

# Alberta Cities Safety Councils Hybrid Meeting

## May 28, 2024, MINUTES

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### IN ATTENDANCE

#### MEMBERS

City of Airdrie	Shawn Justus
City of Beaumont	Marvin Shmyr
City of Beaumont	Lisa Rantucci
City of Calgary	Paul Sheilds
City of Chestermere	Rob Friesen
City of Cold Lake	Daniel Mokelki
City of Edmonton	Dusty Schlitter
City of Fort Saskatchewan	Brent Clark
City of Grande Prairie	Kristi Lea
City of Grande Prairie	Patty Pura
City of Grande Prairie	Leanne Litchfield
City of Leduc	Jeri Wolf
City of Lloydminster	Megan Coulter
City of Red Deer	Juan Bustos
City of Red Deer	Eric Jeanveau
City of Red Deer	Bev Glass
Edmonton Police Service	Nicole Wetsch

#### GUESTS AND HOST

Partnerships	Katherine Foster
Workers' Compensation Board	Sanjeev Bhagrath
Millard Health	Charlene Egli, Meghan Parrott
AMHSA	Shannon Thomas, Juliet Goodwin, Jessica Meyer

### 1. Introductions and Welcome

- Shannon Thomas called the meeting to order at 10:03 a.m.
- Virtual Housekeeping conducted by Shannon, obtained permission to record meeting (minus roundtable) for minute-taking purposes, reviewed ways to participate.
- Member Introductions were conducted.
- Agenda was reviewed.

## 2. Health and Safety Moment – Bev Glass, City of Red Deer

### Health and Safety Audit Results Implementation

Bev presented a H&S moment on Internal Health and Safety Audit Results Implementation at the City of Red Deer. They have 1600 employees, 31 sites, 25 departments. With 10 auditors, their audit takes 2 weeks to complete. After their audit is completed, they have organizational meetings to develop their individual action logs for each department. They share the information over a 10-week duration so that it's not too overwhelming. They highlight/review 1 element at a time and have weekly challenges and quizzes. They also hold drop-in sessions (3-hour time slot) to provide department support and address questions. Quiz participation rate was 30%, which is good since it's not mandatory. If quiz is filled out, the participant gets put into a draw for a prize. Supervisors keep track of the action items. They have a deadline for supervisors to report actions and if they don't meet then are prompted to follow up by safety.

See attached PPT slides for details.

## 3. WCB Update – Sanjeev Bhagrath, Industry Specialist

- **Introduction to Disability management and OHS**
- **Cognitive Psychosocial Analysis**
- **Consultation and Updates**
- **Seminars and Workshops:**
  - Seminar dates are now available until the end of June 2024. You may register here for a date and time that works for you:
  - <https://www.wcb.ab.ca/resources/for-employers/seminars-and-workshops/>
- **Millard Treatment Center Workshops:**
  - Register here for Millard's spring and fall workshops, [Millard Workshops - WCB Alberta](#)
- **Fit-for-work Dashboard:**
  - [Register](#) for one of our upcoming 45-minute seminars to learn more and become familiar with the dashboard's features and functions.
- **Help someone start a new career:**
  - WCB's [training-on-the-job\(TOJ\) program](#) is designed to help people who are no longer able to go back to their regular job and employer. The worker develops skills and gains work experience, and we support employers with wage subsidy, training costs and accident protection.
  - Email [TOJ@wcb.ab.ca](mailto:TOJ@wcb.ab.ca) or call 1-866-498-4694 to learn how to get started with a TOJ.
  - See Seminars and Workshops to register for a 30-minute Training on the Job information session.
- **Worksight Digital Magazine:**
  - Worksight is published monthly and emailed directly to all employers with a WCB account.
  - Subscribe: <https://www.wcb.ab.ca/about-wcb/whats-new/worksight-magazine/subscribe-to-worksight-magazine.asp>

- **Contact Information**
  - Sanjeev Bhagrath: 780-498-4748, [Sanjeev.bhagrath@wcb.ab.ca](mailto:Sanjeev.bhagrath@wcb.ab.ca)
  - Shauna-Lee Green: 403-517-6094, [shauna-lee.green@wcb.ab.ca](mailto:shauna-lee.green@wcb.ab.ca)

See PPT slides for details.

## 4. Partnerships Update – Katherine Foster, Partnerships Consultant

- **Workforce Covered Under COR:**
- **COR Holder Performance:**
  - Loss ratios compare the claim costs of a group of employers to the WCB premium they pay.
  - COR holders as a group, out-perform non-COR holders by 29.6% as measured by comparison loss ratios
- **COR Audit Plan:**
  - COR Auditing has returned to normal – three audit techniques are again required for audits (documentation, interview, and observation).
  - Use of remote documentation review, on-line video interviews will continue.
  - Use of remote observations may be allowed but must be authorized by the Certifying Partner in advance.
- **Key Changes to the COR Audit Criteria**
  - Partnerships Standards recently updated:
    - 1.1 Certification and Maintenance Audits
    - 1.5 Action Plans
    - 2.2 Audit Quality Reviews
    - 2.5 Action Plans Quality Assurance Review
    - Appendix D Action Plan Guidelines, Templates and Examples
    - Appendix K1 Partnership Regular COR Audit – QA Review Form
    - Appendix K2 Partnerships QA Form Guidelines
    - Appendix Y1 Partnerships SECOR QA Audit – Review Form for External Auditors
- **COR Modernization:**
  - The department conducted an extensive review of the COR Program in 2018.
  - Overall theme that COR plays a valuable role in workplace health and safety in Alberta but needs to be modernized.
  - Key objective for modernization is to replace current COR audits with a new design called Complexity Based and Scalable Audit Instrument (CBSA)
- **CBSA – Key Features:**
  - Retain the proven feature of the current COR audits, including:
    - use an audit instrument and provide guidelines for each question.
    - use of three audit validation techniques: documentation, interview, and observation.
    - retain the interview and worksite sampling tables.
    - provide an audit scoring system.
  - Ensure the CBSA is accessible to internal and peer auditors.
  - Adopt the Plan-Do-Check-Act cycle as used in ISO 45001.
- **Complexity:**
  - Employer Complexity – 5 Factors

- number of workers
  - number of sites
  - number of industry codes assigned
  - industry risk (based on claims and cost)
  - operating environment (degree of employer control over the worksite)
- **Plan – Do – Check – Act Cycle:**
  - Plan: establish the objectives and processes necessary to deliver results in accordance with the organization's health and safety policy.
  - Do: implement and operate the system as planned.
  - Check: monitor and measure the performance of the system and report results.
  - Act: take action to continually improve system performance.
- **CBSA Proposed Timeline:**
  - **Phase One:** Prototype (to September 2024), develop the CBSA content criteria and CBSA instrument prototype.
  - **Phase Two:** Decision (October 2024 to December 2025), Pilot the CBSA prototype and evaluate the results. CPs to lead member engagement with employers and auditors regarding the prototype. Possible industry specific content and plan for small employers. Decision whether to adopt.
  - **Phase Three:** Potential Implementation (January 2026 - TBD). Create electronic audit tool. Develop CBSA Standards, Auditor & Employer Training. Develop Implementation plan in conjunction with CPs.
- **OSAR:**
  - Review verifies the process of the external auditor.
  - Does not impact organization's original audit score.
  - OSARs return to being On Site for 2024.
- **OHS Prevention Initiative OHS Resource Portal:**
  - [OHS Resource Portal. OHS Resource Portal \(alberta.ca\)](#)
- **New Translations now available**
  - Asbestos
  - Do you know how to refuse dangerous work?
  - Harassment and violence in the workplace
  - Right to refuse dangerous work
- **New OHS Publications**
- **Searchable Legislation**
- **Upcoming Live Webinars on Employment Standards**
- **Key Dates in June:**
  - Men's Mental Health Month
  - National Indigenous History Month
  - June 1: National Day to Promote Health and Fitness for all Canadians
  - June 20: World Refugee Day
  - June 21: National Indigenous People's Day
  - June 21: Treaty No 8 Recognition Day
  - June 23: Business Link Day
  - June 27: PTSD Awareness Day
  - June 27: Canadian Multiculturalism Day

See PPT slides for more details.

## 5. AMHSA COR and Auditing Update – Shannon Thomas

Shannon welcomed Juliet Goodwin to the COR Team, our new Management Systems Business Partner. Juliet is located in Calgary and will be full-time in the fall (currently part time).

- **PIR 2023 Refund Summary, estimated WCB data from March 22, 2024:**
  - Towns: \$401,165
  - Cities: \$5,484,064
  - Municipal Districts: \$792,417
  - Non-Municipal: \$93,667
- **Complexity – Based Scalable Audit**
  - The CBSA Working Group (WG) Road Map
- **What Has Changed?**
  - Information sheet communication via Auditor Update (including FAQs) – October 2023
  - Prototype audit tool September 2024
  - COR-holder and auditor engagement October – November 2024
  - Phase 3: Potential launch 2026 – TBD (training, transition to new tool)
- **Council Included in COR-Audited WCB Account**
- **2024 Guidelines:**
  - Registration Form must be completed.
  - Sampling approval required.
  - All validation techniques required.
  - Remote or in-person data gathering allowed.
  - 12 months documentation.
  - SCORING:
    - Certification: Minimum 80% overall, and 50% in each element
    - Maintenance: Minimum 60% overall
- **2024 Deadlines:**
  - June 30, 2024, action plan in lieu of maintenance application
  - November 30, 2024, action plan deliverables.
  - June 1, 2024, external peer audit process
  - December 1, 2024, submission for COR audits (including maximum 45 days for data gathering and 21 days for submission from last data gathering date)
- **2024 Training Changes:**
  - PHS – supplemental training for HSMS and HS Auditing (Online)
  - Developing extended HS Auditing course to 3 full days of training for new auditors – Implement in 2025
- **Auditor Performance Management Process:**
  - Why auditor discipline?
  - Developing process, decision tree, templates
  - Fall 2024 implementation
- **Digital Auditor Credentials**
  - Credly badges will be issued
  - Verified digital badges for use on social media, etc.
- **2024 Audit Changes – Council Included in COR – audited WCB Account:**
  - Report from WCB.

- Compared to COR-holders and audits that didn't include council in sampling and followed up March 2024.
- Changes to stats? Notify AMHSA
- **Auditor Update:**
  - February and May 2024
  - Please check our website: <https://www.amhsa.net/cor-auditing/audit-news>
- **Upcoming 2024 Training:**
  - Health and Safety Management Systems: September 4-5, 2024, October 1-2, 2024
  - Health and Safety Auditing: September 17-18, 2024, October 16-17, 2024
  - Audit Refresher: September 26, 2024, October 10, 2024
  - **Email: [carla@amhsa.net](mailto:carla@amhsa.net) to register**
- **Contacts:**
  - [audits@amhsa.net](mailto:audits@amhsa.net)
  - Shannon Thomas: [shannon@amhsa.net](mailto:shannon@amhsa.net) 780-691-6449
  - Jessica Meyer: [jessica@amhsa.net](mailto:jessica@amhsa.net) 780-965-4601

See PPT slides for details.

## 6. Guest Speaker: Charlene Egli, Millard Health

### Introduction to Cognitive Psychosocial Job Demands Analysis (CP JDA)

Charlene Egli presented information on CPJDA, including:

- How/why was the CPJDA tool developed?
- How do I complete the CPJDA?
- What is a CPJDA?
- Cognitive and Psychosocial Demands
- Types of Injuries
- What's in it for the employer?
- How do treatment providers use the tool?
- Support and next steps

See PPT slides for details.

## 7. AMHSA Update

Juliet Goodwin presented the AMHSA update, including:

- Jobs Economy and Trade – OHS Program Delivery/Strategic Steering Committee
- Line of Fire Prevention Campaign
- OHS Code Public Consultation
- OHS Compliance Snapshot
- Advocacy and Representation
- PHS eLearning Certificates

- Credly Digital Credentials
- Safety Toolkit – Lawn Maintenance
- AMHSA Injury/Illness Prevention Campaigns
- AMHSA Certification Programs
- The Working Mind First Responder
- Cognitive Job Demands Analysis Workshop – June 4
- 2025 Business Plan Consultation

*See PPT slides for details.*

## 8. Roundtable Discussion

**Dusty Schlitter from the City of Edmonton** presented “City of Edmonton COR Audit Performance Process”, including:

- Safety Culture
- History and Context
- Analysis
- Improving the Audit Action Plan Process
- Health and Safety Committees
- Leadership Review
- What is Next?

*See PPT for details.*

**Members presented** updates related to items of concern, initiatives, trends, audits, significant incidents, and items to discuss with their peers, including

- OHS inspections and results
- Training
- WCB rates and statistics
- Safety events
- Seasonal employees
- Hearing testing
- WCB presentation requested on mental health claims – eligibility, etc.
- Audits
- Auditory fit testing
- Violence and harassment towards employees
- Trends
- Cognitive JDA
- Drug and alcohol testing and rehabilitation
- Ergonomics
- Policy modernization
- DEI
- AMHSA Forums are available to reach out to your municipal peers if you have questions or discussion topics between meetings: <https://forum.amhsa.net/login>

## 9. Next Meeting and Adjournment

- Tentative November 27, 2024
- Hybrid Format – Sherwood Park in person plus virtual
- Contact Shannon to volunteer to host a future session, suggestion guest speakers or topics

**Meeting Adjourned by Shannon Thomas 2:45 p.m.**