

# NEWSLETTER

JULY 2020



## NEW COURSES

Prevention of Workplace Violence  
Respectful Conduct in the Workplace  
Every Mind Matters at Work!  
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## VIRTUAL TRAINING PLATFORM

The BCMSA is proud to announce the  
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## ON DEMAND WEBINAR

Dr. Joti Samra: Returning to Work &  
Life in the era of COVID -19 | 2





EXECUTIVE DIRECTOR

# BCMSA COVID-19 UPDATE

MIKE ROBERTS

The COVID-19 pandemic has been a dynamic and evolving situation. Looking back a mere few months ago I don't think many of us could have predicted how drastically different the workplace today would look. In a rush to accommodate our new reality we have been transitioning and re-focusing our services to support our membership throughout this time of change. We have been providing and sharing COVID-19 specific resources, hosting pandemic mental health workshops and liaising with our regulator and peers to ensure adherence to best practices for local government.

Our team has been working diligently on new ways to serve our membership. As a result, we are also proud to announce we have launched a new virtual training platform.

We now look forward to the changes ahead to ensure we can provide resources to keep you safe at work!

“

**"THANK YOU FOR YOUR  
COOPERATION AND  
SUPPORT DURING THIS  
TIME ON UNCERTAINTY"**

We will continue to monitor new developments and updates from the Office of the Provincial Medical Health Officer, the BC Centre for Disease Control, the Ministry of Health and WorkSafeBC. Please check the [bcmsa.ca](https://bcmsa.ca) website for updates.

Thank you for your cooperation and support during this time of uncertainty.

-Mike Roberts,  
Executive Director

## PANDEMIC RESOURCES

BCMSA has been working to share the latest knowledge and resources throughout our membership. See our website for access to sample pandemic exposure plans, safe work procedures, posters, risk assessments, safety talks, site/departmental safety plans and a specialty designed **COVID-19 Practical Advice and Guidelines to Ensure Safe Operations for Workers** document.

[MORE INFO](#)

### NEW!

MUNICIPAL BEST PRACTICES  
GUIDELINE: PHYSICAL  
DISTANCING IN VEHICLES





MY WORKPLACE HEALTH

## WEBINAR: RETURNING TO WORK & LIFE IN THE ERA OF COVID -19

DR. JOTI SAMRA

View our on demand webinar *Returning to Work & Life in the Era of COVID-19* delivered by Dr. Joti Samra. As Canada begins to slowly open up and lessen the restrictions on physical distancing, many people will be expected to go back to work and regular routine, requiring them to leave the comfort and safety of their house. Having to go back to work during these times can leave many with understandable and increased feelings of stress and anxiety. In this session, attendees will gain useful skills and knowledge for dealing with stress and anxiety about going back to work, and will gain knowledge about how to effectively communicate and manage their concerns – both personally and in the workplace.

[VIEW NOW](#)



## VIRTUAL TRAINING

The BCMSA is proud to announce the launch of our Virtual instructor Led Training Platform.

Same amazing content, new delivery model!

The virtual training mirrors our in-person classroom training sessions delivered by our instructors utilizing video conferencing software. This training will help our municipalities remain current with WorkSafeBC regulations and requirements.

Each of the courses offered will remain consistent with our in-class format – including curriculum, criteria, activities, length and exam.

[MORE INFO](#)



# MSI

Musculoskeletal Injury

Work Safe.  
It's your move



**Personal Risk Factors**  
Worker as a dynamic individual with controllable & uncontrollable personal risk factors.



**Contact Stress**  
Pressing muscles, tendons or elbow or hand surfaces.



**Vibration & Jarring**  
Work performed with vibration.



**Posture**  
Reaching, Twisting, Bending, Repetition & Bending.



**Force**  
Lifting, Carrying and Gripping.



**Repetition & Duration**  
Lack of variety for a long period of time.



**Cold Temperatures**  
Work performed in cold temperatures.



**Hot Temperatures**  
Work performed in hot temperatures.

## PARTNERS FOR A SAFER WORKPLACE

[MORE INFO](#)

BCMSA is proud to announce our partnership with Devco Consulting Ltd! This strategic alignment provides the most complete set of safety programs, services, information and products available for BC Municipalities today!

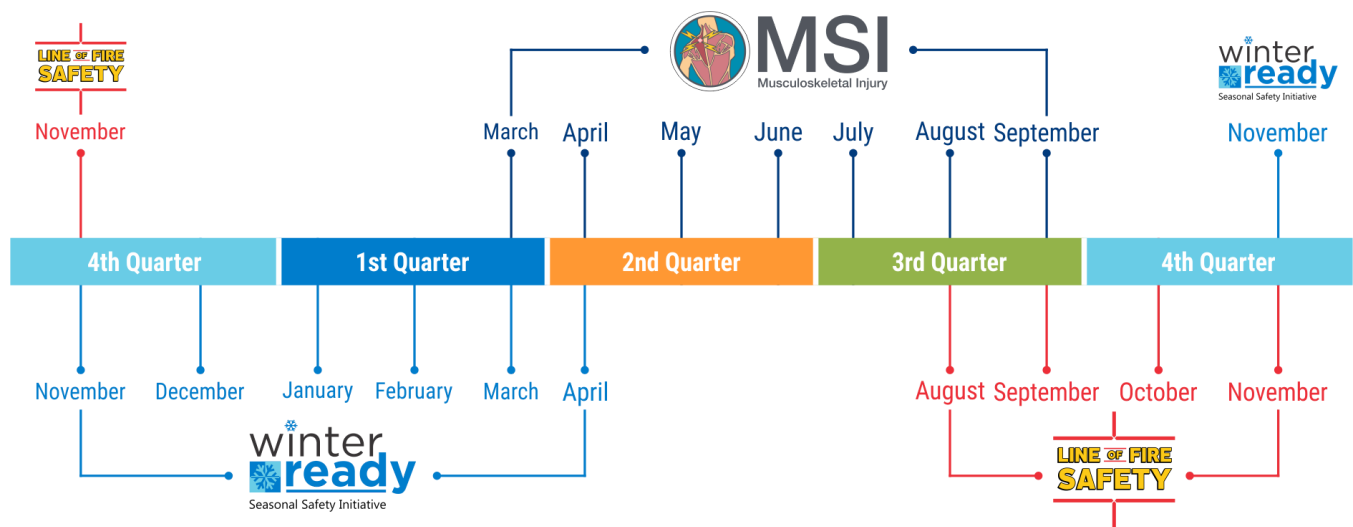
Check our our website for:

- Safety Talks,
- Safety Meeting tips and tricks
- Safety initiative resources
- Safety initiative Media kits and PowerPoint presentations
- Online store where you can purchase visual aids

**DEVCO**  
Live, work safely.

**BC MUNICIPAL SAFETY Association**

### Start your MSI Initiative now!







## MANAGER OF AUDIT AND TRAINING SERVICES

# TRAINING & COR UPDATE

*JUSTIN CHOUHAN*

The year of 2020 started off on a very promising note for the BCMSA. Within the first three months of the year, the BCMSA was on pace to exceed its 2019 record setting pace for training.

Additionally, we were able to secure an Administrative Training Coordinator position due to the growing training demands and needs of the municipal sector. The first quarter of the year also saw our vision for what future in-person training sessions at the BCMSA will look like, come to life. In February, our pilot project for integrating tablets into our training sessions commenced at the City of Langford. The training session was met with an extremely positive response by the students as it provided for a much more interactive and engaging training experience. As promised, we are working towards ensuring tablets will be integrated into all our core health and safety courses by the start of 2021.

This, of course, was prior to the COVID-19 Pandemic that we are all amid during this time. Like most organizations, COVID-19 arrived as an unexpected event

and posed several unforeseen challenges. That being said, the BCMSA was able to pivot in the right direction and make some substantial changes in our training program to support our membership. In April, the BCMSA launched their Virtual Online Training platform. The Virtual training being offered mirrors our in-person classroom training sessions where employees have the ability to access online courses remotely and interact with an instructor, via Zoom or Microsoft Teams technology. Each of the courses offered will remain consistent with our in-class format including curriculum, criteria, activities, length and exam. Furthermore, in an attempt to support municipalities across the province, the BCMSA has scheduled weekly open-enrollment virtual training for those organizations that may not have enough students to run a training session.

The Certificate of Recognition (COR) side of business for the BCMSA has been similarly exciting in 2020. Prior to the pandemic, we had five new organizations working toward

obtaining COR certification in 2020. In addition, throughout the first half of the year, the BCMSA has continued to engage with WorkSafeBC and other certifying partners in reviewing and updating the COR program. However, the COR program has faced its own set of unique challenges due to the pandemic and many audits were postponed until later in the year. Any organization applying for COR certification is required to contact the BCMSA prior to filling out their notice of audit. In addition, any organization set to conduct their maintenance audit in 2020 must complete their audit by December 31, 2020. The BCMSA will continue to provide updates and communicate all changes to the COR program to our clients as they come us.

As always, the BCMSA is here to support the municipal sector across the province of British Columbia. During the COVID-19 pandemic, the BCMSA has provided a multitude of COVID-19 resources for our membership.

Please access these resources on our website at [www.bcmsa.ca](http://www.bcmsa.ca).



## WORK TO WELLNESS

# NEW TRAINING

## EVERY MIND MATTERS AT WORK!

Through the use of structured experiences, group discussions and interactions, this dynamic, engaging and interactive session is designed to provide participants with the opportunity to increase their awareness of mental health and its potential incidence and impact in the workplace, challenge existing stereotypes of mental illness, and explore how they might better support their colleagues who are struggling with mental health issues. Additionally, participants will have an opportunity to consider their current mental health and strategies to ensure continued health and well-being in their current context.

## MANAGING MINDS AT WORK

Through the use of structured experiences, group discussions and interactions, this dynamic, engaging and interactive session is designed to add to the insights, information and capacity acquired in the prior session, Every Mind Matters at Work, and equip supervisors and managers with increased awareness of their evolving role and responsibilities related to mental health and mental health issues in the workplace. Participants will also be provided with the opportunity to acquire additional information, insights and strategies to assist them to more effectively engage with and support those struggling with mental health in the workplace.

# NEW ONLINE COURSES

In Partnership with FIORE two new online training courses have been launched. Staff can learn at their own pace with unlimited access 24/7!





NEW!

VIRTUAL TRAINING  
SCHEDULEOpen Enrollment: Get your Supervisor or Municipal  
Worker Safety Certificate in 6 weeks or less!

## UPCOMING TRAINING

[REGISTER NOW!](#)

Worksite Safety Inspections

August 26, 2020

JOHSC Fundamentals

August 26, 2020

Hazard Identification &amp; Risk Assessment

August 27, 2020

## FREE WORKSHOP



In this interactive 70-minutes unique workshop participants will reflect on how current challenges imposed by COVID-19 impact upon their professional and personal lives. The workshop will support participants to create a personalized resiliency plan to address their unique stress-points across the entire spectrum of needs: physical, emotional, cognitive, and spiritual. First 5 workshops offered at no cost!

July 7, 2020

July 9, 2020

July 14, 2020

July 21, 2020

July 23, 2020

[REGISTER NOW!](#)

## BCMSA FORUMS

Coming Soon! To replace our defunct yahoo groups 3 forums will be hosted on our website. Interact and engage with other professionals in your field and industry.

[MORE INFO](#)

WORKSAFEBC RISK ANALYSIS UNIT MANAGER

# SAFE WORK PRACTICES FOR THE WATER AND WASTE WATER SECTOR

**GORDON HARKNESS**

Many employers in the waste water treatment sector have phased out toxic process gases, however, they are still used by some municipalities and regional districts in British Columbia. Using these gases poses a significant risk to worker safety if the gases are not properly managed. Workers who are exposed to high levels of chlorine gas are at risk of immediate injuries including damage to the eyes, irreversible lung damage, and death. Exposure to ammonia can irritate or burn the skin and mucous membranes, or cause freezing injuries. Inhalation of ammonia may result in respiratory distress, unconsciousness, or death, and it's a fire and explosion hazard.

Beginning in 2020, WorkSafeBC will be reaching out to employers in water and waste water treatment to remind them of their obligations to control the risks posed by toxic process gases. This follows similar initiatives in the past three years that have focused on ice arenas, fish plants, and food manufacturing. Municipalities with ice arenas may be familiar with

these initiatives. Others will need to examine their work practices and procedures to ensure they meet current regulatory requirements.

## Understanding your role in hazard prevention

Employers have a duty to identify hazards and manage risk at their workplaces. This is often done via the joint health and safety committee. The hazards that joint committees focus on typically arise from previous incidents, close calls, or industry knowledge of hazardous activities. This is a good starting point, but some hazards in the workplace don't display themselves in the form of incidents or close calls but can still result in serious injury or death to workers. These hazards can include toxic processes gases, such as ammonia, chlorine, sulphur dioxide and ozone. When it comes to working with toxic process gases, employers have an obligation to ensure compliance with Part 5 and 6 of the Occupational Health and Safety Regulation (Sections 5.97–5.102 and 6.116–6.132). This includes the





requirement to implement exposure control plans and emergency evacuation plans.

### Keeping your facility and workers safe

If you have employees who work with toxic process gases, you must develop and implement exposure control plans and train workers and supervisors to understand and follow those plans. As an employer, it's your responsibility to regularly inspect your workplace and work equipment and ensure your safety procedures and practices are being maintained and updated when required. Key health and safety elements for the safe handling of process gases include an Exposure Control Plan. Your exposure control plan must include a risk assessment that assesses the risks posed by the gases at every stage in the process, including the initial delivery of bulk gas or gas cylinders, how the gases are stored, how the gases are used, and the end-of-life process and change out.

#### Your plan must include:

- The installation of remote shut-down devices, wherever practical, to stop the supply of gas during an accidental leak or other emergency (Section 6.126).
- An exposure control plan that includes safe work procedures for changing cylinders (Section 6.119).
- The development and implementation of safe work procedures for the safe handling of process gases (Section 6.120).
- A risk assessment and procedures for emergencies, including evacuation and rescue (Sections 5.99–5.100).

Often the best way of developing and implementing exposure control plans is forming a multi-disciplinary team of managers and workers who are familiar with the work activities and may also have insight into previous incidents and the challenges the work poses to workers. Also, it's good practice to ask other employers with similar equipment what they have done to address these

risks — this can provide insight into whether the team has overlooked something or be a benchmarking exercise to make sure they are on the right track.

### Resources to help

- You can find a number of resources at [worksafebc.com](https://worksafebc.com), including tools, publications, and regulation requirements to help you understand your obligations and how to keep your workers safe. Search for “chlorine and ammonia” on our home page and you can find these resources:
- The Preventing chlorine gas exposure at municipal pools bulletin
- OHS Guidelines G6.116 to G6.127 on Toxic Process Gases Ammonia in refrigeration systems
- Employer Information for Ice Rinks and Recreational Facilities
- Ammonia exposure during storage

### Need more information?

If you have any questions about preventing exposure to toxic process gases, please call the WorkSafeBC Prevention Information Line at 1.888.621.7233.

The logo for WorkSafe BC, featuring the words "WORK" and "SAFE" in white on a black background, and "BC" in white on an orange background.

# INTERNAL AUDITOR TRAINING

This two day course is for staff from local governments or naturally-aligned organizations who wish to learn more about how the COR audit is conducted. Participants wishing to become certified Internal Auditors must successfully complete a student audit within three (3) months. In order to maintain certification, two (2) maintenance Internal audits and seven (7) hours of approved training must be completed within 3 years of Internal Auditor Certification.

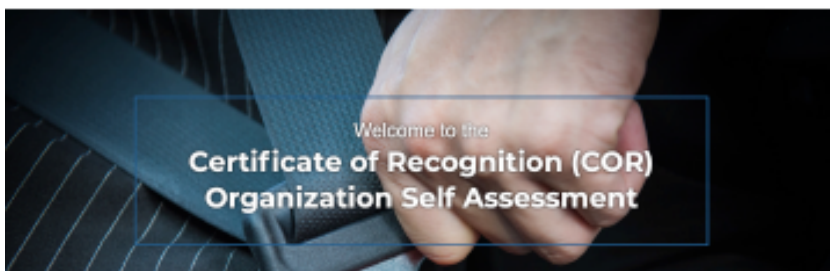
[MORE INFO](#)

## SMS TRAINING

Prerequisite for Internal Auditor Training: Safety Management Systems A Health and Safety Management System is a comprehensive in-depth approach that addresses all aspects of an organization's operations from a health and safety viewpoint and involves management and workers in a meaningful way. An organization wishing to pursue COR must have had the CAO or another manager participate in a Safety Management Systems course.

[MORE INFO](#)

## COR AUDIT TOOL



Check out our **free** interactive online self assessment for organizations to receive feedback on their readiness for a COR review. This tool can also be used as a way to assess their current Safety Management System as measured by WorkSafeBC COR Standards and Guidelines.



### ABOUT COR

The Certificate of Recognition (COR) program rewards employers who have developed and implemented safety management systems against industry based standards. It provides an opportunity for employers and safety associations to take a proactive role in promoting health and safety. Employers can reduce injuries and accidents in the workplace, reducing worker suffering and improving the workplace safety culture. Achieving and maintaining a valid COR is required for earning an annual incentive payment from WorkSafeBC.

Certificates are issued by WorkSafeBC and are co-signed by the Certifying Partner. The BCMSA is the Certifying Partner for employers in the Local Government Classification Unit and is responsible for the creation of the Local Government Audit Tools, Training and Certifying External and Internal Auditors, and overall quality assurance of the program.

Have questions or want more information?

#### Justin Chouhan

Manager of Audit & Training Services  
jchouhan@bcmsa.ca | 778-278-3435

#### Dale Seth

COR Program Administrator  
dseth@bcmsa.ca | 778-278-3435



# BC Hydro

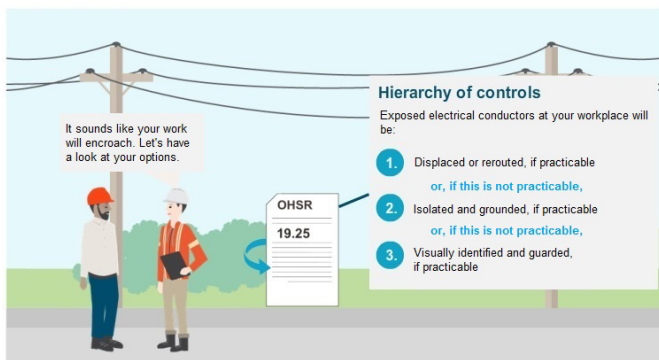
## Power smart PUBLIC SAFETY TRAINING

BC Hydro has developed a new online course, "Working with BC Hydro on WorkSafeBC's 30M33 Process", to help workers stay safe and maintain their compliance with WorkSafeBC Regulation when working near BC Hydro lines and equipment.

Last year eight members of the public made electrical contact with the BC Hydro power system while at work. WorkSafeBC Regulation contains the 30M33 "Assurance in Writing" process that workers must follow when working near conductors that are exposed or might become exposed at a workplace, and our new course will raise awareness of this process and provide these workers with an overview of the interaction that they will have with BC Hydro in areas where BC Hydro is the "owner of the power system". The course covers contact information, the hierarchy of controls, responsibilities, and timelines. Many of these workers will also benefit from our Electrical Safety Awareness Training for Trades Workers, which covers hazard recognition, the hazards of touch potential and step potential, and proper incident response.

All of BC Hydro's safety awareness courses are offered free of charge, include an exam, and generate a certificate of completion. Note that these courses are intended for awareness only and do not provide any authorization to work within the distances described by WorkSafeBC Regulation.

[www.bchydro.com/safetytraining](http://www.bchydro.com/safetytraining)



## 3RD ANNUAL JOINT CONFERENCE & TRADE SHOW POSTPONED

In an abundance of caution the PWABC and BCMSA will be postponing the Joint Annual Conference and Trade Show until 2021. The health and safety of our members, speakers, guests, and staff is our primary objective. This decision is based on the advice and recommendations from both the federal and provincial Ministries of Health and the Chief Medical Officer of Health, as well as our continued monitoring and assessment of the COVID-19 (coronavirus) situation evolving both in British Columbia and around the world. We are disappointed that this amazing event will not be able to proceed in 2020 but we are excited to announce we will host the event September 19-22, 2021 in Richmond, BC. In addition to the event in 2021 we will be looking at new and innovative ways to engage and support education and networking opportunities throughout the year. We want to give a big thank you to the generous sponsors and exhibitors that have supported us in the past. We look forward to seeing everyone there in 2021. #2021JAC! Checkout our conference website and join the conference mailing list to stay up to date on the 2021 conference.

CONFERENCE INFO

# Annual Award Nominations Open Now!



## ORGANIZATIONAL SAFETY EXCELLENCE

Objective of the Award: To recognize local governments for activities that improve experience rating, and ultimately reducing injuries, illness, disease and fatalities.

Eligibility: Any BC local government (in classification unit 753004) that demonstrates and meets the criteria of this award.

Criteria: To be eligible, an organization must meet one of the two following criteria:

The current experience rating is in a discount position with a consistent experience rating discount of -20% or more over a three-year period, or

A reduction of 20 percentage points in the past 4 years and has to be in a discount by the end of the most recent three-year period.



## SAFETY IMPROVEMENT

Objective of the Award: To recognize local governments for activities that improve experience rating, and ultimately reducing injuries, illness, disease and fatalities.

Eligibility: Any BC local government (in classification unit 753004) that demonstrates and meets the criteria of this award.

Criteria: To be eligible, an organization must meet the following criteria:

A reduction of 15 percentage points or more in the past 4 years with the current experience rating no greater than +20%



## 2020 CITY OF EXCELLENCE

A joint venture between the BCMSA, BC Common Ground Alliance, BC Construction Safety Alliance, Public Works Association of BC, Technical Safety BC, and WorkSafeBC, this award was created as a way to recognize municipalities who follow safe underground disturbance practices.

Recognizing local governments for activities that improve ground disturbance, safe excavation techniques and best practice at or around underground infrastructure, in the year previous to the award.

Who's eligible? Any BC local government that demonstrates and meets the criteria of this award.

[MORE INFO](#)

# SAFETY TALKS

Monthly safety talks researched and designed for easy delivery. One thing you can check off your to-do list today. Since 2010 we've been developing monthly crew talks that we believe are relevant to you and your workplace health and safety. Print them. Share them. Consider this your shortcut to getting the crew talk done.

[VIEW NOW](#)

## BCMSA UPDATE



**LIZ KIM**  
**ADMINISTRATIVE ASSISTANT**

*We welcome Liz Kim who recently joined the BCMSA team as an Administrative Assistant.*

**THANH VO**  
**ADMINISTRATIVE TRAINING  
COORDINATOR - ON LEAVE**

*We wish good luck to Thanh Vo as she spends the next year on parental leave.*



**ANNA STOUTLEY**  
**ADMINISTRATIVE TRAINING  
COORDINATOR - TIME STATED**

*We congratulate Anna Stoutley in her promotion to time stated Administrative Training Coordinator.*



**AMANDA WELOY**  
**ADMINISTRATIVE TRAINING  
COORDINATOR - TIME STATED**

*We welcome Amanda Weloy who is joining the BCMSA in the time stated Administrative Assistant Position.*



## MEETING DATES

Regular & Annual  
General Meeting  
September 18, 2020

Regular General  
Meeting  
December 4, 2020

[MORE INFO](#)

## STAY IN TOUCH

BC MUNICIPAL SAFETY  
ASSOCIATION

215 - 5385 216 Street  
Langley, BC V2Y 2N3

T: 778-278-3435 | [bcmsa.ca](http://bcmsa.ca)

