

NASC/SASC Virtual Meeting

April 16, 2024 MINUTES

IN ATTENDANCE

MEMBERS

Beaver County	Carla Martin
City of Lacombe	Megan Miller
Clearwater County	Fallon Davis
County of Athabasca	Megan Paly-Alexander
County of Grande Prairie	Shelly Lutz
County of Paintearth	Tammy Hildreth
Edmonton Police Service	Nicole Wetsch
Flagstaff County	Bert Goliath
Foothills County	David Gregor
Kneehill County	Ann Wade
Lac La Biche County	Shirley Huffman, Kyle Brooks
Lacombe County	Glynnis Croken
Leduc County	Joyce Chen
MD of Pincher Creek	Brian Millis
MD of Willow Creek	Michael Bernardo
RM of Wood Buffalo	Jennifer Heroux
Strathcona County	Amanda Russell
Smoky Lake County	Trevor Tychkowsky
Sturgeon County	Maureen Leclair
Town of Barrhead	Stacy Irwin
Town of Devon	Alyssa Douglas
Town of Edson	Russell Meyer
Town of High River	Kira Maslak, Scott McIntyre
Town of Hinton	Angela Ross, Jennifer Fidler
Town of Stettler	Kathleen Shanks
Town of Sylvan Lake	Jenny Magnuson
Westlock County	Jessica Toews
Woodlands County	Beverley Gellibrand

GUESTS AND HOST

Partnerships	Katherine Foster
Workers' Compensation Board	Sanjeev Bhagrath
Millard Health	Charlene Eggli, Meghan Parrott
F2 Legal Counsel	Christopher Spasoff
AMHSA	Shannon Thomas, Carla Smith

1. Introductions and Welcome

- Shannon Thomas called the meeting to order at 10:03 a.m.
- Virtual Housekeeping conducted by Carla Smith.
- Member Introductions were conducted.
- Trevor Tychkowsky announced his retirement this year, and Shannon thanked him for his years of contributions and volunteer support for the peer audit process.

2. Health and Safety Moment – Jenny Magnuson, Town of Sylvan Lake

Health and Safety Moment – Young Workers

- Workers of all ages can be injured at work, but young and new workers may be more at risk. Injuries can result from inadequate training, orientation, and supervision; inexperience; and lack of awareness of workplace rights and responsibilities.
- Discussed Risks, tips for employers, knowing the hazards, understanding young workers, and steps in training.
- Statistical Date states that 5, 500 young workers have disabling injuries and 25% of young workers lose up to 5 days of work.
- Video [Jack Thomas Injured Young Worker](#), WorkSafeBC
- See PPT for details

The video **Lost Youth** (WorkSafeBC) was another good resource about young worker, recommended by a participant.

3. WCB Update – Sanjeev Bhagrath, Industry Specialist

- **Day of Mourning – April 28, 2024:**
 - Show your support by sharing the 2024 material available on our website [Day of Mourning - WCB Alberta](#)
 - Each year materials are sent directly to those who subscribe to our email list: subscribe here to be added, [WCB-Alberta - Day of Mourning subscription form](#)
- **21st Alberta Health & Safety Conference:**
 - When: Wednesday, May 1, 2024, and Thursday, May 2, 2024
 - Where: Feltham Centre (CAT) Northern Alberta Institute of Technology (NAIT), to find out more and register to attend visit, [Alberta H&S Conference – First Choice HSE Event in Western Canada \(hsconference.ca\)](#)
- **Consultation and Updates:**
 - There are no active policy consultations at this time. We post feedback opportunities regularly as we work through our annual project plan, [2024_26_policy_project_plan_feb_2024_update.pdf \(wcb.ab.ca\)](#)

- **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:**
 - The fit-for-work dashboard provides you with the information you need to collaborate and confirm modified work opportunities. Employers with myWCB Clams Administrator role access can view the dashboard right from myWCB.
 - a. Go to www.wcb.ab.ca and log on with your UserID and password.
 - b. Go to the My Claims and Costs tab and click on the Request Claim and Premium Reports link.
 - c. Select Fit for Work.
 - [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 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.
 - Latest Issue: <https://mailchi.mp/wcb.ab.ca/worksight-2024-issue-2>
 - 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
 - Martinne Sykora: 403-517-6077, martinne.sykora@wcb.ab.ca

See PPT slides for details.

4. Partnerships Update – Katherine Foster, Partnerships Consultant

- **Workforce Covered Under COR:**
 - Please review slides for data

- **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 the following percentages (as measured by comparing loss ratios):
 - 31.7 per cent lower in 2018
 - 33.3 per cent lower in 2019
 - 29.2 per cent lower in 2020
 - 26.5 per cent lower in 2021
 - 27.6 per cent lower in 2022
- **WCB PIR Refunds for COR Holders:**
 - Total PIR Refunds issued to all COR Holders by WCB:
 - \$65.9 million for 2018
 - \$73.6 million for 2019
 - \$69.5 million for 2020
 - \$71.2 million for 2021
 - \$78.7 million for 2022
- **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:**
 - Start of new fiscal year - targets are being finalized.
 - Will report reviewing findings from last fiscal year in May/June
 - OSARs return to being On Site for 2024.
- **Supporting Psychological Health in First Responders grant program:**
 - Provide and improve services for first responders who are living with or at risk of post-traumatic stress injuries.
 - Services Stream.
 - Applied research stream.
 - \$1.5 million per year
 - Application deadline: May 27, 2024
 - <https://www.alberta.ca/first-responders-mental-health-grants>

- **New OHS Publications**
 - OHS start kit-March 2024
 - Emergency response planning (OHS Took Kit) March 2024
 - Report workplace health and safety incident March 2024
 - Incident reporting and investigation March 2024
 - Guide to OHS (Employers) March 2024
 - OHS training scams and high-pressure sales tactics February 2024
- **OHS Prevention Initiative OHS Resource Portal:**
 - [OHS Resource Portal. OHS Resource Portal \(alberta.ca\)](#)
- **Key Dates in April and May:**
 - **April:** Distracted Driving Awareness Month (General OHS)
 - **2nd week of April:** National Volunteer Week (General OHS)
 - **April 7:** World Health Day (General OHS)
 - **April 28:** National Day of Mourning/Workers Mourning Day (General OHS)
 - **April 28:** UN World Day of Safety and Health at Work (General OHS)
 - **May:** Sexual Violence Awareness Month (Prevention Initiative focus: PSH)
 - **May:** Sun Awareness Month (General OHS)
 - **1st week of May:** CMHA Mental Health Week (Prevention Initiative focus: PSH)
 - **1st week of May:** National Summer Safety Week (Prevention Initiative focus: seasonal workers, young workers)
 - **May 1:** International Workers' Day (General OHS)
 - **May 7:** National Child and Youth Mental Health Day (Prevention Initiative focus: Young worker, PSH)
 - **2nd week of May:** Emergency preparedness week (General OHS)
 - **2nd week of May:** Safety and Health week (General OHS)
 - **3rd week of May:** Canada Road Safety week (General OHS)
 - **4th week of May:** National Accessibility Week (General OHS)

See PPT slides for more details.

5. Guest Speaker: Christopher Spasoff, F2 Legal Counsel

Presentation was provided related to contractor management, including review of the Supreme Court of Canada's City of Sudbury decision, contracting employer definition and their obligations, as well as prime contractor. The top 10 takeaways will be posted with the minutes.

Contact information:

- <https://f2legal.com>
- Edmonton Office: 1-780-720-1586
- Calgary Office: 1-403-456-5838

6. AMHSA COR and Auditing Update – Shannon Thomas

- **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)
- **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
- **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
- **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)
- **Auditor Update:**
 - Email to be sent for March 2024
 - Please check our website: <https://www.amhsa.net/cor-auditing/audit-news>

- **Upcoming 2024 Training:**
 - Health and Safety Management Systems: May 15-16, 2024, September 4-5, 2024, October 1-2, 2024
 - Health and Safety Auditing: May 28-29, 2024, September 17-18, 2024, October 16-17, 2024
 - Audit Refresher: June 4, 2024, September 26, 2024, October 10, 2024
 - **Email: carla@amhsa.net to register**
- **Contacts:**
 - audits@amhsa.net
 - Shannon Thomas: shannon@amhsa.net 780-691-6449
 - Jessica Meyer: jessica@amhsa.net 780-965-4601

7. Guest Speaker: Charlene Egli, Millard Health

Introduction to Cognitive Psychosocial Job Demands Analysis (CP JDA)

- How to complete the Cognitive Psychosocial JDA: Through the WCB of Alberta click here to access a fillable PDF: [C1447.pdf \(wcb.ab.ca\)](#) or you may click here to access the AMHSA fillable PDF here: [Cognitive-Psychosocial_JDA_fillable.pdf \(amhsa.net\)](#)
- Cognitive psychosocial JDA next Workshop dates:
 - May 27, 2024, at 9:00 AM
 - October 27, 2024, at 1:00 PM
- To register you may click here <https://www.wcb.ab.ca/millard-treatment-centre/workshops/cognitive-psychosocial-job-demands-analysis.html>

See PPT slides for details.

8. AMHSA Update

Shannon Thomas noted that due to the full agenda, there wasn't time to present the AMHSA update. She will distribute and post it with the meeting minutes, and it will contain information on spring webinars, lawn maintenance safety toolkit, PHS certificate for leaders and employers, AMHSA's upcoming cognitive psychosocial job demands analysis workshop, OHS survey, WCB compliance update, and more!

9. Roundtable Discussion

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

- Acknowledgement of the recent passing of Roly Cochlan, from the MD of Willow Creek, who will be greatly missed by all
- Discussion on proper fit testing for Fire Departments and OHS. Iamresponding for Fire and office
- LTC, WCB rates
- Indoor air quality
- WorkHub, DialMyCalls, Iamresponding
- Hearing testing and focusing on emergency plans within municipalities.
- Discussion of getting ready for seasonal staff starting for the summer months
- close call and reporting hazards. Incentive program discussed within municipalities to try and encourage more staff to participate
- Safety days are back for many municipalities along with NAOSH week
- Sharing of incidents within shops and what the outcome was, gas leaks, furnace issues, article falling from ceiling, batteries, audio metric testing
- OIS discussion with shared problems and challenges
- When doing Census, is there a formal hazard assessment or safe work practice being used, resource was shared
- Emergency communication system, how to communicate with staff. Discussion of various apps that can be used, etc.
- OHS inspections
- John Petropolis Fund presentation
- Training – cargo securement, contractor management, competency, orientations, supervisors
- Use of OIS clinics and WCB claims management
- Contractor Management program discussions
- SDS use and implementation
- Preparing for COR audits
- Locks and lock boxes, online forms platform, and incentive program to eliminate paper.
- Insurance vs contract management, who is to be the primary discussion
- WKRP= Great acronym for our seasonal workers or for anyone to remember rights: **W**orker – **K**now, **R**efuse, **P**articipate
- Don't forget to reach out to your municipal peers if you have questions or discussion via AMHSA forums. <https://forum.amhsa.net/login>

10. Next Meeting and Adjournment

- October 8, 2024
- Hybrid Format
- Looking for host location, H&S moment volunteers, speaker and discussion topic suggestions

Meeting Adjourned by Shannon Thomas 3:04 p.m.