine true service needs.</p> <ul style="list-style-type: none"> <li>• Can you provide further details on how the Branch will develop awareness and clarify the process of reporting an emergency? Mr. Raymond took note that the process is not clear to all employees. He explained in the case of an emergency M-1 should be contacted first and then they contact emergency services and other stakeholders as required.</li> <li>• In some incidences it is not always clear who is the building authority, e.g. Sending employee's home due to winter storm conditions. An Employer representative agreed that being informed of unfavourable weather or other emergencies affecting the NRC facilities across Canada via the NRC Alert System will assist in keeping employees updated and allow supervisors/managers to make informed decisions.</li> <li>• Currently one security risk assessment is proposed for the Montreal Road Campus, has there been consideration to break this assessment down into smaller assessments? Mr. Raymond will consider the suggestion and the risk assessment may be conducted in phases if required.</li> <li>• There have been previous concerns about cellular reception during emergencies. How is the Security Branch going to address this concern? A HSE Resources Group representative has raised the concern about cellular services with the Shared Services Centre in regard to phones either not working or not available in some laboratories. The NRC Senior Management has also considered implementing push-to-talk phones as an alternative in the laboratories, especially when telephone connections are not available due to weather related conditions or other emergencies. An Employer representative also mentioned that it will be important to ensure that ASPM locations such as mechanical rooms that either telephones are accessible or an alternate communication system is implemented in these locations. Mr. Raymond assured the committee that some research areas that do not have telephone access because of the nature of the research work being conducted have received extensive emergency training and have emergency plans in place.</li> <li>• There is concern that the emergency alert messages that are received via phone could be mistaken as spam. Has the Security Branch considered changing the telephone number call display of the alert service? Mr. Raymond explained that it was not possible to change the Emergency Alert phone number call display, however, they have indicated in the phone message that the message is from the NRC.</li> </ul>
4	<p><b><i>Approval of the 65th Meeting Minutes (March 25, 2019) and Review of the Action Items</i></b></p> <p><i>Raise concern with Senior Management in regards to the implementation of the new tenant guide.</i></p> <ul style="list-style-type: none"> <li>• The NCOSH Employer Co-Chair confirmed the new tenant guide will not be implemented as per the NRC legal counsel. In order to implement the health and safety components/procedures of the tenant guide they will need to be incorporated into the lease agreements.</li> </ul> <p><i>SEC Report – Revisit Near-Miss and Good Catch reporting to V.P.'s</i></p> <ul style="list-style-type: none"> <li>• The NCOSH Employer Co-Chair will be presenting a briefing note to V.P.'s with the suggestion to review the Near-Misses and Good Catch distribution lists. Currently, all the NRC Vice Presidents and Director Generals receive email notifications of Near-Misses and Good Catch's. If it is decided to remove V.P.'s from the two reporting categories, they will still be able to access the information via the Dashboard.</li> </ul> <p style="text-align: center;"><b>Action: NCOSH Employer Co-Chair will present the briefing note to V.P.'s.</b></p> <p><i>Site Coordination Board – provide a copy of the Terms of Reference and the accountability framework to the committee.</i></p> <ul style="list-style-type: none"> <li>• The Site Coordination Board Terms of Reference and accountability framework are currently being developed and will be shared with the committee when they are completed.</li> </ul> <p style="text-align: center;"><b>Action: HSE Resources Group provide a copy of the ToR and accountability framework.</b></p>

*Bill C-65 – present updates to the committee when new information becomes available.*

- The Secretary General's Office presented at the last NCOSH meeting and indicated that they would provide updates to the committee when the NRC Workplace Violence Prevention Directive has been combined with the Policy on Harassment and Conflict Resolution.

*Emergency Management Directive – invite Security Branch to present at NCOSH on the policy.*

- Agenda item #3

*eHOIR Questions and Answers Document – resubmit for secretarial review.*

- The revised document was provided in the document meeting package and discussed at agenda item #12.

*Provide a list of HSE Advisors on MyZone.*

- The committee was provided a link to the HSE Advisor list secretarially <https://intranet.nrc-cnrc.gc.ca/en/27381> . The committee also reviewed the steps on MyZone to access the HSE Advisor list as well as other HSE Branch documents and resources. (MyZone Route: About the NRC > Branches > Health, Safety and Environment branch > Contacts > Select "Health, Safety and Environment Advisor by location".)

*Policy for the Impairment in the Workplace – submit comments.*

- Agenda item #5

*NCOSH Document Review Process – submit document for review.*

- Agenda item #8a

*Monthly OHS Summary of Events Report – submit January and February reports to the committee.*

- Reports were submitted to the committee secretarially and also included in agenda item #10.

*HSE Resources Group to provide more information in the report on how eHOIRs were resolved.*

- The HSE Resources Group stated that all the corrective measures information in the eHOIR are included in the OHS Summary Event Report. If the corrective measures are not completed the eHOIR remains open in the Dashboard until they are completed and closed. The NRC Senior Management has access to the Dashboard and can view those eHOIRs that are still open and have outstanding corrective measures due.

*HSE Resources Group follow up with the HSE Learning Team to explore the option of quiz modification in OSHELS.*

- The OSHELS online training courses (e.g. WHMIS Training Courses) have been modified to direct users to the correct course information should they answer a quiz question incorrectly.

*New COSH Templates – update at the next meeting.*

- Deferred to the September meeting.

*COSH Membership – Draft Communication for COSH Membership Process*

- Agenda item #11

*Creation of video for NAOSH week.*

- The video was created for NAOSH week and featured the NRC Senior Management and Union Representatives.

5	<p><b><i>Policy on impairment by alcohol and drugs in the workplace – Second Document Review</i></b></p> <ul style="list-style-type: none"> <li>• The title of the document was modified to the <i>Policy on impairment by alcohol and drugs in the workplace</i> to ensure there was a clear understanding that this policy does not encompass impairment due to other contributing factors for example fatigue or mental health conditions.</li> <li>• <i>Section 5.4 – Potentially impairing medication</i> was modified and a decision tree included to provide clarity to the steps and responsibilities when using medication that has impairment implications.</li> <li>• A Bargaining Agent representative stated that they appreciate that the policy supports and protects employees' rights. They inquired if it would be possible for NCOSH to be provided the number of employees that are in safety critical roles and their job titles.</li> <li>• The HSE Resources Group indicated that <i>Appendix A – Process for identifying safety critical roles</i> that accompanies this policy is currently under review by the Human Resources Branch. The following were modifications suggested to Appendix A:       <ul style="list-style-type: none"> <li>○ Provide clarity in manager/supervisor roles and responsibilities in regards to consulting with bargaining agents.</li> <li>○ When determining if a role is "Safety Critical" also include a question asking if employee civil liberties are affected.</li> <li>○ The Appendix A will be shared with the committee once completed.</li> </ul> </li> </ul> <p style="text-align: right;"><b>Action: Committee to submit comments on the Policy.</b></p> <p style="text-align: right;"><b>Action: Provide an annual report to NCOSH on the number of employees that have safety critical roles and their job titles.</b></p> <p style="text-align: right;"><b>Action: HSE Resources Group to submit Appendix A to committee for comment.</b></p>
6	<p><b><i>Hazard Prevention Program (HPP) Implementation Status Update</i></b></p> <ul style="list-style-type: none"> <li>• CBIs continue to make progress with their HPPs with support from their HSE Advisors and CBIs. AERO recently launched their HPP with support from their HSE Advisor and the HSE Branch. The HSE HPP Project Manager will be hired in the near future to continue this program.</li> </ul>
7	<p><b><i>Site Coordination Board Update</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Branch is currently working with stakeholders for the completion of the Terms of Reference (ToR) and accountability framework. These documents are anticipated to be ready in September for committee review.</li> </ul> <p style="text-align: right;"><b>Action: HSE Branch to submit ToR and accountability framework.</b></p>
8a	<p><b><i>Policy Development Life Cycle – Process</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Policy and Reporting Group reviews and sets priorities based on various requirements and stakeholders needs e.g. HSE Operations, audits, legislative regulation changes, NCOSH, etc. Once the priority is set the Policy and Reporting Group determines the workflow for the policy instrument.</li> <li>• The HSE Resources Group presented <i>The HSE Policy and Reporting – Policy Development and Review Process (Policy instruments under the Canada Labour Code Part II)</i> flowchart. The following were highlighted:       <ul style="list-style-type: none"> <li>○ This document only focuses on the policy development life cycle for those policies that fall under the Canada Labour Code Part II.</li> <li>○ New policies or those that require major revision will follow a path that includes: a call out to HSE Advisors for comments, a Backgrounder presented to NCOSH, a working group established and the HSE Executive Director and VP of BPS review draft policy, before the first draft of the policy instrument is presented to NCOSH.</li> <li>○ Working groups will include a number of stakeholders as outlined in the <i>HSE Working Group Terms of Reference</i> including representation from the Bargaining Agents to develop a well-rounded policy instrument reflective of organisational values and insights.</li> </ul> </li> </ul>

- In some instances a consultation group will be created versus a working group as some policy instruments are specific in scope and tightly regulated and only require a consultation group to ensure that the NRC is aligned with current legislation and industry standards.
- The HSE Policy and Reporting Group will also be devising a working group survey to identify areas that require strengthening and lessons learned.
- Once the policy instrument has been drafted it will be presented to NCOSH for two rounds of reviews and then presented to SEC by the NCOSH Employer Co-Chair for approval.
- The committee also discussed the need to provide advance notice of presenting a policy instrument to SEC by submitting a SEC briefing note, similar to the new Backgrounder document presented to NCOSH.
- The Minor Revision route also mapped out on the flowchart will include those policy instruments that require minor revisions (e.g. CBI name change, links updated, organization units change). These minor revisions will be reviewed by the HSE Executive Director as well as the VP of BPS. NCOSH will not be required to review these minor revisions. Additional information about what qualifies as a *Minor Revision* will be included on the flowchart document.
- The HSE Resources Group raised the suggestion of the need for NCOSH representatives to champion policy instruments that interest them, act as the liaison between the working group and NCOSH and oversee the final policy instrument changes on behalf of the committee.

**Action: Include *Minor Revision* details in flowchart.**

8b

***Policy Development Life Cycle – Working Groups***

- The HSE Policy and Reporting Group has developed a *Terms of Reference for Working Groups*. The HSE Resources Group provided the following document highlights:
  - The purpose of the working group is to develop well rounded policy instruments reflective of the organisational values and insights with the assistance of stakeholder expertise and knowledge.
  - The ToR will allow for consistent group formation and application of the HSE policy development working groups across the NRC.
  - The working group membership selection process will ensure that the working group is well proportioned. The Policy Lead will also consider requests and recommendations from NCOSH for appropriate and eligible working group members.
  - The HSE Branch will determine the length of the working group term and provide the proposed schedule for working group meetings including start and end dates, and meeting frequency.
- The Labour Relations representative inquired if employees representing one of the bargaining agents could be selected by the Policy Lead? The HSE Resources Group replied that yes, the employees could be selected by the Policy Lead, however, the Bargaining Agents would be consulted to ensure that they are supportive of the selected member.
- The committee made the following suggested revisions:
  - Change “program” to “policy instrument” as Research Centres associate program with their research work, so using policy instrument would be better understood by working group participants.
  - Modify the section on *Consensus* to include a reference to legislation which would override decision-making for a policy instrument, regardless of the working groups proposed changes. In all other cases, the committee should strive to achieve consensus.
  - Under the HSE Policy Lead, Policy and Reporting Group duties and responsibilities add a statement that indicates that they will be responsible for establishing working group time lines.
  - Remove Labour Relations (LR) from the Working Group Matrix as LR is part of HRB.
  - Remove reference to Tool A, as Tool A is the Working Group Matrix and has been integrated into the ToR.

**Action: HSE Resources Group revise the Working Group ToR as suggested by the committee.**

<p>8c</p>	<p><b><i>Policy Development Life Cycle – Backgrounders</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Resources Group introduced a new document called the “Backgrounder”. The Backgrounder is provided to the committee in advance of the policy instrument, in order to provide notice of the policy instrument creation or major revision as well as highlight potential implications and key concerns. It is also provides the committee an opportunity to submit their concerns before the policy documents are drafted and working groups are established.</li> <li>• These backgrounders will be prioritized based on health and safety legislative requirements and/or the need for awareness based on risk.</li> </ul> <p><b><i>Contractor Safety Program</i></b></p> <ul style="list-style-type: none"> <li>• This program will build on the ASPM drafted contractor safety program to make the program applicable to the NRC as a whole. The program will also include outlining the roles and responsibilities for contactors and their workers, senior management and other stakeholders.</li> <li>• The HSE Resources Group also stressed that there will be potential of additional workload for example pre-job meetings, review of contractor safety rules and more. The committee agreed that the policy instrument should look for ways to integrate the policy tools into existing systems and engage resources in advance of the launch of the new policy instrument.</li> <li>• A RCEA Bargaining Agent representative emphasized that there is a need for contractors to know the hazards that they could potentially be exposed to and the hiring contractor may not be aware of all potential hazards. The HSE Resources Group agreed and that policy will clearly define the responsibilities outlined in this program for each role including the hiring contractor and onsite supervisor to oversee contractor safety.</li> </ul> <p><b><i>Occupational Health Monitoring Program (OHMP)</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Resources Group related to the committee that this policy will raise the awareness of the program and clearly define the roles and responsibilities. A working group is under way and policy development is on schedule.</li> </ul> <p><b><i>Biosafety Directive</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Resources Group outlined the Biosafety Program structure which consists of a directive and biosafety modules. The directive will be reviewed by NCOSH and final approval granted by Dr. Szumski (delegated authority and biosafety licence holder). Because the biosafety modules strictly adhere to the Public Health Agency of Canada Biosafety guidelines and reviewed by the NRC technical experts the modules will not require consultation with NCOSH.</li> </ul> <p style="text-align: center;"><b>Action: Committee to submit comments on Backgrounders within the next two weeks.</b></p>
<p>9</p>	<p><b><i>HSE Policy Instrument Development Status Report</i></b></p> <ul style="list-style-type: none"> <li>• Firearms Safety Program: There will be further consultation on determining if there will be an NRC policy or a CBI level policy.</li> <li>• Backgrounder delivery dates have been integrated into the report.</li> <li>• The Ergonomic Program requires only minor revisions and then will be made available on MyZone.</li> <li>• The Right to Refuse Dangerous Work Policy was modified to incorporate the new definition of dangerous work and was approved by NCOSH in 2016. The document will be made available on MyZone.</li> <li>• Hazard Prevention Program, Hazardous Products Safety Program, Program on Materials Handling Equipment and COSH, NCOSH and Health and Safety Representative Terms of References will be sent to SEC and implemented by HSE Operations.</li> <li>• It was suggested to add the Workplace Violence Prevention Directive/Policy on Harassment and Conflict Resolution currently being developed by the Secretary General's Office and the Emergency Management Directive to the report so NCOSH continues to be updated on these policies/programs. The committee agreed that it would also be important to have NCOSH representation/links with the HRB and Security Branch so NCOSH can be informed of new policy and program developments.</li> </ul>

	<p align="center"><b>Action: Add Workplace Violence Prevention Directive/Policy on Harassment and Conflict Resolution and Emergency Management Directive to HSE Policy Instrument Development Status Report.</b></p>
<p>10</p>	<p><b><i>Review of Monthly OHS Summary of Events Reports (January 2019 to May 2019)</i></b></p> <ul style="list-style-type: none"> <li>• The HSE Resources Group summarized the January, February and March report for the committee bringing attention to the 19 weather related events within the three months which was higher than last year.</li> <li>• Over the last few months there has been an increase in reportable events; 41 in March, 28 in April and 63 in May.</li> <li>• In May the Good Catch campaign was launched and 63 of the reportable events, 37 of those reports were Good Catches. The HSE Branch was happy to announce that a DFS employee was presented the Good Catch award for reporting the most Good Catches during the month of May.</li> <li>• A Bargaining Agent representative inquired why in May 45% of the eHOIRS did not have the final investigation completed. The HSE Resources Group explained that final investigations need to be completed within 12 days of the reportable event. If final investigation exceeds this time then this is tracked in the Events Report as well as in the Dashboard. This statistic was slightly higher in May than average as there is one CBI that has a higher number of investigations not completed.</li> <li>• The HSE Resources Group highlighted that there may be a number of reasons as to why eHOIRs are not closed:             <ul style="list-style-type: none"> <li>○ Limited awareness that there are timelines for final investigations to close the eHOIR.</li> <li>○ Learning curve is high for eHOIR processes because supervisors/managers may only complete one eHOIR a year.</li> <li>○ Automatic email reminders are sent to supervisors about overdue investigations.</li> <li>○ They receive an automated email of overdue corrective measures need to be completed, however, the email may not be acknowledged.</li> <li>○ Special note that an eHOIR can be closed but corrective measures can still be outstanding or open- eHOIR and Corrective measures are not synonymous and are treated separately in the system,</li> </ul> </li> <li>• A Senior Management representative emphasized that reporting is priority and closing of eHOIRs is also important as these statistics are shared with the NRC Senior Management and external reporting authorities. The HSE Branch does not have the resources and/or a mechanism to follow up to ensure all the corrective actions are completed. However, those events that identify critical need and/or high risk will be addressed by the HSE Branch.</li> <li>• The committee discussed possible solutions to ensure that corrective measures are completed:             <ul style="list-style-type: none"> <li>○ Include a commitment to health, safety and environment in supervisor/managers CTE's in regards to eHOIR reporting timelines and completion of corrective actions.</li> <li>○ Development of an HSE Policy Framework that would include roles and responsibilities of supervisors/managers across all Health, Safety and Environment Policies.</li> <li>○ Development of supervisor/manager training material for roles and responsibilities for eHOIR reporting, investigation and corrective measures.</li> <li>○ Continue to raise awareness of the Dashboard for Senior Management to view statistics and encourage completing corrective actions.</li> </ul> </li> <li>• A Bargaining Agent representative suggested looking back at previous eHOIRs to identify trends and focus on why similar events might be occurring. Focusing on and implementing the corrective actions for these reoccurring events will help to eliminate or reduce the risk of a similar events occurring in the future. The HSE Resources Group agreed that providing historical data to NCOSH would assist the committee to identify trends and determine priorities.</li> <li>• The committee agreed to submit their suggestions and ideas to improve the closing of corrective actions identified in eHOIRs and the committee would revisit this topic in 6 months' time.</li> </ul> <p align="right"><b>Action: Submit suggestions for closing corrective actions.</b></p>
<p>11</p>	<p><b><i>COSH Membership</i></b></p> <ul style="list-style-type: none"> <li>• A Bargaining Agent representative submitted a draft letter that will be sent to PIPSC Members and Co-Chairs to ensure those employees representing PIPSC as a COSH member have been approved by PIPSC. The committee suggested that if COSH PIPSC members do not complete the nomination process that another PIPSC approved representative will be nominated in their place.</li> <li>• The HSE Resources Group are currently compiling the COSH memberships list and will share the list with the Bargaining Agents.</li> </ul>

	<p style="text-align: center;"><b>Action: PIPSC Nomination Information letter is sent to PIPSC members and COSH Co-Chairs.</b></p> <p style="text-align: center;"><b>Action: HSE Branch share COSH membership list with Bargaining Agents.</b></p>
12	<p><b>Round Table</b></p> <ul style="list-style-type: none"> <li>• Lucie Robitaille will be starting her new position as Director of Operations of EME at the end of July. She thanked the committee and encouraged the committee to continue their great work.</li> <li>• A Bargaining Agent representative appreciated the revised version of the eHOIR Questions and Answers document produced by the HSE Branch. They also had concerns that they were assigned training in OSHELs, but was not notified of the course assignment.</li> </ul> <p style="text-align: center;"><b>Action: HSE Resources Group to follow up on OSHELs course assignment without notification.</b></p> <ul style="list-style-type: none"> <li>• Paul Treboutat will be the new acting HSE Branch Executive Director position at the end of July and Pierre Mayette will be replacing him as the NCOSH Employer representative at the September 2019 meeting.</li> <li>• A Bargaining Agent representative appreciated that there is now additional support from Karine Gauvreau, new the NRC Ombudsperson and manager of ethics, integrity and respectful workplace programs when it comes to issues/concerns in the workplace in addition to the <i>Policy on impairment by alcohol and drugs in the workplace</i> being developed by the HSE Branch. They did raise a concern about the NRC hosting events after regular work hours on the NRC property/workplace, would this new policy still apply. They suggested to revisit Section 5.5 of the <i>Policy on impairment by alcohol and drugs in the workplace</i> definition of <i>workplace</i> and <i>employee</i> because there maybe occasions that alcohol is served for an NRC hosted event, and this policy indicates that no alcohol is permitted in the workplace.</li> </ul> <p style="text-align: center;"><b>Action: Revisit Section 5.5 of draft policy and definitions.</b></p> <ul style="list-style-type: none"> <li>• The VP of BPS recognized all the great work done by Lucie Robitaille during her tenure as Executive Director for the HSE Branch and her contribution to stewardship of Occupational Health and Safety initiatives and lots of effort put into advancing the work being done with the NCOSH committee and know that she will continue to champion NCOSH initiatives in her new role.</li> <li>• The HSE Resources Branch is currently asking COSHs for their submission of their COSH Terms of Reference as well as updating the COSH Membership list.</li> <li>• The HSE Resources Branch provided June WHMIS training statistics across CBIs:             <ul style="list-style-type: none"> <li>○ 84% of employees assigned WHMIS1988 have mastered the training.</li> <li>○ 86% of employees assigned WHMIS2015 have mastered the training.</li> <li>○ These training statistics do not take into account employees that are not able to take the training because they are on leave for various reasons (e.g. maternity leave).</li> </ul> </li> </ul>
	<p><b>Next Meeting Date: September 30, 2019</b>  <b>Chair: François Cordeau</b></p>



Acronym	
ASPM	Administrative Services and Property Management Branch
CBI	Research Centre, Branch and IRAP
COSH	Committee on Occupational Safety and Health
EME	Energy, Mining and Environment
ERT	Emergency Response Team
ESDC	Employment and Social Development Canada
HPP	Hazard Prevention Program
HPSP	Hazardous Products Safety Program
HSE	Health, Safety and Environment Branch
IRAP	Industrial Research Assistance Program
NAOSH	North American Occupational Safety and Health
NJC	National Joint Council
OSH	Occupational Safety and Health
OSHELS	Occupational Safety and Health E-Learning Solution
PIPSC	Professional Institute of the Public Service
RCEA	Research Council Employees' Association
SCB	Site Coordination Board
SEC	Senior Executive Committee
TBS	Treasury Board of Canada Secretariat
ToR	Terms of Reference
WHMIS	Workplace Hazardous Materials Information System