

Present: Dennis Harrison
Darren Cherwaty
Vivian Campbell
Natalie Horejda
Rhonice McMaster
Kelly Harrington (alternate)

Kerry Cooper
Marg Romanow
Jacquie Griffiths
Shelly McFadden (until 12:00 p.m.)
Kim Nordmarken

Regrets: Phil Germain
Graham Bachiu

CALL TO ORDER & OPENING REMARKS

Darren welcomed everyone to the September 25, 2008, meeting at the CUPE Office in Saskatoon.

ADDITIONS TO AGENDA

Discussions were held in regards to adding a WCB presentation and giving an update on the WH&S Department. The Spring Summit and insurance for HSAC members were also discussed.

Moved by Marg and seconded by Jacquie that the additions be added. Carried.

MINUTES FROM JUNE 2, 2008, MEETING

Discussion was held to approve the minutes from the June 2, 2008 meeting.

Moved by Shelly and seconded by Marg that the minutes from June 2, 2008 meeting be approved as circulated. Carried.

BUSINESS ARISING FROM MINUTES

Terms of Reference

Terms of Reference were discussed in length.

Changes that were approved are as follows:

On page 3, point E and F will now become G and H and point G and H will now become point E and F.

A co-chair signature page including the date will be added to the last page.

Under point number seven, new member orientation, it will be changed to “minutes from previous four HSAC meetings”.

Dennis will make the above changes to the Terms of Reference and send a signed copy out to all members.

Moved by Marg and seconded by Vivian to approve the Terms of Reference with the noted changes. Carried.

Update on Proposed Funding Agreement

A new revised draft has been sent to all the safety associations. There has been no change to the status of the SAHO funding agreement since the last meeting. Phil is hoping it will be done by the end of the year and all funding agreements will be in place for all safety associations by January 1, 2009. Dennis is hoping to have the final copy for the December 2008 meeting.

WH&S Strategic Plan

The following discussions were held on the WH&SS strategic plan for WCB.

A draft copy was sent to WCB for their comments and they came for clarifications on some points. Dennis will be sending the 2009 Strategic Plan with a cover letter to the Workers Compensation Board.

The strategic plan is a plan for Workplace Health and Safety Services and not for HSAC. HSAC can provide advice to Dennis but it is still his plan.

WH&SS are hoping to have an audit tool in place and to have people throughout the regions trained by next year. Training will be built around the tool, standards and best practices.

HSAC members will see a draft copy of the audit tool and will have the ability to provide input.

Dennis will try to obtain stats from Alberta in regards to their use of a safety audit tool.

The audit tool is broken down into three parts observation, documentation and interviews.

The safety directors of the health regions have been made aware that an audit tool is being developed and there has been some discussion about testing the tool in the Five Hills Health Region.

Kelly commented to not have an audit done in the Five Hills Health Region due to the return to work issues.

An audit is part of a safety management system. An audit will identify if the safety program has been implemented and if the program is functionally well and identifies areas of the program that need to be improved.

The draft audit tool will be tested in a couple of areas that have not been determined as of yet and it is not an actual audit. Members will still be interviewed but will all be made aware that an audit will take place and the reasons why.

HSAC will be given the 'draft audit tool for their review and comments. Before any internal audits will be done, the regions will be given the opportunity to train auditors which could be their OH&S committees. SAHO will develop and provide the auditor training course. All external audits and certification will be done by SAHO. In regards to the interviews, only the auditors will know the names of the people being interviewed and the executive summary of the audit that will be presented to the region will not identify who was interviewed.

A discussion was held in trying to have Chris Budzich from Proactive Safety Services to come to the next meeting and give a presentation regarding the audit tool and to answer any questions people may have. Dennis will try and arrange this for the next meeting.

It was decided to try and have a two day meeting in order to get through all the items that need to be discussed. Will start on Monday, December 1, 2008 at 1:00 p.m. to discuss the 4th quarter business and all the follow up items from the previous meeting and then meet again on Tuesday, December 2, 2008 at 8:00 a.m. and have a presentation on the audit tool from Chris and then to finish off any unfinished business. A meeting will be held in Regina. Lynette to confirm location and send out details with the minutes from meeting.

Dennis will make a change to the last page under the respond to emerging needs and regulatory changes in health and safety objective. WH&S will continue to participate with key stakeholders to understand what the concerns are.

NEW BUSINESS

iPFE

Discussions were held on iPFE and what it can all do. Everyone will be able to run their own reports, it will show where the injuries are and can be broken down into facilities and occupations. Kerry is working on this and is still in draft form and he has scheduled a meeting with SAHO's IT department and then it will be taken to Cronus to see if they can offer any suggestions. iPFE stands for Inter-face Personal Front End.

WCB Stats

A presentation on WCB stats with handouts were given to everyone. The same presentation was also given to the CEOs by Susan Antosh, except one page that was taken out as it had specific numbers for each region. Ms. Antosh offered to give all regions a breakdown if requested.

Kerry has been working with Workers Compensation Board into changing the way the data is presented and to have some of the job titles changed to meet the industry. The next quarters report will be a lot different.

Dennis and Kerry will send this information out to everyone electronically.

Members would like to have a presentation from Phil Germain with WCB on the JIC and incentive programs. Dennis will try to have Phil attend the meeting.

Workplace Health & Safety Services Update

The PI Unit has moved to the Member Relations & Communications Department and now report to the director Marj Gavigan.

Dennis's department will now be known as Workplace Health and Safety Services.

Updates were given on new staff that was hired. Alf Wieme who started in September and Brenda Robinson who will start in October.

Handouts were presented to the Council that showed a breakdown of all the training that's been done by contracted consultants and SAHO.

The meeting was adjourned.

The next meeting will take place on:

December 1, 2008 at 1:00 p.m. at the SAHO Office in Regina in the 7th Floor Boardroom.

December 2, 2008 at 8:00 – 3:00 p.m. at the SAHO Office in Regina in the 7th Floor Boardroom.

FOLLOW UP

Spring Summit	December 2008
Insurance for HSAC Members	December 2008
Funding Agreement	December 2008
Audit Tool Presentation	December 2008
Alberta Results & Audit Tool	December 2008
Draft Audit Tool	December 2008
JIC Information	December 2008
Incentive Presentation	December 2008
WCB Stats Presentation – Send out Electronically	December 2008
Terms of Reference – Copy for Darren and Marg to Sign	December 2008