

# NASC/SASC Virtual Meeting

## October 8, 2024 MINUTES

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### IN ATTENDANCE

#### MEMBERS

Beaver County	Carla Martin
Camrose County	Tamara Saufert
Clearwater County	Steve Maki
County of Barrhead	Chelsea Jaeger
Edmonton Police Service	Nicole Wetsch
Flagstaff County	Bert Goliath
Foothills County	David Gregor
City of Fort Saskatchewan	Brent Clark
Lac La Biche County	Shirley Huffman, Kyle Brooks
Lacombe County	Glynnis Croken
Leduc County	Kent Fuson
MD of Pincher Creek	Michelle Stuart
MD of Taber	Martin Bozek
Mountainview County	Jessica Krause
Smoky Lake County	Jasmine Schaub
Sturgeon County	Maureen Leclair
Town of Devon	Alyssa Douglas, Shawn O'Neil
Town of Edson	Russell Meyer
Town of Stettler	Kathleen Shanks
Town of Stony Plain	Jason Dach
Town of Sylvan Lake	Jenny Magnuson
Town of Taber	Marnie Moulard

#### GUESTS AND HOST

Partnerships	Katherine Foster
Workers' Compensation Board	Shauna Lee Green
Workers' Compensation Board	Colleen Fenwick
AMHSA	Shannon Thomas, Juliet Goodwin, Jessica Meyer

## 1. Introductions and Welcome

- Shannon Thomas called the meeting to order at 10:05 a.m.
- Virtual Housekeeping conducted by Jessica Meyer from AMHSA and Jenny Magnuson from Town of Sylvan Lake.
- Member Introductions were conducted.

## 2. Health and Safety Moment – Shirley Huffman, Lac La Biche County

### Health and Safety Moment – Upcoming Events October

- Global Ergonomic Awareness Month <https://ergonomicscanada.ca/en/ace2024>.
- Finding the Calm in the Middle of Your Storm <https://healthyworkplacemonth.ca/>
- World Mental Health Day (Oct 10) [Who.int/campaigns/world-mental-health-day](http://Who.int/campaigns/world-mental-health-day)
- Ergonomics Coaching and MSI Prevention Webinar: Anthropometry – One Size Does Not Fit All (Oct 17)  
[https://amhsa.zoom.us/webinar/register/2017065445792/WN\\_JmxBKfadSfWVS9X5nHn\\_Pg#/registration](https://amhsa.zoom.us/webinar/register/2017065445792/WN_JmxBKfadSfWVS9X5nHn_Pg#/registration)
- Fall Prevention Month [Fallpreventionmonth.ca/adults/take-action-adults](http://Fallpreventionmonth.ca/adults/take-action-adults)
- Ergonomics Coaching and MSI Prevention Webinar: Ergonomics in Cold Weather (Nov 19)  
[https://amhsa.zoom.us/webinar/register/1817065446377/WN\\_S1\\_mFqhPR0y9\\_R0iOuh66w#/registration](https://amhsa.zoom.us/webinar/register/1817065446377/WN_S1_mFqhPR0y9_R0iOuh66w#/registration)
- Rural Municipalities of Alberta Fall Conference (Nov 4-7) <https://rmaalberta.com/rma-conventions/>
- AMHSA Conference (Nov 28-29)  
<https://site.pheedloop.com/event/AMHSAConference/home/>
- Ergonomics Coaching and MSI Prevention Webinar: Ask an Expert  
[https://amhsa.zoom.us/webinar/register/1517065447174/WN\\_7eqSM1fLQ2ezA4eKVvBnl0#/registration](https://amhsa.zoom.us/webinar/register/1517065447174/WN_7eqSM1fLQ2ezA4eKVvBnl0#/registration)

## 3. WCB Update – Shauna Lee Green, Industry Specialist

- **WCB Seminars for the Remainder of 2024 ([register here](#)):**
  - Employer information seminar
  - Return-to-work (modified work) seminar
  - Fit-for-work dashboard seminar
  - Training-on-the-job information session
  - Action planning seminar
  - Appeals system seminar
  - Psychological injuries in the workplace
  - When: Wednesday, May 1, 2024, and Thursday, May 2, 2024

- **Millard Health Treatment Centre Workshops ([register here](#)):**
  - Cognitive-psychosocial job demands analysis
  - Industrial ergonomics
  - Modified duties
  - Office ergonomics
  - Physical demands analysis
- **Cognitive Psychological Analysis:**
  - [This form](#) helps us assess how your worker's cognitive and psychosocial abilities and barriers may impact their well-being, safety and ability to work. With this information, we can develop a plan to mitigate these impacts and support the best possible return-to-work outcomes for your workers.
- **Policy Consultation Updates:**
  - A summary of recent policy changes can be found [here](#)
  - Annual feedback opportunities can be found [here](#)
- **Occupational Injury Service (OIS):**
  - New clinic opening in Brooks Oct 1, 2024
  - More info on OIS clinics can be found [here](#)
  - A list of OIS clinics offering virtual appointments can be found [here](#)
- **Train and Place Program (TaP)**
  - 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.
  - Register for a 30-minute Training on the Job information session [here](#)
- **Worksight Digital Magazine:**
  - Worksight is published monthly and emailed directly to all employers with a WCB account.
  - View the latest Issue [here](#)
  - Subscribe [here](#)
- **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)

#### 4. WCB Train and Place Program – Colleen Fenwick, RTW Specialist

WCB helps train workers which is wage subsidized under the Train and Place Program. The employer can then offer the worker a job and their wage will continue to be subsidized for 6-9 months. The first 3 months are subsidized 100% and then a sliding scale for subsidization takes effect. Examples of some of the training WCB has assisted with to date includes heavy equipment operation, insurance agent, NCSO designations, directional drilling, and class 3 driving. This program works for any type of industry.

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

Katherine announced that Miranda Gillmore will be returning as AMHSA's Partnerships Consultant and that she has enjoyed her time working with AMHSA.

- **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):
    - 30.6 per cent lower in 2019
    - 19.4 per cent lower in 2020
    - 22.5 per cent lower in 2021
    - 25.8 per cent lower in 2022
    - 26.8 per cent lower in 2023
- **WCB PIR Refunds for COR Holders:**
  - Total PIR Refunds issued to all COR Holders by WCB:
    - \$73.6 million for 2019
    - \$69.5 million for 2020
    - \$71.2 million for 2021
    - \$78.7 million for 2022
    - \$84.9 million for 2023
- **New Employer Review:**
  - Partnerships selects the employers based on the OHS Abstract
    - Minimum size is 20 workers
    - OHS Abstract score increased from 2022 compared to 2023
  - 2024-25 Pilot with a total of 30 employers selected from 5 CPs
    - AASP, ACSA, CCSA, ESC and MHSa
  - CPs meet with the selected employers and assist them to develop their own action plans to correct deficiencies
  - Employers who do not complete their action plans may lose COR
- **Code Review:**
  - This year, the Parts on violence and harassment (Part 27), explosives (Part 33) and oil and gas wells (Part 37) were reviewed. An online survey to obtain public engagement ran between February 20, 2024, and April 2, 2024. A "What we Heard" report can be accessed [here](#).
  - Changes are proposed to Part 27 to make the requirements for violence and harassment easier to understand, improve flexibility and remove duplication.
  - Next steps for code review:
    - Cabinet Review – Fall 2024
    - Legislation Review Committee – Fall 2024
    - Ministerial Order – Fall 2024

- Changes to Code into Force – March 2025
- Refer to the [OHS Code Review Plan](#) to see which areas will be considered next. There will be future opportunities to provide feedback on OHS Code review.
- The next phase of the OHS Code Review will focus on:
  - Part 4 (Chemical Hazards, Biological Hazards and Harmful Substances);
  - Part 36 (Mining);
  - Part 40 (Utility Workers – Electrical); and
  - OELs and Technical Standards
- **October Key Dates:**
  - Global Ergonomics Month (focus: Musculoskeletal Disorders)
  - Pedestrian Safety Month (Other OHS focus: Motor vehicle incidents)
  - Small Business Month (focus: Small business)
  - Disability Employment Awareness Month (General OHS)
  - 1st week of October: Mental Health Awareness Week (focus: psychosocial)
  - Oct 1: Day of Older Persons (focus: Older workers)
  - Oct 10: World Mental Health Day (focus: psychosocial hazards)
  - This year's official theme of World Mental Health Day is 'It is Time to Prioritize Mental Health in the Workplace'.
  - Oct 12: World Sight Day (General OHS)
  - 3rd week of October: BDC Small business week (focus: Small business)
- **November Key Dates:**
  - Nov-March: Winter Weather (focus: slips, trips and falls)
  - Fall Prevention Month (focus: slips, trips and falls)
  - Family Violence Prevention Month (focus: psychosocial hazards)
  - Movember, Men's Health, men's mental health (focus: psychosocial hazards)
  - National Domestic Violence Awareness Month (focus: psychosocial hazards)
  - 1st week in November: National Senior Safety Week (focus: Older workers)
  - Nov 23 Small Business Saturday (focus: Small business)
  - Nov 23-Dec 26 Holiday Shopping Time (focus: Small business, Precarious workers)
  - Nov 24-30 National Addictions Awareness Week (focus: psychosocial)
  - Nov 25 International Day for the Elimination of Violence against Women (focus: psychosocial hazards)
- **Questions:**
  - A question came forward regarding Employer Review and if the program focused on COR holders and Katherine let the group know that the Employer Review program focused on COR holders only.
  - A question was asked about how a fatality would impact the Employer Review program. It was explained that if there is a fatality then OHS officers would be working closely with that employer and that Partnerships would visit the employer for purposes of Employer Review the following year.
  - Clarification was sought regarding when updates to the code would be released and Katherine indicated spring of 2025.
  - AMHSA clarified that violence and harassment can be covered in one policy but that each has distinct requirements. The group was reminded of AMHSA's Audit

[Question Legislation Guidance](#) document that provides a quick reference on the violence and harassment requirements related to the audit questions and how to quantify within justification notes.

- A member asked if Formal Hazard Assessments are required to be in place for COR holders. Katherine replied that the legislation doesn't specify the type of hazard assessment that you need but the audit measures that you have both Formal Hazard Assessment and Site Specific Hazard Assessment. The member expressed that many potential contractors don't have formal hazard assessments. Another member agreed that they see the same issue. When they ask contractors to submit Formal Hazard Assessments they are submitting Site Specific Hazard Assessments.

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

- **2024 Auditing Guidelines:**
  - Registration Form must be completed
  - Sampling approval required
  - All validation techniques required
  - Remote or in-person data gathering
  - 12 months documentation
  - Scoring
    - Certification: minimum 80% overall and 50% in each element
    - Maintenance: minimum 60% overall
  - Deadlines
    - Action plan deliverables: **November 30**
    - Submission for COR audits: **December 1**
    - 45 days for data gathering
    - 21 days for submission from last data gathering date
- **COR Maintenance Year Option**
  - PHS: psychological health and safety audit - Element Substitution
    - Eligibility: four-year consecutive COR holder, 90% last COR Certification audit
    - Elements: can substitute any element except 1,2, or 3.
    - Scoring: PHS overall replaces substituted element score
    - Application: email audits@amhsa.net
    - Three levels, Excel only. Also available as stand-alone audit.
    - *2025 - working on integration into Excel audit tool.*
- **2025 News**
  - Training - PHS Supplements
  - Consultant auditor process change
    - Qual audit required for those certified by other CPs
  - Auditor performance management
    - Process, decision tree
  - CopyCat Reader
    - QA boilerplating/templating screening

- Credly Badges
  - Certified Auditors
- Employer Engagement
- **Auditor Updates:**
  - Where to find auditor updates on website
- **AMHSA Forum**
  - Reminder to sign up and participate in AMHSA's Forum for Health and Safety Advisors.
- **Complexity Based Scalable Audit Working Group:**
  - Instrument prototype: Nov 2024
  - Prototype pilot: Dec 2025
  - Engagement Sessions: March – April 2026
  - Planning, standards, training: 2027
  - Go live: 2028
  - Currently 7 elements that encompass what we know as 10
- **Upcoming Training:**
  - Health and Safety Management Systems
    - February 4-5, March 4-5
  - Health and Safety Auditing
    - February 18-20, March 18-20
  - Audit Refresher
    - February 27, March 27
  - Email [safety@amhsa.net](mailto:safety@amhsa.net) to register
- **Contacts:**
  - [audits@amhsa.net](mailto:audits@amhsa.net)
  - [shannon@amhsa.net](mailto:shannon@amhsa.net) 780-691-6449
  - [jessica@amhsa.net](mailto:jessica@amhsa.net) 780-965-4601
  - [juliet@amhsa.net](mailto:juliet@amhsa.net) 587-952-2268 ext 324

A member asked what tabs to use in the audit workbook to record interviews for the method they choose (paper or electronic recording of responses). AMHSA indicated that for recording electronic interviews you need to change the source on the interview summary tab to "interview Record" and then use the interview record tab to record interview responses electronically. The benefit of this method is that your interview responses auto populate to the audit tool.

If you prefer to record your interview responses on paper then you change the source on the interview summary tab to "interview summary". You can then print the interview questions out from the auditor [resources section](#) of AMHSA's website. Once you are done recording interview responses on paper you enter the interview results into the interview summary tab. The scores for the interview questions will auto populate within the audit tool but you will have to reference your paper notes to write your justification notes within the audit tool.

A member asked if they could complete the regular COR audit in a maintenance year and then decide which element they will substitute for the PHS audit. AMHSA let everyone know that the

element that will be substituted has to be chosen and approved by AMHSA within the pre-audit planning phase.

A member shared that they no longer have a list of other municipal H&S Advisors due to the transition from the safety advisors email to the forum. Other members agreed that they are experiencing the same gap and having these contacts is important for new safety people. AMHSA committed to look into the development of a directory for member use within the forum expressing that they would have to adhere to privacy of information legislation when developing a directory. The need for this type of directory was expressed multiple times throughout the remainder of the meeting.

## 7. AMHSA Update – Juliet Goodwin

Juliet Goodwin presented the AMHSA update, including:

- **OHS Compliance Snapshot**
- **AMHSA Conference**
- **IACET** – AMHSA is now IACET accredited and is the only health and safety association in Canada to have accomplished this to date.
- **Trenching and Excavating Creative Sentencing** – AMHSA is named as a support organization in the Syncrude Creative Sentencing order for Trenching and Excavating. This is a 2-Year project, ending December 2026.
- **PHS Certificate**
- **Credly**
- **Aquatic Awareness Campaign**
- **Line of Fire Resources**



## 8. Roundtable Discussion

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

- A discussion occurred on encampments becoming a growing issue for many municipalities.
  - Encampments are ending up in parks and parks staff are refusing to do camp clean ups. They work with enforcement but still an issue.
  - In one municipality the head of parks goes out with enforcement, and they make them remove everything on the spot. Peace Officers don't go out unless a parks truck goes with them to load stuff. Weapons are confiscated before parks comes to help.
  - Another municipality recommends that parks staff not help, and they are currently looking at contracting this work out. There are fentanyl and biological hazards. If anyone knows of contractors in the province that help deal with this, please share.
  - EPS shared that they divide camps into 3 risk levels. If low risk, then Peace Officers go in and notify that they have to move and give them a deadline (usually within 2



weeks). If deemed medium or high risk, then both Peace Officers and Police Officers visit and assist with immediate removal.

- Challenges with OIS doctors providing assessments as the nearest OIS clinic would be a 2 ½ hour commute. A member let the group know that they've gone the route of hiring a private doctor that specializes in return to work. A member reminded the group that some of the OIS clinics offer [virtual appointments](#).
- Working on a safety rewards program. Another member cautioned how this is set up as it worked against their intent as there was an overabundance of points accumulated and they do not have the budget to reward staff.
- Reviewing noise management program. They are also looking at procurement for buying PPE for their officers trying to ensure that Health and Safety is first and foremost
- Trend of violence and harassment claims correlating with performance management issues. They've also had a claim of sexual harassment. They've had a situation where a manager gives constructive feedback and then the employee claims harassment. They are working with a 3<sup>rd</sup> party who will offer training to leadership.
- A question was asked if other members use trench boxes while excavating. A member indicated that they do use trench boxes when it's culvert work when you can't dig a big enough hole.
- Violence and harassment claims are increasing, and cautioned other members to still complete an internal investigation even if it's reported to RCMP and they complete an investigation. They are also working on a new competency-based training program.
- OHS officer came out and reviewed their violence and harassment policy. No orders were given.
- Tips for safety advisors new to the municipal sector were given.
- RUSA is no longer a functional association. Appreciation for this group and their contributions over the years was expressed.
- More notice should be given for the AMHSA conference next year and possibly have members involved in a planning committee.
- Incident learning shared to not have sprinkler heads installed near bay doors.
- Break ins had been occurring at landfill and gas was stolen and fires started.
- Increase of stress related leaves due to layoffs.
- Contractor Management, light truck and utility trailer training, noise testing, looking for PHS speaker for safety day.
- Violence and harassment in relation to visiting residences, temporary worksite inspection roll out, hearing conservation and noise management.
- Safety day held and self-defense, street drugs, violence and harassment and vandalism were some of the topics.
- It was asked if multiple tabs could be added to the excel audit workbook for org charts. AMHSA responded no as the workbook is protected and if it's easier to send org charts as an attachment please do so.
- A member asked the group for examples of field level hazard assessments as they are looking to update theirs.

- Feedback was given on AMHSA's PHS certificate program stating that it's good but challenging to find the time it takes to go through the program
- Members shared their wish to connect with each other on contractor management

## 9. Next Meeting and Adjournment

- April 15, 2025
- Hybrid Format
- In person host – Sturgeon County

Suggestions for future guest speakers or topics, or volunteers for health and safety moments were asked to contact Shannon.

AMHSA thanked the Town of Sylvan Lake for hosting, and presented Jenny Magnason with host gifts.

**Meeting Adjourned by Shannon Thomas 3:14 p.m.**