

Public Service Alliance of Canada British Columbia Regional Union Safety and Health (BRUSH)

**Minutes
August 28, 2013**

Chair: Linda Harding (Regional Councilor, H&S)

In Attendance: Jennifer Chieh Ho (RVP UNE), Bob Bridgeman (UNDE), Monique Bakker (UEW), Tracy Shudo (CEIU), Bill Pleming (GSU), Farida Reid (UNE), Dan Hermeary (NAT) Floyde Knelson (UTE), Melvin Dureen (USGE), (PSAC), Bob Jackson (REVP BC) James Little (PSAC, H&S),

Guest: Joan Stickney (NAT),

Regrets: Paul Croes (CIU), Virginia Vallancourt (UVAE), Wayne Little (UTE), Leanne Hughes (CBSA), Kelly Megyesi (CEIU), Grace MacIver (UNE), Kelly Sidhu (CEIU) and Angela Marafon (UTE)

Agenda:

Roll Call:

Accepting the Agenda:

Review Previous Minutes

Business Arising

Standing Items:

Ergonomics

New Business

1. BRUSH membership
2. Setting Agenda Items for Workplace H&S Committee meetings
3. CSA Standard for Psychological Health
4. WCB Bullying and Harassment Guidelines
5. Labour Day Picnic
6. H&S Training (Farida)

Round Table

Adjournment

Minutes

Roll Call

Linda conducted a roll call.

Accepting the Agenda:

Motioned by Linda to accept agenda, seconded by Tracy, carried

Review of Previous Minutes:

June 19, 2013 - minutes approved with minor changes. Reminder that in the future we will be careful with the use of acronyms.

Business Arising:

Links to the proposed changes to the Regulations for Policy Committees, Workplace Committees and Health and Safety Representatives Regulation and the First Aid Regulation were sent out to BRUSH members.

Template Terms of Reference for Workplace Committees were sent to BRUSH members for their review prior to the next meeting of the BRUSH.

BRUSH Terms of Reference were amended to add Linda as the Regional Councilor and to change the number of meetings from 4 to 6.

Action Item – Remove references to CFIA and regional committees in the template Terms of Reference for Workplace Committees. Will remove references to Agency or Departments specific and Regional Committees and add something for H&S Representative point them to the code which explains committees. We will amend the template to include other unions and not just PIPS.

Names of members who attended National H&S Conference and delegates to Union School: It was our intention to include in the BRUSH membership those individuals from BC who participated in the National H&S Conference as well as those who participated in the BC Union School H&S course. Linda was going to try and contact these members individually to invite them to participate in the BRUSH.

Bill Fleming will send the Public Works and Government Services – Hazard Prevention Program information to us for distribution to the BRUSH membership.

Standing Item:

Ergonomics:

Ergonomic assessments –

We came across a Workplace Health and Public Health Programme, Health Canada Questionnaire on Ergonomics. This is a tool members can use to assist them in identifying ergonomic concerns with their work stations. Once completed, an ergonomic coach or H&S representative should be in a position to identify member's individual ergonomic needs.

Action Item: Scan the Questionnaire and send to BRUSH members.

We need to continue to push our employers on issues of Ergonomics and ensure that members are assessed on site and by qualified individuals.

PWGSC has bought into a program (computer) that can be used by employees to assist with assessing ergonomic conditions.

Action Item: Bill will send link to James to share with others.

New Business:

BRUSH Membership:

Joan Stickney (NAT), was introduced as our guest from the North West Territories. Joan has requested membership in the BRUSH and because she is not from our region we entered into a discussion about the rationale for such a request and the pros and cons of the request. This appears to be a political decision and we did review the terms of reference for the BRUSH which clearly state that the BRUSH is a committee of the BC Regional Council and although there is nothing precluding outside participation allowing members of other regions to participate is a political question which should be addressed by the BC REVP and council.

It appears that the intent of the committee was to serve BC Regional Members and we have asked the BC REVP to address the question and in doing so to discuss the specific request with Julie Docherty.

Action Item: Bob to talk to Julie.

Setting Agenda Items for Committees

In an effort to assist workplace committees with establishing set agenda items for upcoming meeting and to provide those members with information regarding specific subject matters it was decided that we would ask members of committees and representatives to add specific issues their agendas and discuss these issues at their upcoming meetings.

We wanted to start with the following issues: template Terms of Reference and template Agenda Items

We are asking members of workplace H&S committees to add this as an agenda item to their next meeting and that the agenda item deal specifically with the committee's terms of reference and agendas.

We will be providing templates for both, but it should be noted that these are only samples for discussion purposes. We also recognize that most committees already have good working terms of references and we ask those committees to possibly review them at their next meeting.

Action Item: Send out templates – TOR and Agenda

CSA Standard for Psychological Health

We reviewed the Standard and most all accept this as a 21st century documents and it now sets a very good standard for workplaces. Must remember it is not a mandatory standard but good none the less.

We would like to encourage members to raise the awareness around workplace psychological health by discussing the standard at their upcoming Workplace H&S Committee meetings.

WCB Bullying and Harassment Guidelines

Action Item: Linda will get the new documents to James to send out to members however we are not covered by the WCB regulations as we are Federal Government Workers.

Labour Day Picnic

Please support Labour Day by attending the Labour Day picnic in your area. PSAC will be in attendance in both Victoria and Vancouver.

Health and Safety Training

Farida asked her PSAC Regional Representative for training on H&S. She was informed that ideally it would be a 5 day course. Unfortunately, Farida's employer does not have the allotted time for a course of such length. Their management team is looking for something around 8 hours training (for the committee).

Bill talked about the BC Fed Training and CCOHS training as well as some online training.

James talked about the Veterans Affairs training and offered the PSAC one or two day course. He provided her with the two day agenda and offered to discuss the training in more detail with her and her employer. We will co-participate with the employer asking them to provide the education facility and pay for the workers time to attend the training. In turn the PSAC will provide (at no cost) the education materials and the facilitation services.

Monique DFO OSH manuals 1-6 and they really cover the code.

Round Table

Dan: The employer is saving big money on psychological and ergonomics issues– Talk to Bob Bridgeman and ask for the DND cost benefit analysis on the issue.

Next meeting October 23, 2013

