

RGM MEETING MINUTES

October 3rd, 2022

Hybrid Meeting

MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	CEO
Rebecca	Chow	District of Saanich	President
Candice	Roffe	City of White Rock	Secretary
Sergio	Picco	City of Burnaby	Treasurer
Judith	Trottier	City of Surrey	Director
Nathan	Peters	City of Kelowna	Director
Nela	Graham	Metro Vancouver	Director
Magnus	Enfeldt	City of Vancouver	Director
Candace	Witkowski	LGMA	Director
Rondi	Shanks	Sunshine Coast Regional District	Director
Shaun	Bradley	City of Colwood	Worker Rep Director

Regrets			
Clay	Fredin	City of Vernon	Director

Justin	Chouhan	BCMSA
Sheldon	Weatherby	City of Nanaimo
John	Weloy	City of Burnaby
Charity	Igiri	City of Pitt Meadows
Daniel	York	City of Penticton
Eva	Kaczmarczyk	City of Delta
Coreen	Wolanski	BC PSA
Dan	Smith	Surrey Police Service
Ron	Enns	Metro Vancouver
Frank	Amato	District of Hope
Doug	Keir	District of North Vancouver
Lev	Hartfell	Village of Telkwa
Miriam	Bougie	Resort Municipality of Whistler
Sarah	Josefson	City of Kelowna
Jennie	Small	District of Squamish
Rick	Newlove	Peace River Regional District

Guests

None

The meeting opened at 3:02 pm

Rebecca Chow called the meeting to order.

Additions to Agenda

No

Adoption of Previous Minutes

Rebecca Chow **Moved** to adopt the June 3, 2022, Regular General Meeting Minutes, seconded by Nathan Peters, **Carried**.

President Report

Rebecca mentioned that there have been some title changes to the staff at the BCMSA. These title changes naturally align the BCMSA with the other Health and Safety Associations in BC.

CEO Report

HR Overview

As of March 31, 2022, our accounting and payroll specialist resigned and was replaced by an external contractor. After a successful recruitment Kacie Smith was hired and started with the BCMSA on starting August 29, 2022.

A compensation review is nearing finalization for the administrative positions in the organization.

Amanda Weloy our auxiliary administrative assistant is resigning to pursue education August 31, 2022. After another successful recruitment Claudia Lenger will be joining the organization on August 8, 2022.

Strategic Initiatives

We have been working with DevCo (our strategic partner with Alberta Municipal Health and Safety Association) to enhance our strategic initiative topics. We have three initiative topics- Winter Ready, Musculoskeletal Injuries and Line of Fire. Line of Fire is one of the topics which provides an option for both safety talks and safety moments. A safety talk is presented as a word document. A safety moment provides the same context as the safety talk, but is a supplementary resource presented as a PowerPoint. We have worked with DevCo to add safety moments for both MSI and Winter Ready topics.

Safety Culture Survey

Rasleen has been working with the W Group to develop a Safety Culture Survey. The survey is now available free to all organizations until December 2023. Please contact ghan@bcmsa.ca for more information.

Industry Health and Safety Dashboard

On June 23rd we held a webinar with EHS Analytics to present the industry health and safety dashboard. We had sixty-four registrants for the webinar. Twenty-five organizations have requested access to the dashboard. We have received the 2021 yearly data and 2022 quarterly BIA report from WSBC. The dashboard will continue to be updated as we receive the updated reports from WSBC.

Letters of Communication

We have been reviewing industry organizational claims and insurance information. With board approval, We have sent out letters to organizations who have an experience rating of 30% and above. The letter identifies the organizational claims and experience rating has had a considerable increase. For large organizations, these results will have a significant impact to other organizations within the local government industry. The letter identifies organizational statistics like experience rating and base rate compared to its like sized performers who are at a significant discount. It also identifies potentially savings if they were to perform at the base rate. The objective of the letter is to work with the organization in improving workplace safety and lowering injury rate and organizational costs. A total of 21 letters were sent out.

2023 Safety Talks

Considering we are more than halfway through the year we have been preparing resources for 2023. Considering feedback from the forums group, ED-TAC, and BCMSA Survey we are prepared all the safety talks for 2023. Each month will have two safety talks available as a resource. The 2023 calendar year of topics will be available on the BCMSA page in December this year.

Program Review

We have been completing the annual review for BCMSA Supplementary Safety Programs. 4/17 programs have been updated. As we update the programs, we are informing our members through the forums group.

Webinars:

Occupational Heat Exposure

Occupational Heat Exposure Webinar-On July 13th we held a lunch and learn 30-minute webinar with Prescillia (Percy) Chua, Risk Analysis Unit Manager and Occupational Hygienist at WorkSafeBC. Percy discussed current regulatory requirements, available resources and other WorkSafeBC initiatives related to occupational heat exposure. We had a total of 105 registrants for the webinar. Webinar is available on the BCMSA website.

CMHA Webinar

On September 13th, we held a 1-hour webinar with CMHA on Burnout-Recognition and Prevention. The topic was presented by Aaryn Secker, Director of Education and Training at CMHA BC Division. Participants will learn about burnout as an occupational phenomenon. The webinar included defining a burnout, recognizing the signs, offering support for others, taking care of ourselves and reducing burnout by building a healthy culture. Webinar is available on the BCMSA website.

JOHSC Evaluation Webinar

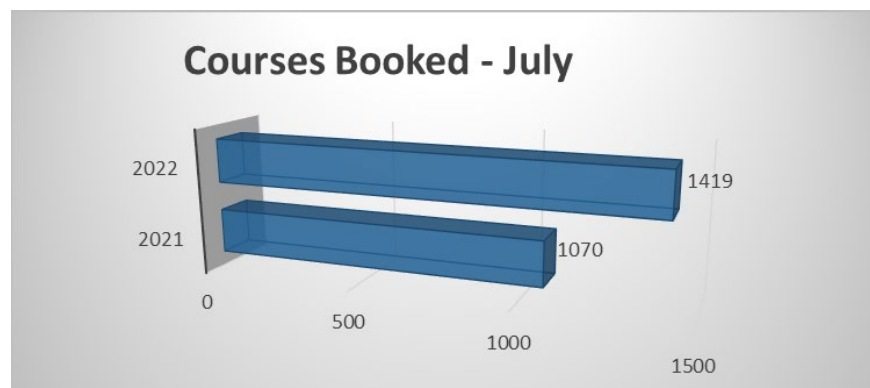
On October 27th Rasleen will hold a lunch and learn webinar on JOHSC Evaluations. The webinar will discuss regulatory requirements, purpose, who should complete the evaluation, what should be included in the evaluation and available resources and tools.

Director of Programs and Initiatives Report

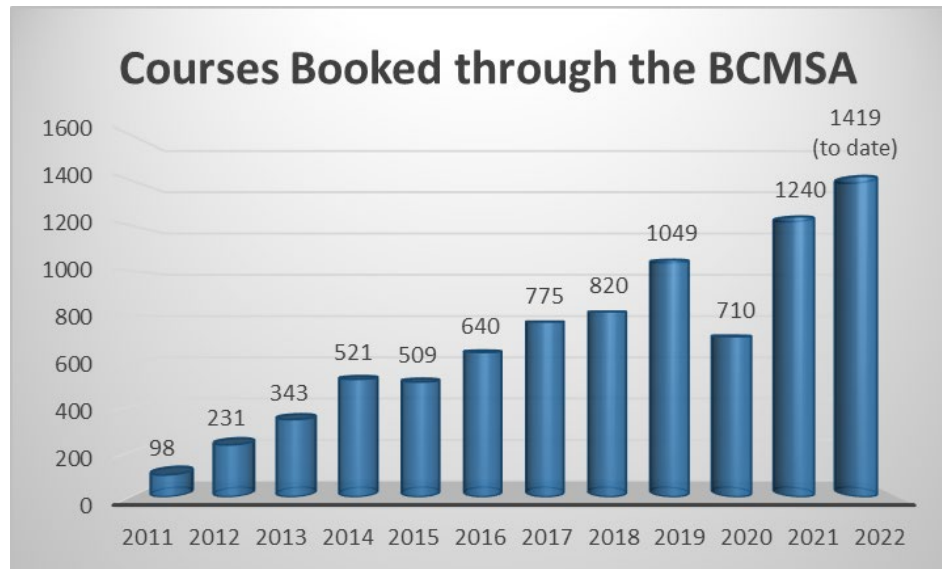
Training

Courses Booked through July – 2021 and 2022

The BCMSA has seen major growth in courses booked in 2022. Overall, there is an 33% 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. The graph below outlines the difference in total number of courses booked in July of 2021 and 2022.



Furthermore, as of July the BCMSA has already surpassed its total number of courses booked for all of 2021 making it the biggest training year for the Association till date. The graph below outlines the total number of courses booked from the year 2011-2022.



If you're looking at 2023 training, please connect as we already have over 200 courses booked for 2023.

PH&S Certificate Program

The BCMSA ran its first set of Employee and Manager Psychological Health and Safety Open Enrollment Certificate sessions in June. Students who took part in these sessions completed their entire certificate in the month of June. We had 14 students graduate from the Employee Certificate and 20 students graduate from the Manager certificate, respectively.

In Addition, the BCMSA and My Workplace Health have developed an 8-hour PH&S certificate for JOHSC training. The City of Vancouver has booked the first set of these courses in September.

SSCP E-learning courses

The BCMSA is in the process of converting their SSCP to an e-learning format. Currently, Justin and Rasleen are building 5 e-learning courses. These include:

- Due Diligence for Supervisors
- Hazard Identification and Risk Assessment
- Incident Investigations
- Worksite Safety Inspections
- MSD Reduction Strategies and Supervisors

This project is over 80% complete and on pace to be completed and released to industry in Q4.

COR Audit Tool

The BCMSA has moved forward with AuditSoft to develop a similar tool to its current 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.
- 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 conducting audits in Q1 of 2023 will be targeted first.

COR Program

On June 22nd, WorkSafeBC announced WorkSafeBC is proceeding with the next step in its gradual, phased implementation of proposed improvements to the Certificate of Recognition (COR) program after extensive consultation, research, development, and testing of a new health and safety management audit standard. As a next step, WorkSafeBC will be making minor revisions to the new health and safety management audit standard and improving implementation plan based on the results of the proof of concept. This will be a multi-year, phased approach to implementing the improvements.

The BCMSA plans to use the interim tool in 2023 while they work with WorkSafeBC to develop a finalized audit tool for 2024. Please watch for more correspondence coming for the fall training sessions.

Internal Auditor Training

The BCMSA is running its 3rd Internal Auditor training of 2022 on October 18-19 at the BCMSA office. The session will be run both in-person and virtually.

WorkSafe BC Report

- None

Presentations

- None

Sub Committee Reports

Covered in the Director of Programs and Initiatives report.

Round Table

- Daniel York (City of Penticton) – Penticton has recently added a staff position to the health and safety division. They have also updated their Traffic Control program. Since taking the

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WorkSafeBC Disability Management training offer by WorkSafeBC and the BCMSA, they are finding great outcomes from the training and applying to the organization.

- Candace Witkowskyj (LGMA) – Recognized that this is the first Joint BCMSA/PWABC conference and is excited to attend. Candace mentioned how LGMA is promoting PH&S Certificate Programs.
- Mike Roberts (BCMSA) – Touched base on the Occupational Awareness Training for BC Fire Fighters. Launch of the training will be April 1st, 2023. Training will be available for all individuals in the fire services including dispatchers and city staff managing disability claims.

Meeting adjourned at 9:39 am.

Upcoming Meetings for 2022:

- December 2nd (RGM)