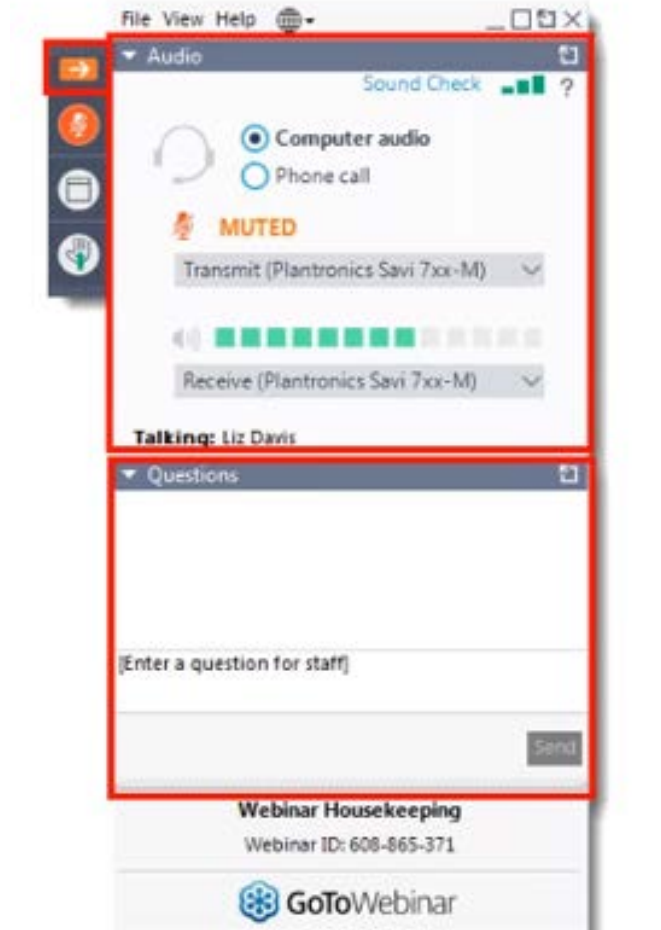


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# Returning to Work and Staying Healthy



# In the Webinar

- ✓ Moving forward in this current climate
- ✓ Provincial & Federal legislation
- ✓ What Health and Safety committees should be doing
- ✓ How we build the union
- ✓ Resources



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# Moving forward in this current climate ?

- As of May 27, 2020 Ontario has reported 292 new cases of the novel coronavirus bringing the provincial total to 26,483 cases.
- Some employers have begun reopening and governments have started to reopen the economy in phases, as such its time to begin to talk about workers safely returning to their workplaces
- The work of the Joint Health and Safety Committee and Policy Committees is to participate in those plans



# Moving forward

People with the following medical conditions have a higher risk should they develop the virus:

- ✓ Heart disease
- ✓ Hypertension (high blood pressure)
- ✓ Lung disease
- ✓ Diabetes
- ✓ Cancer
- ✓ Weakened immune systems (eg. Chemotherapy)
- ✓ Older adults

Workers in high risk groups may need specific accommodations when returning to work.



# Key Sections of the Legislations

- Employer responsibilities
- Processes
- Training
- PPE
- Right to refuse



# Employer Responsibility

*Every employer shall ensure that the health and safety at work of every person employed by the employer is protected.*

*Nothing else in any part of the Code or its regulations takes away from or diminishes this statement*



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# Specific Employer Responsibilities



- Clean facilities
- Personal Protective Equipment (PPE)
- Light, heat, ventilation





# Specific Employer Responsibilities cont'd

- Instruction, training, supervision
- Hazards are made known
- No outside danger
- Adequate training for managers



# Requirement for Health and Safety Committees

- 35 (1) For the purposes of addressing health and safety matters that apply to individual work places, and subject to this section, every employer shall, for each work place controlled by the employer at which twenty or more employees are normally employed, **establish a work place health and safety committee and**, subject to section 135.1, select and appoint its members.



# The Role of Health and Safety Committees

- 36 (1) Every employer shall, for each work place controlled by the employer at which fewer than twenty employees are normally employed or for which an employer is not required to **establish a work place committee**, appoint the person selected in accordance with subsection (2) as the health and safety representative for that work place.
- The role of the committee and representative is to advise and assist, not assume managerial responsibilities for health and safety in the workplace. ... employers respond to health and safety concerns of workers. develop health and safety policies and **safe work procedures. develop and promote education and training ...**



# Policy Health and Safety Committees

## Establishment Mandatory

134.1 (1) For the purposes of addressing health and safety matters that apply to the work, undertaking or business of an employer, every employer who normally employs directly **three hundred or more** employees shall establish a **policy health and safety committee** and, subject to section 135.1, select and appoint its members.



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# Internal Responsibility System

Internal Responsibility system is a phrase often used when referring to the workplace and policy health and safety committee and health and safety representative. In reality it goes further, and is actually the collaborative approach taken by and employer and the union (employees) to resolve health and safety concerns in the workplace or when performing work activities.

Well functioning internal responsibility systems are a valued asset for any workplace. This is why, under the Act it is a requirement for all federal workplace and work committees or health and safety representatives.



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# Provincial Legislation

## Occupational Health and Safety Act

Under section 25 of the OHSA covers the management responsibilities. The section covers equipment, material PPE. The section states the measures and procedures prescribed are carried out in the workplace;

(d) the equipment, materials and protective devices provided by the employer are used as prescribed.

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,  
(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;

(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;

(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;



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# The Role of Health and Safety and Policy Committees

- Develop
- Implement
- Monitor



# Policy Committees

## What is the purpose of the policy committee?

- The concept of corporate-wide health and safety policy committees emerged because of the need to signal to managers and employees that the leaders of the organization and of the union were serious about health and safety issues.
- The policy committee concept was given additional weight by the generally positive experiences of a number of corporations that had already established company-wide policy committees.
- The policy committee addresses issues that, because of their nature, cannot be dealt with by the local health and safety committees. This strengthens the internal responsibility system, which is a major objective of the Code. A policy committee can also ensure consistency across work sites.





# Policy Committees cont'd

## To whom does the requirement apply?

- The requirement applies to employer organizations, in both the public sector and the private sector, that normally employ 300 or more employees.
- Because of the potential of these committees to create a health and safety culture within the organization, it is hoped that employers with fewer than 300 employees will also establish joint policy committees.



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# Who sits on the policy committee?

- ✓ The policy committee consists of at least two members. The employer appoints members in accordance with the following conditions.
- ✓ Half of the members of the committee are to be employees who do not exercise managerial functions. These members are to be selected by the trade union representing the employees.
- ✓ If the employees are not members of a union, then the employees at large will select their representatives on the policy committee.



# Take a break



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# Stretch it out



# What should Health and Safety Committee be doing?

- Contact your policy committees to see what issues have been discussed if any decisions have been made with regard to office set ups
- Contact your employer Health and Safety chair and set up a meeting to consult and receive updates on office accommodations.
- Mentally survey your workplace, elevators, parking lots, washrooms, reception areas, kitchens, boardrooms. Think about what needs to be done for people to safely return to the workplace remembering that 6 feet/2 meters is still required for safety.
- Map the workplace
- Create an agenda and a time line to get agreed upon items completed.
- Regularly check in with your members to establish if they have any special requirements.



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# What should Health and Safety Committee be doing?

**Consult** on the implementation of any **changes** that may affect the health and safety of the workers.

**This is especially important now.**



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# Preventative Measures



- Eliminate hazards
- Reduce hazards
- Provide PPE
- Ensure Health and Safety of all workers



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# Tips for Health & Safety Committee Members/Representatives

- Call for an emergency meeting
- Discuss current measures being taken in the workplace
- Where measures are inadequate, address those issues
- Plan for other meetings to follow up on decisions and recommendations, as well as to stay on top of latest information and trends

**Ensure you are being consulted and are participating!**



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# More tips...

- Share information
- Get more training (if needed)
- Understand your value
- Use processes in place





# Health & Safety Committees under Provincial Jurisdiction

- Workplaces governed by provincial legislation are not required to have Policy Committees, however they may have different bodies that are responsible for development of policies, such as Human Resources.
- Provincially you will find some support under the Internal Responsibility system which speaks to problem solving and making continual improvements.

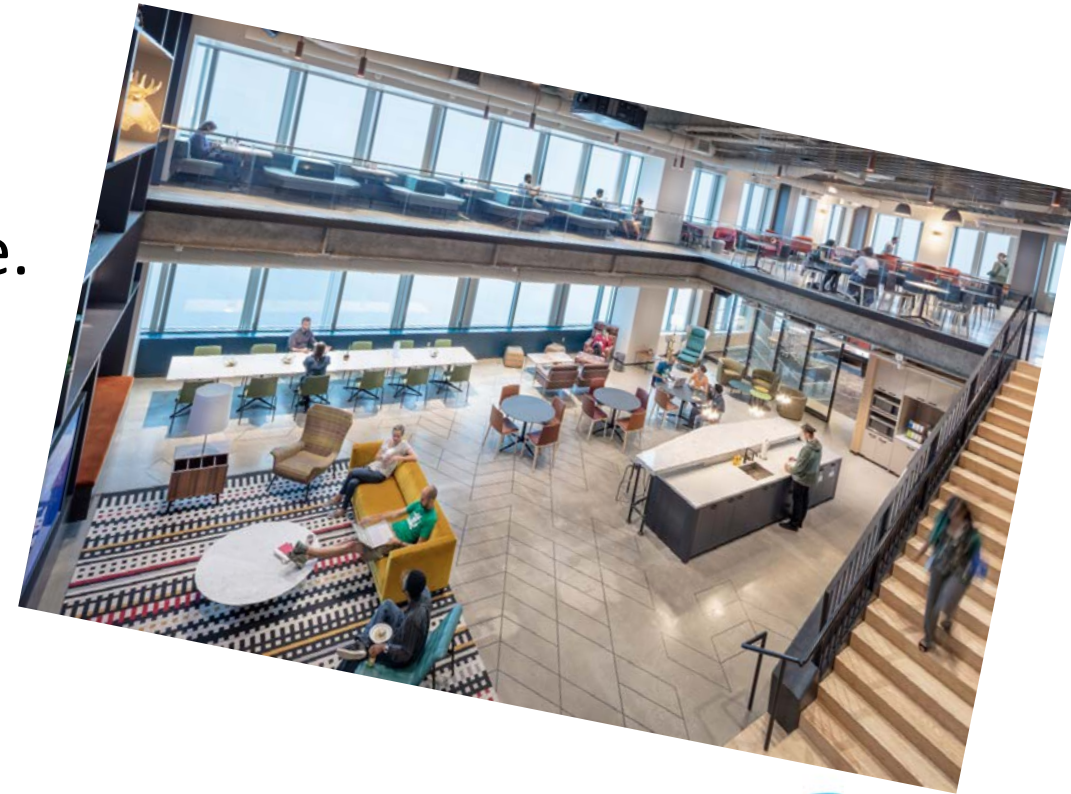


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# Mapping a return to work plan

What are some of the essential elements of a successful return to work?

- Who is in the workplace, demographics.
- How is the work normally done, i.e. shift work?
- Who is the service provided to?
- Are you in a private or public building
- How do people access the workplace?



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# Considerations

- ❑ Workers in the high risk group may need different accommodations
- ❑ Identify suitable work locations for high risk workers
- ❑ Will the employer allow staggered return times/dates?
- ❑ Hold meetings with members to keep them informed
- ❑ Identify if workers require PPE (personal protective equipment).



# Addressing the Fear of Returning to the Workplace

- Some people will be afraid to return to the workplace. The committee should be available to address the fear.
- The return to work should be planned and done over a period of time.
- Consideration needs to be given to workers that have a heightened response to returning to work.
- Communication and transparency is key in building confidence to return to work safely.



# Canadian Mental Health Association

In order to support the psychological health and safety of workers returning to the workplace, the CMHA recommends that **employers** consider the following six factors:

1. Have a plan
2. Communicate, share and be open
3. Empathize

Health and Safety **committees** should keep these in mind as well when working with employers to create a back to work plan.



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# CMHA Six Steps cont'd...

4. Reassure – as best you can
5. Understand
6. Recognize this is not quite “business as usual”



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# The Role of Our Union

**STRONGER  
TOGETHER**



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# Talking to Members

- What is the health and safety situation of your worksite?
- Are members' shifts changing?
- What are the expectations of members who are asked to work from home?
- For those working at home, have the managers put into place resources and training?
- How can I and our Union help in these times?





# Communicate

- This is the time to encourage members to reach out to their local executive.
- This is the opportunity for local executive to have fulsome discussions about members work realities.
- Ask your members what they need



# Know Your Members

Start by mapping your membership

- 1) If there are multiple worksites breakdown your membership list by worksite
- 2) Determine who the stewards are by worksite or work area
- 3) By worksite/area connect to the most social of your colleagues
- 4) Create a telephone tree
- 5) Each day reach out to 5 to 10 members and confirm their personal/home email contact.



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# Let members know...



- about Health and Safety initiatives for their worksites
- about the union structure
- what PSAC is doing to protect their rights at work
- That you value their input



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# Staying in Touch

- What PSAC is doing
- Your rights at work
- Help for workers
- How the government is supporting workers
- Mental health resources
- Get support to cope with COVID-19
- Webinars



# Connect

Instead of physical distancing – **Connect and Use;**

**Facebook** Create a local page – links and new information

**Twitter** short burst of pertinent info

**Instagram** pictures of the best cakes baked while at home or pictures of the first sign of spring on daily walks.

**Email** sending out information as needed

**Facetime** with groups of members

**Whatsapp** send information, chat by video and audio –it's free

**Zoom** For groups of people to chat or hold meetings

For example on Facebook: Federal Public Service Workers-COVID-19 Support page



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# Keep up to date

## Legislative Bodies

- Your Provincial and Municipal Health authorities
- Health Canada
- Federal Code & Regulations, or Provincial Acts and Regulations
- Guide on the Right to Refuse

## Useful Websites

[www.Ontario.PSAC.com](http://www.Ontario.PSAC.com)

[www.pzacunion.ca](http://www.pzacunion.ca)

[www.ccohs.ca](http://www.ccohs.ca)

[www.whsc.ca](http://www.whsc.ca)

[www.publichealthontario.ca](http://www.publichealthontario.ca)

[www.Canada.ca-publichealth](http://www.Canada.ca-publichealth)



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# Resources

- <https://www.njc-cnm.gc.ca/s76/d612/en> National Joint Council Occupational Health and Safety Coordinators
- <https://www.canada.ca/en/public-health.html> Public Health Agency of Canada
- <https://www.whsc.on.ca/Home> Workers Health and Safety
- [centerhttps://cmha.ca/news/6-tips-to-respond-to-employee-anxiety-about-covid-19](https://cmha.ca/news/6-tips-to-respond-to-employee-anxiety-about-covid-19) Canadian Mental Health Association
- <https://www.cbc.ca/news/business/work-return-coronavirus-employers-employees-1.5555593>





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