

Title	Date	Status	Version
National Committee on Occupational Safety and Health (NCOSH) 80th Meeting Minutes	April 7, 2021		Final
Distribution: Treasury Board of Canada Secretariat, NRC MyZone, NRC DocZone and the NRC COSH Co-Chairs	Approved: June 17, 2021	No. of pages: 6	

Participants	
Members:	
Geneviève Tanguay	Vice-President, Emerging Technologies, Chair
Cathie Fraser	President of RCEA, Co-Chair
Lawrence Mak	Research Council Officer, PIPSC Employee Representative, Co-Chair
Lawrence Charlebois	Research Council Officer, PIPSC Employee Representative
Brad Gover	Director, Research and Development, Construction, Employer Representative
Pierre Mayette	Director General, Design and Fabrication Services, Employer Representative
Sue Twine	Director, Research and Development, HHT, Employer Representative
Michael Vandenhoff	Technical Officer, RCEA Employee Representative
Resource Persons:	
Carolyn Lauzon	Senior Labour Relations Advisor, HR Branch
Ronalda Rino	Executive Director, HSE Branch
Susan Gamble	Director, Prevention & Field Operations, HSE Branch
Theresa Paris	Manager, Policy and Reporting, HSE Branch
Shelley Sommerville	NCOSH Secretary & Advisor, Policy and Reporting, HSE Branch
Vanessa Loyer	Administrative Assistant, HSE Branch (meeting support)
Guests:	
Serge Raymond	Manager, Security Programs and Policy, Security Branch
Jodi Carvalho	Manager, Security Operations, Security Branch
Ruth Sawicki	Acting Regional Manager, HSE Client Services, HSE Branch (observer)
Regrets:	
Dale MacMillan	Vice President, Corporate Services and Chief Financial Officer
Meeting Details	
	Meeting time (duration)
Virtual Meeting	9:31 am to 12:41 pm

Discussion points	
1	Approval of the Meeting Agenda The agenda was approved without modifications.
2	Security Branch Program Updates The Security Branch (SB) provided an update on its pandemic support initiatives, physical security updates to NRC facilities, and the 2018-2021 Departmental Security Plan status. The RCEA Bargaining Agent enquired where the new security cameras were installed inside buildings. The SB confirmed that unions and labour are consulted when new cameras are installed in buildings to ensure employee privacy, as well as workplace activities are respected.

	<p>The SB recognizes that fewer employees are working on-site and provides security escort services to employees who request security personnel to walk them to their vehicles.</p> <p>The SB explained that their 2018-2021 Departmental Security Plan (DSP) action items were not fully completed due to pandemic priorities. These action items will be transferred to the new DSP, where the focus will be on cybersecurity, security screening, and guidance and support to employees working remotely.</p> <p>An RCEA Employee Representative highlighted that Building Authorities had not received training similar to the CBEOs. In addition, an Employer Representative mentioned that it is challenging for Building Authorities to carry out tabletop emergency exercises given that many Building Authorities are working from home. SB thanked the committee for their feedback and will consider providing training and guidance to Building Authorities on their roles and responsibilities as well as modifying training exercises to align with the current working environment.</p>
<p>3</p>	<p>Review of the 77th Meeting Minutes (December 7, 2020) and Action Items</p> <p>ACTION #1: Submit comments on the NRC Work Place Harassment and Violence Prevention and Resolution Policy to the SGO (Committee Members). This action was completed.</p> <p>ACTION #2: Revise the footwear article “Putting Your Best Foot Forward” to include a statement referencing additional costs. (HSE Branch). This action was completed, and the article appeared in ECHO on January 28, 2021.</p> <p>ACTION #3: Submit comments on the Persons Granted Access (first review) (Committee Members). This action was completed.</p> <p>ACTION #4: Submit comments on the Hazardous Energy Control (final review) (Committee Members). This action was completed.</p> <p>ACTION #5: Communicate with stakeholders the need for regular emergency eyewash and shower inspections (HSE Branch). An email was sent to stakeholders (COSH Co-Chairs and Secretaries) on February 2, 2021.</p> <p>ACTION #6: Share the Interpretations, Policies and Guidelines (IPGs) for Administrative Monetary Penalties (AMPs) with the committee (HSE Branch). This action was completed on December 22, 2020.</p> <p>ACTION #7: Submit comments on the Guidance for COVID-19 Case Investigations document (Committee Members). This action was completed. The HSE Resources Group mentioned that this is a living document and encourage committee members to refer to DocZone for the latest version.</p> <p>ACTION #8: Develop communications on employee participation in health and safety related activities for March/April 2021. (HSE Branch). Due to the upcoming NCOSH 20th anniversary and NAOSH week, these communications will be deferred until the next quarterly NCOSH meeting.</p> <p style="text-align: right;">Action #1: Develop communications on employee participation in health and safety related activities for June 2021 (HSE Branch)</p> <p>ACTION #9: Contact the Security Branch for updates and status reports on their programs to share with the committee. (HSE Branch). Please refer to section 2 of these meeting minutes.</p>

4	<p>Persons Granted Access Directive (second review and status update)</p> <p>The committee made the following suggestions and revisions:</p> <ul style="list-style-type: none"> • There are many definitions, and perhaps a hierarchical table would provide further clarification on each type of person granted access (PGA). • Use standard terminology for reading ease (e.g. use only one term to describe a building) • Provide clarification between the various types of contractors. • Explain in advance of section 5.1 what qualifies a short-term visitor (i.e. ≤ 8 week contract). • Explain the meaning of “tenant workers” and the difference between tenant workers in an independent space versus tenant workers in a shared NRC workspace and/or equipment. • Provide a statement that indicates that equipment and/or the environment is not within the scope of this directive. • Include reference to hazardous waste management activities. • Simplify Table 4 to provide clear actions that need to be taken when reporting unsafe conditions or activities and verify the lists of personnel who can be contacted in an emergency. • Modify section 7 to include other stakeholders such as Directors, Security Branch, CBEOs, Commissionaires, etc. • Remove the term “client services” from the HSE Client Services advisors title in section 7.3. • Incorporate in section 7 the responsibilities for those supervisors and/or employees that have invited the PGA. <p>Action #2: Make revisions to the Persons Granted Access directive and return it to the committee for review. (HSE Branch)</p>
5a	<p>HOIR Case Study – Property Loss</p> <p>The HSE Branch presented a case study involving a property loss incident caused by a person outside the NRC. These types of events support the need for the Persons Granted Access directive that is currently being reviewed by the committee.</p> <p>The committee discussed the possibility of sharing lessons learned with different COSHs to help prevent similar events in the future. It was also mentioned that these lessons could be used to develop scenarios for tier 5 within the Hazard Prevention Program (HPP) as well as integrated into safe working procedures.</p>
5b	<p>HOIR Case Study – Disabling Muscle Strain Injuries</p> <p>The HSE Branch received a number of disabling injury claims, of which the majority were related to muscle strain, in early 2021. The HSE Branch recognizes musculoskeletal injuries (MSI) as one of the three main types of injuries occurring at NRC and tracks these types of injuries as a key performance indicator. Upon further investigation, the cause of these injuries may be due to employees working alone on-site and/or not having the support of their colleagues during the movement of heavy lifting activities or awkward and difficult maneuvers. Another potential cause could be that people returning to work may need time to adjust to the physical demands if they were less physically active when working from home. As a result of this case study, the HSE Branch will be collaborating with the Communications Branch to develop FAQs on raising awareness of the hazards of returning to the workplace.</p>

	<p>An RCEA Employee Representative asked if an employee visits a doctor, is the injury classified as a “disabling injury”. Yes, if the employee reports a work-related injury, a doctor will complete the necessary paperwork, and the injury is reported to the Workers’ Compensation Board, and a disability claim is initiated. That said, if an employee sees their doctor for a regular check-up because they have concerns related to their workplace, it won’t necessarily trigger the disability claims process.</p> <p>A PIPSC Employee Representative asked why the review of the safe work procedure and/or training was not identified as corrective measures in this case study. The HSE Resources Group agreed that it could certainly be corrective measures, however the corrective measures they were referring to were related to one specific incident where the equipment type used (heavy sander) was the source of the issue (not lack of training).</p> <p>An Employer Representative mentioned that it is important for returning employees to review the Special COVID-19 Operating Procedures (SCOPs). And it is also necessary to recognize the need to increase staff resources when heavy lifting of materials is required.</p>
6	<p>Hazardous Occurrence Investigation Report (HOIR) Pilot Report</p> <p>The HSE Resources Group presented the HOIR Pilot Report, which provides a high-level overview of the number of HOIR submissions over the past year. The report also provides a statistical report on the number of HOIR opened or closed. Currently, there are a number of open HOIRs, dating as far back as 2019. There may be multiple reasons they are open, such as; the CBI does not know that the HOIR is still open, the HOIR is open to track the completion of the corrective measures, or to track HOIRs that have a commonality to help monitor a long-standing issue. The HSE Branch will review and follow up on HOIRs that are open longer than 60 days with COSHs and CBI management.</p> <p>The committee discussed that some CBIs do not have any HOIR submissions. The reasons could be that some CBIs have fewer risks associated with their workplaces, more employees are working from home and/or there may be under reporting of incidents.</p>
7	<p>Employment and Social Development Canada (ESDC) Annual Report Update</p> <p>The HSE Resources Group presented the ESDC annual report findings from the previous calendar year. The workplace committee (COSH) report highlighted that the COVID-19 pandemic had a significant impact on the COSH monthly workplace inspections resulting in only 24% compliance averaged over 33 COSHs. Due to the limited number of employees per worksite, the COSHs made up for missed inspections by bundling them together. The number of meetings per year was consistent with last year, with a compliance rate of 91% of COSHs having at least 9 COSH meetings per year. In efforts to increase inspection compliance, the HSE Branch will be reaching out to COSHs earlier in the year to provide encouragement and support in inspecting the workplace on a monthly basis to increase compliance in 2021.</p> <p>A RCEA Representative mentioned that the PDF Workplace Committee Report form was challenging to update and suggested an alternate format that COSHs could use on a monthly basis to better prepare for the end of the year submission of the form.</p>
8	<p>Policy Report</p> <p>The HSE Resources Group presented the health and safety policy instruments and their current review status. Several strategies were presented to expedite some of the policy documents to bring them up to date, such as;</p>

	<ul style="list-style-type: none"> retire a policy instrument that is covered in other documents, transform a policy instrument into a job aid document, or make minor updates to those policy documents that are well established and compliant. <p>The committee suggested that, since some of the policy instruments have not been reviewed for some time, a briefing note be submitted to the SEC with an explanation and a plan to review the policy instruments.</p> <p>Action #3: Prepare a briefing note which includes an analysis of the existing policy instruments and a strategy chosen for each policy instrument to ensure it is current. (HSE Branch)</p>
9	<p>North American Occupational Safety and Health (NAOSH) Week Communications Plan</p> <p>The HSE Resources Group presented the communications plan for NAOSH week (May 2-8, 2021), which also included plans to celebrate the 20th anniversary of NCOSH.</p> <p>Action #4: Share the NAOSH and 20th NCOSH Anniversary communications with the committee for review. (HSE Branch)</p>
10	<p>NCOSH Training Requirements</p> <ul style="list-style-type: none"> As per health and safety legislation, the NCOSH members require specialized training to carry out their roles and responsibilities as committee members. The HSE Branch will consult with the committee at a later date to discuss the training requirements.
11	<p>Round Table</p> <ul style="list-style-type: none"> Theresa Paris has accepted a new position with the Canadian Nuclear Safety Commission, and this will be her last NCOSH meeting. The committee members thanked Theresa for her commitment, support, contribution and all her hard work since joining the committee in June 2018.

Action Number	Action Items	Responsible
1	Develop communications on employee participation in health and safety related activities for June 2021	HSE Branch
2	Make revisions to the Persons Granted Access directive and return it to the committee for review	HSE Branch
3	Prepare a briefing note which includes an analysis of the existing policy instruments and a strategy chosen for each policy instrument to ensure it is current.	HSE Branch
4	Share the NAOSH and 20th NCOSH Anniversary communications with the committee for review.	HSE Branch

Acronym	
AERO	Aerospace
BMSC	Business Management Support Committee
CBI	Research Centre, Branch and IRAP
COSH	Committee on Occupational Safety and Health

eHOIR	Electronic Hazardous Occurrence Investigation Report
ERT	Emergency Response Team
ESDC	Employment and Social Development Canada
HOIR	Hazardous Occurrence Investigation Report
HPP	Hazard Prevention Program
HPSP	Hazardous Products Safety Program
HSE	Health, Safety and Environment Branch
IRAP	Industrial Research Assistance Program
METRO	Metrology
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
PPE	Personal Protective Equipment
RCEA	Research Council Employees' Association
RPPM	Real Property Planning and Management Branch
SCB	Site Coordination Board
SCOP	Special COVID-19 Operating Procedure
SEC	Senior Executive Committee
SGO	Secretary General's Office
TBS	Treasury Board of Canada Secretariat
ToR	Terms of Reference
WHMIS	Workplace Hazardous Materials Information System