

Title	Date	Status	Version
<b>National Committee on Occupational Safety and Health (NCOSH) 81<sup>ST</sup> Meeting Minutes – COVID-19 Supplemental Meeting</b>	<b>April 15, 2021</b>		<b>Final</b>
<b>Distribution:</b> Treasury Board of Canada Secretariat, NRC MyZone, NRC DocZone and the NRC COSH Co-Chairs	<b>Approved: September 9, 2021</b>	<b>No. of pages: 4</b>	

Participants	
<b>Members:</b>	
Cathie Fraser	President of RCEA, Chair
Geneviève Tanguay	Vice-President, Emerging Technologies, 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
<b>Resource Persons:</b>	
Carolyn Lauzon	Senior Labour Relations Advisor, HR Branch
Dale MacMillan	Vice President, Corporate Services and Chief Financial Officer
Susan Gamble	Director, Prevention & Field Operations, HSE Branch
Shelley Sommerville	NCOSH Secretary & Advisor, Policy and Reporting, HSE Branch
Vanessa Loyer	Administrative Assistant, HSE Branch (meeting support)
<b>Guests:</b>	
Jodi Carvalho	Manager, Security Operations, Security Branch
Marie-Claude Savoie	HSE Technical Officer, HSE Branch (observer)
Kumakshi Sharma	HSE Advisors, HSE Branch (observer)
<b>Regrets:</b>	
Ronalda Rino	Executive Director, HSE Branch
Theresa Paris	Manager, Policy and Reporting, HSE Branch
<b>Meeting Details</b>	
<b>Meeting time (duration)</b>	
Virtual Meeting	10:31 am to 11:15 am

Discussion points	
1	<b>Introductions</b>
2	<b>Approval of the Meeting Agenda</b>  The agenda was approved with the addition of a status update on the North American Occupational Health and Safety (NAOSH) week.
3	<b>Security Branch Program Updates</b>  The Security Branch reported the COVID-19 statistics on a national scale as well as the statistics for the NRC. The positive COVID-19 cases at the NRC were considered to be transmitted from external sources as no cases of transmission were reported within the organization. Building occupants are notified if there is a positive case of

	<p>COVID-19 following the “COVID-19 Process Tree”. If an employee working on-site exhibits COVID-19 symptoms and/or has been exposed to someone with COVID-19, all employees who were in close contact will be notified individually by their supervisor. These individuals will be asked to stay at home until they have received their test results. The employee’s supervisor will determine who the individual has been in contact with at the worksite. The supervisor will then notify senior management, who will contact employees who were in close contact with the individual. Depending on the circumstances, employees may be eligible to use Code 0699 instead of sick leave.</p> <p>The Labour Relations resource has confirmed that employees may use code 0260 (medical appointment) for scheduled COVID-19 vaccination appointments if they occur during working hours (this includes both the initial and booster appointments depending on the type of vaccine received). However, waiting on the phone or time spent on the computer to schedule appointments does not qualify under this time code.</p>
<p>4</p>	<p><b>Review of the 79<sup>th</sup> Meeting Minutes (March 22, 2020) and Action Items</b></p> <p>Several modifications/additions were requested to be made to the Security Branch presentation meeting minutes section, which includes:</p> <ul style="list-style-type: none"> <li>• The card-out system is not a new system. It is an extension of the existing card-in (door entry) system.</li> <li>• The NRC Central Monitoring Centre (M1) can assist employees remotely and in person if a commissionaire is present. Telephone numbers for M1 will be posted where card-out systems are located, and employees can call for assistance. M1 will either assist the employee remotely using the employee badge or open the door remotely.</li> <li>• Additional commissionaires hired during the pandemic will remain at their current postings during the transition phase of the new card-out systems (approximately 30 days). Once the transition is successful at a site, the commissionaire position will no longer be required. Montreal Rd campus locations with a full-time commissionaire prior to the pandemic will continue to have a commissionaire on-site (i.e. M-50, M-58).</li> <li>• The Security Branch confirmed that there is an alarm that will sound, M1 will be notified, and there will be a 15 second delay if someone is trying to exit from a card-out door using the CHEXIT bar (push-out bar). The RCEA Bargaining agent and A PIPSC Employee Representative raised concerns that this 15 second delay could inhibit an employee from exiting in an emergency, and therefore, could be considered a health and safety hazard. The Security Branch confirmed that it had provided communications, training material and presentations to building authorities on the new system to disseminate the information to their respective sites. The Security Branch understands that it will take some time for employees to learn the new system and that they are available to answer questions and assist employees.</li> <li>• Sussex commissionaires will receive a hard copy of the Building Occupancy Report at their station to distribute to the NRC emergency response team. The Security Branch is following up to see if they can email the report, as the committee suggested at the last meeting in March.</li> <li>• See section #6 for further requested meeting minute modifications.</li> </ul> <p>Action #1: Make suggested modifications to the March 22, 2021 minutes and resubmit to the committee for further review and comment (HSE Branch)</p> <p style="text-align: center;"><b>Action #1: Make suggested modifications to the March 22, 2021 minutes and resubmit to the committee for further review and comment (HSE Branch)</b></p>

	<p>ACTION #1: Provide a copy of the Security Branch policies in relation to building occupancy data to the committee (Security Branch). Deferred to Round Table</p> <p>ACTION #2: Provide an update on the definitions of essential vs. designated worker (Labour Relations). Deferred to next meeting.</p> <p><b>Action #2: Provide an update on the definitions of essential vs. designated worker (Labour Relations).</b></p> <p>ACTION #3: Consult with METRO before releasing the article Hearing Health article (HSE Branch). The HSE Branch consulted with METRO, and the modifications were made, and the article will be released in ECHO next week.</p> <p>ACTION #4: Follow up to see if additional information on COVID-19 variants is available to employees (HSE Branch). Please see Section #5 for additional information.</p>
5	<p><b>COVID-19 Updates (HSE Branch)</b></p> <p>Due to the increased COVID-19 transmission rates, it is anticipated that additional information will soon be released on the new guidelines on wearing masks indoors at all times, including when physical distancing is possible. In addition, there will be modifications to the mask requirements in shared outdoor spaces at NRC campuses.</p> <p>In collaboration with Labour Relations, the HSE Branch has identified the employees who would be considered eligible for stage 1 of the COVID-19 vaccination stream. These employees will receive a letter from NRC indicating their eligibility to receive their vaccine. The HSE Branch and Labour Relations will continue to assess and resubmit requests for consideration for employees who may be eligible for stages 2 and 3 of the vaccine roll out. Emergency response positions such as CBEO's are not eligible for stage 1 vaccinations at this time. The focus is primarily on those employees that work directly with the virus as part of their work responsibilities.</p>
6	<p><b>Round Table</b></p> <ul style="list-style-type: none"> <li>The RCEA Bargaining Agent and RCEA Employee Representative have requested the Security Branch provide the policy documents that include additional information on the protection of privacy regarding building occupancy reports. It was also discussed to include a statement in the March meeting minutes that Security Branch had confirmed that it would abide by the privacy policies and release the occupancy report for emergency and investigation purposes only.</li> </ul> <p><b>Action #3: Make suggested modifications to the March 22, 2021 minutes and resubmit to the committee for further review and comment (HSE Branch)</b></p> <p><b>Action #4: The Employee Representatives will meet with the Security Branch to discuss information privacy (Employee Representatives)</b></p> <ul style="list-style-type: none"> <li>The committee asked for a current update on the status of the North American Occupational Safety and Health and the 20<sup>th</sup> Anniversary of NCOSH status update from the HSE Branch.</li> </ul> <p><b>Action #5: Provide an update to the committee on the NAOSH week and NCOSH Anniversary communications/activities (HSE Branch).</b></p>

- The next NCOSH COVID-19 Supplemental Meeting is scheduled for May 20, 2021.

Action Number	Action Items	Responsible
1 and 3	Make suggested modifications to the March 22, 2021 minutes and resubmit to the committee for further review and comment (HSE Branch)	HSE Branch
2	Provide an update on the definitions of essential vs. designated worker	Labour Relations
4	The Employee Representatives will meet with the Security Branch to discuss information privacy	Employee Representatives
5	Provide an update to the committee on the NAOSH week and NCOSH Anniversary communications/activities	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