

Hybrid Meeting

MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	<i>Executive Director</i>
Rebecca	Chow	District of Saanich	<i>President</i>
Candice	Roffe	City of White Rock	<i>Secretary</i>
Sergio	Picco	City of Burnaby	<i>Treasurer</i>
Judith	Trottier	City of Surrey	<i>Director</i>
Nathan	Peters	City of Kelowna	<i>Director</i>
Nela	Graham	Metro Vancouver	<i>Director</i>
Magnus	Enfeldt	City of Vancouver	<i>Director</i>
Rondi	Shanks	Sunshine Coast Regional District	<i>Director</i>
Shaun	Bradley	City of Colwood	<i>Director Worker Rep</i>
Anastasia	Riabkova	City of Richmond	
Adrian	Miller	City of Campbell River	
Brenda	Lui	City of Burnaby	
Charity	Igiri	City of Pitt Meadows	
Christine	Zielke	BCMSA	
Colin	MacAskill	Regional District Kootenay Boundary	
Coreen	Wolanski	MOTI	
Dan	Smith	City of Vancouver	
Darren	Beattie	City of Prince George	
Dave	King	Vancouver Public Library	
Eric	Innes	City of Vancouver	
Eva	Kaczmarczyk	City of Richmond	
Fergus	Ogilvie	Metro Vancouver	
Jody	Hlady	City of Langley	
John	Weloy	City of Burnaby	
Justin	Chouhan	BCMSA	
Lee	Chandler	City of Burnaby	
Lee	McGillivray	City of Vancouver	
Loren	Cusator	City of Kamloops	
Maureen	Clarkson	City of Salmon Arm	
Melissa	Rombough	City of Vancouver	
Rasleen	Hans	BCMSA	
Rick	Newlove	Peace River Regional District	
Robert	Ingraham	Capital Regional District	
Sam	Chauhan	City of Surrey	
Sara	Negrin	City of Fort St John	
Steevie	Dhesi	City of Vancouver	
Tracy	Wynnyk	MOTI	

RGM MEETING MINUTES

June 3, 2022

Guests

Jaret	Swanson	WorkSafeBC
Richard	Roberts	University of Alberta

The meeting opened at 9:55 am

Rebecca Chow called the meeting to order.

Additions to Agenda

No

Adoption of Previous Minutes

Jody Hlady **Moved** to adopt the June 3, 2022, Regular General Meeting Minutes, seconded by Magnus, **Carried**.

Executive Director Report

Communication

Engaging in external in person events has commenced again post covid and the BCMSA team has been engaging and advocating for the work BCMSA does. Below is a listing of the events BCMSA has been or will be attending in 2022.

MLA Day	BCWWA Conference	#JAC 2022
CPHR British Columbia & Yukon	LGMA CAO Wellness Day	Western Cities HR Conference
What If One Safety Forum	FCABC Conference & Tradeshow	
CRD Safety Day	LGMA Conference & Tradeshow	
BCRPA Conference & Tradeshow	EOCP Conference & Tradeshow	
BCFTOA Conference & Tradeshow	UBCM Conference - tentative	

Updated program information marketing material has been developed as well as new strategic initiative safety poster giveaways for our tradeshow booth. The team is also using a digital mailing list signup kiosk to increase our outreach footprint in BC. The new material better reflects our current programming offerings.

PWABC/BCMSA 2022/2023 Contract

A contract for 2022 and 2023 between PWABC and BCMSA has been signed as well as the contracts for this year's event including the venue contract and event planner contract. The call for presentations is currently open and will close June 7, 2022. We are looking for sponsorship and exhibitors to enhance the conference, please let us know if you have made connections with a sponsor or exhibitor that you think is appropriate for the event. Room commitments are smaller than previous years as our estimate was conservative.

Annual Report

The 2021 Annual Report is now complete and available for download on our website and hyperlinked [here](#).

RFP 22-01 - eLearning

Decisions around the RFP have been delayed as our strategic partner AMSHA proposed an interesting idea to share efforts on the e-learning programs. A review of current AMSHA e-learning programs is underway.

Technology

A successful update has been completed to better present our training course information. The courses are now more appropriately displayed and can be filtered by a number of taxonomies which allow potential training users to better search for appropriate courses. In addition, a recommended course section was added to each training course page to recommend other similar courses that may interest viewers based on their training choice. A workflow review and improvement process has been underway to ensure systems support efficient delivery of programs. As such optimizations are underway with our LMS to remove redundant tasks to allow staff to keep up with increased training numbers. We are also updating our LMS program to reflect our price delivery model so it is running as best as it can before we add additional e-learning programs.

Click here to view: <https://www.bcmsa.ca/course-catalogue/>

Board of Directors SharePoint – a SharePoint site has been created to house and store documents related to the board of directors. It is broken into 3 segments, BCMSA staff and BOD shared files and BOD only files.

CPHR Accreditation

A submission for CPHR accreditation was approved for 30 of the courses offered by the BCMSA adding additional professional development value to our training programs. Thank you to those who supported the application with letters of recommendation.

Event	CPD Hours
Awareness of Mental Health	4
Contractor Safety Management	4
Due Diligence for Supervisors	4
Fatigue Management: Supervisor/H&S Committees	8
Fatigue Management: Workers	4
Hazard Identification and Risk Assessment	4
Incident Investigations	4
JOHSC Fundamentals	8
Musculoskeletal Disorder (MSD) Prevention (Industry/Field)	4
Musculoskeletal Disorder (MSD) Reduction Strategies for Supervisors	8
Office Ergonomics	4
Presentation Skills, Communication & Crew Talks	8
Prevention of Workplace Violence	4
Respectful Conduct in the Workplace	4
Responding with Respect	4
Safe and Sound: Building and Sustaining a PH&S Workplace	4
Safety Committee Member Responsibilities	4
Sonar Safety Leadership	8

Worksite Safety Inspections	4
Staying Mentally Healthy and Resilient	4
Civility & Respect in Communication and Conflict	4
Common Mental Health Issues	4
Finding Work-Life Harmony	4
Psychological Health and Safety in Your Workplace	4
Be a Psychologically Safe Leader	4
Enhance Your Emotional Intelligence & Resilience	4
Managing Mental Health Issues in the Workplace	4
Creating a Civil and Respectful Workplace Participants	4
Psychological Health and Safety for Leaders 1	4
Psychological Health and Safety for Leaders 2	4
Total CPD hours:	140

Resources

Safety Culture Survey

We have been working with the W Group to develop a Safety Culture Survey that will generate an automated executive report. The survey is a combination of the WSBC Health and Safety Culture Perception Survey and the BC Construction Safety Alliance Safety Climate Survey

(BCCSA). The BCCSA survey has been developed by the Health and Safety Laboratory (HSL) in the UK. The survey was designed by scientists to assess the attitudes of individuals within an organization towards health and safety issues.

The survey consists of approximately 48 questions and takes between 15-20 minutes to complete. The survey questions are categorized into 8 sections:

1. Organizational Commitment Overall
2. Health and Safety Oriented Behaviors Overall
3. Health and Safety Trust Overall
4. Usability of Procedures Overall
5. Engagement in Health and Safety Overall
6. Peer Group Attitude Overall
7. Resources of Health and Safety Overall
8. Accident and Near Miss Reporting Overall

The executive summary will identify positive and negative findings for each of the categories. The report will provide Next Steps. The next steps will have some suggestions for improving their lowest scoring questions. The suggestions will be manually inputted by Rasleen. The survey will be made available to all organizations at a small cost. After a few organizations have completed the survey, we will be able to compile data for benchmarking.

Industry Health and Safety Dashboard

Working with EHS Analytics, we have developed an industry statistics dashboard. WSBC approved the processes of pulling data from Tableau and providing it to EHS Analytics. The dashboard allows for quick collection and comparison of data. We will use this information to identify organizations who are:

1. Large sized Organizations not performing well and send out a letter of communication.
2. Medium sized Organizations not performing well and complete the initiative project with them.

Currently have:

- Sent out two letters of communication
- Completed the first engagement project
- Have sign off from another medium sized organization for the engagement project. This will take place Fall 2022.

Safety Alerts

We have recently created Safety Alerts based on incidents reported for local government through WSBC Recent Work-Related Incidents Report. The alert goes out for high-risk incidents. To date we have released three safety alerts. The purpose of the alert is to acknowledge the incident and share applicable information and resources to industry.

BCMSA Forums

Rasleen has been posting topics and resources in the forums group. She has been connecting with industry more and answering more of the health and safety questions through the forums group and email. Rasleen now is answering more of the health and safety specific questions that are sent to BCMSA. We are pleased to find that more health and safety questions are being addressed directly to Rasleen.

Program Review

Our supplementary programs are currently under review. We hope to have all the programs review work completed by the end of July.

Learning Management Partnership

As you are aware, we have partnered with BISTrainer, BCMSA LMS provider to offer a discount to municipalities looking at investing in an LMS. The partnership allows for a 20% discount, and we are happy to announce that the District of Lake Country is the first to sign on through our partnership. We have four more municipalities in discussion currently.

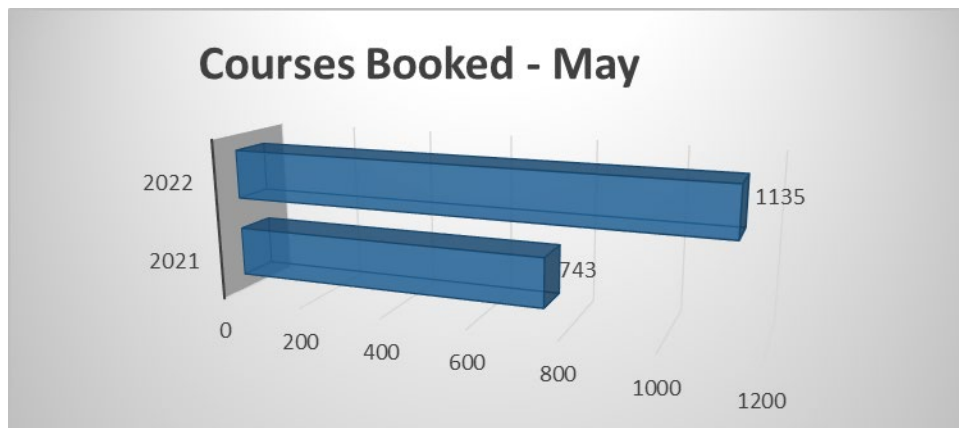
2022 Annual Needs Assessment Survey

On May 11, 2022, our annual needs assessment survey was sent out to the membership. The deadline is scheduled for June 2nd, however, will be extending it to June 10th if needed.

Manager of Audit and Training Services Report

Training

Courses Booked through May – 2021 and 2022



The BCMSA has seen major growth in courses booked in 2022. Overall, there is an 53% increase in courses booked thus far in comparison to 2021 and virtual training continues to be the training method of choice for our core safety courses in our SSCP.

Note: total courses booked in 2021 1240

PH&S Certificate Program

The PH&S courses continue to be in high demand and the feedback remains excellent. Because of this, the BCMSA booked virtual sessions for the Employee, Manager and Senior Leader certificates in June and September of this year. If you are interested in this training, register on the BCMSA website.

Resilient Minds for Firefighters – Train the Trainer

The BCMSA has run two Train the Trainer workshops thus far in 2022.

- Delta Fire – April 27-30, 2022
- Lions Bay Fire – May 30-June 1, 2022

The BCMSA will also run an open enrollment session at their Langley office in September of 2022. We would be able to host this training as long as we can meet the minimum numbers of 12 students for the session.

Performance Reviews

Justin conducted performance reviews for all staff within the Training and Auditing portfolios for 2022.

COR

COR Audit Tool

Unfortunately, the BCMSA received information that their COR Audit Tool developed by E-Compliance would be discontinued at the end of 2021. There was no warning regarding the tool in previous year and this created grave challenges for the Association as they had not budgeted or planned for these changes.

However:

- The BCMSA was able to move forward with AuditSoft and plan to develop a similar tool with advancements but no changes to the COR questions itself
- The tool will provide a more user-friendly model and will mirror the old audit tool. However, the interface will look different than the previous tool.
- The BCMSA will meet with COR-TAC in late June to review and update problematic/redundant guidelines to improve the COR Audit
- BCMSA will train existing auditors (both External and Internal) on the new audit tool. For training, Justin will set up virtual training sessions (approximately 1 hour each) for auditors. The organizations conducted audits in September will be targeted first.

Internal Auditor Training

The BCMSA ran its 2nd Internal Auditor training of 2022 for the Educational Facility Managers Association (School Districts across BC) in Penticton, BC for 13 students from the School District sector.

WorkSafe BC Report

Public Admin CU claim numbers re COVID 19 – 82 COVID claims registered in 2020 and 39 allowed. Senior retirements in WorkSafeBC. Bill 5 will have an update soon. Day of Mourning will be a hybrid event in 2022.

Update to Confine Space Regulation

Confined space regulation is with legislative counsel. Hopefully Q3 the regulation will be out for public consultation.

First Aid

Hold on as more changes to first aid are coming.

Presentations

- Dr Douglas Gross & Richard Roberts, University of Alberta: The effectiveness of Workplace Musculoskeletal Injury Risk Factor Screening Tools for Guiding Injury Prevention: A systematic review.
- WorkSafeBC: Organizational Business Plan and Divisional Priorities for 2022

Sub Committee Reports

Update in the Manager of Audit and Training Services report.

Old Business

None

Meeting adjourned at 12:30pm

Upcoming Meetings:

- September 16th (RGM)
- December 2nd (RGM)