



**Energy, Mines and Resources (K-345)**  
**PO Box 2703, Whitehorse, Yukon Y1A 2C6**

August 15, 2019

To: Records Manager, ATIPP Act

Re: ATIPP Request A-7908 Final Response – Access Granted in Full

In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas were contacted: Human Resources

After reviewing the responsive records, the Department of Energy, Mines and Resources has decided that access will be granted in full to the 12 pages of responsive records.

Any questions regarding this response may be directed to Jenny Whitehouse, at 867.667.3097 or [jenny.whitehouse@gov.yk.ca](mailto:jenny.whitehouse@gov.yk.ca)

Jenny Whitehouse

Manager, Access and Information Management

## EMR JOINT HEALTH & SAFETY COMMITTEE (JHSC) MINUTES

Friday, April 26, 2019 @ 9:00 a.m.  
Room 1A Elijah Smith Building (ESB)

**IN ATTENDANCE:** Jim Brown–Human Resources (Chair), Matt Ball–Agriculture, Tammi Johnson–Mineral Resources, Michael Szakszon–Energy, Shaylea Sembsmoen–Strategic Alliances, Johanna Smith–Land Management, Craig Nicholson–Yukon Geological Survey and Sean Cox–Compliance Monitoring & Inspections.

**EMR Health & Safety Representative:** No one elected yet

**EMR Health and Safety Co-ordinator:** Bonita Tarr

**GUEST:** Carolyn Relf, Yukon Geological Survey (YGS)

**REGRETS:** Jeff Moore–Assessment & Abandoned Mines, Briar Young–Compliance, Monitoring & Inspections and Bethany Paul–Forest Management.

**SIGNATURES:**

**EMPLOYER CO-CHAIR:** 

**DATE:** May 22, 2019

**EMPLOYEE CO-CHAIR:** No one elected yet

**DATE:** \_\_\_\_\_

1. Roundtable introductions took place. Jim introduced Bonita to the group as the new H&S Co-ordinator for EMR.
2. Jim explained that this meetings focus was to discuss the Terms of Reference (TOR) as well as the Management Framework for this EMR – JHSC, and achieve consensus and approval if possible. May's meeting will get back on track with a formal agenda, stats, reviewing incidents, review outstanding hazards, etc.
3. Discussion took place regarding the TOR as well as the H&S Management Framework. There were suggested changes offered to the TOR and Jim will incorporate them, and then recirculate for acceptance.

**Action: Jim to incorporate TOR changes**

4. Suggestions made were to start a running list of Safety Protocols. There were also suggestions and discussion regarding sharing of safe procedures, policies and operating procedures between branches within EMR.  
i.e.: Cold Winter Driving Policy

5. The future meeting dates and times were discussed among the group and it was decided that we keep with one (1) hour meeting sessions and they would be held on the last Wednesday of the month at 9:00 am. The venue will be communicated to all when the agenda is sent out.

**Action: Jim to send outlook meeting request to group to ensure the JHSC meetings are in everyone's calendars**

6. Jim mentioned to the committee that there is a "Safety Due Diligence" course facilitated by CH&S that would be beneficial to everyone on the committee.

It was brought forward again at this meeting, that we provide more detail on the spreadsheet that Jim developed looking at the trends/incident reports for same causes, etc.

**Action: Bonita to expand the detail on the YTD incident report SS**

7. Jim advised the committee that we are trying to cover off all the branches on this JHSC (to a maximum of 12 persons) included will be two Co-Chairs, (One (1) Management and One (1) Employee) as well as a Health & Safety Representative. Paul Moore EMR's Deputy Minister has appointed the Co-chair for the Employer and it is Jim Brown – Director HR. The other Co-Chair and H&S rep must be chosen by the employees or self-volunteer. Jim will send out an email after this meeting asking for any nominations and/or volunteers for these two positions. All three of these positions are required to attend a two (2) day training course "JHSC-Education" through Yg Corporate Health & Safety.

**Action: Jim to send out email and accept nomination/volunteers for the two open positions and advise of results**

8. Jim mentioned to the committee that there will be a Partners in Safety - North American Occupational Safety & Health (NAOSH) event happening on May 8, 2019 from 11:00 am to 2:00 pm with a free BBQ being held at Shipyards park as well as safety displays and presentations.
9. Jim mentioned to the committee that Bonita is available to come out and assist with the branches monthly workplace inspection, to help train your staff or as an extra set of eyes.

Meeting concluded at 10:00 am  
Jim will Chair the next meeting.

**Next meeting: May 29, 2019**

## EMR JOINT HEALTH & SAFETY COMMITTEE (JHSC) MINUTES

**Wednesday, May 29, 201, 9:00 a.m.  
Room 3C Elijah Smith Building (ESB)**

### IN ATTENDANCE:

Jim Brown (Human Resources), Matt Ball (Agriculture), Tammi Johnson (Mineral Resources), Shaylea Sembsmoen (Strategic Alliances), Johanna Smith (Land Management), Craig Nicholson (Yukon Geological Survey), Kirk Price (Forest Management), Briar Young (Compliance, Monitoring & Inspections), and Jeff Moore (Assessment & Abandoned Mines)

### REGRETS:

Bethany Paul (Forest Management), Michael Szakszon (Energy), and Sean Cox (Compliance Monitoring & Inspections)

**EMR Health & Safety Representative:** Michael Szakszon

**EMR Health and Safety Co-ordinator:** Bonita Tarr

### GUEST(s):

None

1. Agenda adopted.

2. Outstanding items from previous minutes:

**Action: Jim to incorporate TOR changes**

Done, changes from group added to the draft document (see point 5 below)

**Action: Jim to send outlook meeting request to group to ensure the JHSC meetings are in everyone's calendars**

Done

**Action: Bonita to expand the detail on the YTD incident report SS**

Done, further conversation to continue on this report and the content (see point 8 below)

**Action: Jim to accept nomination/volunteers for the two open positions and advise of results**

Done, Tammi Johnson accepted as the Employee Co-Chair and Michael Szakszon accepted as the H&S Representative

3. Jim identified that the Rotary Wing Draft Policy had been tabled to be discussed at the Executive Team Meeting (w/c June 3) and was soliciting for comments and feedback from the JHSC. Group felt that the document is good, but could be chunked down to be more manageable and easier to maintain. Group felt that those operational branches that use

helicopters on a regular basis should have more involvement in the development and maintenance of the policy.

**Action: Jim to take this feedback to the Exec Team meeting**

4. Jim had provided some documents provided from the Corporate H&S branch on monitoring fieldworkers. Discussion around the room about the work and their value and standardizing an approach across government. Also discussed what constitutes field work – was travelling between communities field work?

5. With the changes added to the draft Terms of Reference, the group agreed to adopt the Terms of Reference.

These will be added to the existing H&S sharepoint site, as well as to the new under construction site (and as yet, hidden to the public), once we go live.

**Action: Bonita to add minutes to the SharePoint site(s)**

6. Jim discussed the work being requested by HLSC on hazard alerts, both immediate/emergent situations, as well as those where information needs to be communicated in a proper manner conveying important instructions to specific areas of government. A final draft will be available soon for information.
7. Jim highlighted the low number of workplace inspections that had been received by HR for input into Parklane.

Jim mentioned to the committee that Bonita is available to come out to assist with the branches monthly workplace inspection as it is always good to have an extra set of eyes.

8. Jim circulated the full report on 2018 incident reports. The report had more information about the nature of the incident, than when first tabled as a draft report in October 2018 (as requested by the group).

There was a debate about including "Near Miss" incidents and whether near misses should be included in the report – it would create a lot more incident reports if it was included. Discussed the level of tolerance, what is a near miss to one, is normal business to another. Group felt better to take out near miss and label them all as incidents.

**Action:** For the next meeting, we'll provide 2019 YTD stats, and continue to fine tune the report

9. Roundtable

Matt – explained what he was doing to prevent employees being locked out their vehicles, using a second set of keys.

Meeting concluded at 10:10 am

**Next meeting:** June 26, 2019

**Next Chair:** Tammi Johnson, Employee Co-Chair

**SIGNATURES:**

Employer Co-Chair:



**DATE:**

June 18, 2019

Employee Co-Chair:

 (electronic signature)

**DATE:**

June 18, 2019

## EMR JOINT HEALTH & SAFETY COMMITTEE (JHSC) MINUTES

**Wednesday, June 26, 2019, 9:00 a.m.  
Room 3A Elijah Smith Building (ESB)**

### IN ATTENDANCE:

Jim Brown (Human Resources), Tammi Johnson (Mineral Resources), Johanna Smith (Land Management), Craig Nicholson (Yukon Geological Survey), Kirk Price (Agriculture), Briar Young (Compliance, Monitoring & Inspections), Sean Cox (Compliance Monitoring & Inspections), Aldo Vaneyk (Forest Management) and Michael Szakszon (Energy),

### REGRETS:

Bethany Paul (Forest Management), Shaylea Sembsmoen (Strategic Alliances), Bonita Tarr (HR) and Jeff Moore (Assessment & Abandoned Mines).

**EMR Health & Safety Representative:** Michael Szakszon

**EMR Health and Safety Co-ordinator:** Bonita Tarr (not present)

### GUEST(s):

None

1. Agenda adopted.

2. Outstanding items from previous minutes:

**Action: Jim to take Rotor Wing Policy feedback to Exec Team Meeting to provide JHSCs feedback on policy and direction**

Done, see point 3 below

**Action: Bonita to add minutes to H&S SharePoint site(s)**

This section was under the Terms of Reference. Unclear whether minutes or TOR that should be added, but both documents added anyway

**Action: Bonita to provide 2019 YTD incident report stats**

Not completed. To be deferred to the July meeting

3. Rotor Wing Draft Policy

Jim explained the feedback he'd taken to the Exec Team Meeting and that the committee felt that there was still some work to do on this as a document (notwithstanding the good word already put into the document). Feedback from the Exec Team was that they agreed that the document should be split in two, some sort of a 'How to' document for the procurement logistics etc, and then a separate document that covers off the H&S angle, that the committee and HR would own.

Sean volunteered to lead the creation of the first draft of the H&S document.

Briar raised the issue of the constantly changing landscape in relation to procurement within YG and that perhaps the how to document should be a YG-led initiative with government wide standards, not EMR specific standards or stand alone standards.

**Action: Jim to take feedback to Corp H&S branch for discussion about YG standards  
Sean to create first draft of H&S policy on rotor wing**

4. *Interim Hazard Alert Process*

Jim had already provided the Interim Hazard Alert process document that was being taken to HSLC for their approval. Group discussed how this fits into the bigger picture of managing emergent and threats of violence against people, branches or government generally, and not replacing existing departmental processes for dealing with 'hostile clients'.

**Action: Jim to confirm with Corp H&S what the communication plan is for the process.**

5. *H&S Implementation Sub-Committee minutes*

Jim quickly discussed the minutes of the June 12 HSISC meeting, adding information and explanation where necessary

6. *Roundtable*

Jim highlighted the work coming down the pipes in relation to Psychological H&S for both YG and EMR. EMR initiatives likely to include amongst other things education, training and employee surveys. Michael and Tammi added their endorsement of the subject and offered their support to assist in the roll out of the program.

Jim thanked Briar for his time on the committee, before commencing his deferred leave (Ryan Hennings replacing him on the committee), and welcomed Kirk who was replacing Matt Ball while on his deferred leave (thanks to Matt too).

Briar enquired about the Fieldworker Monitoring drafts that were discussed at the May JHSC meeting. Apparently ENV and CS have been talking about creating a Contact Centre using the CS facility to monitor field workers.

**Action: Jim will check with Corp H&S.**

Meeting concluded at 10:00 am

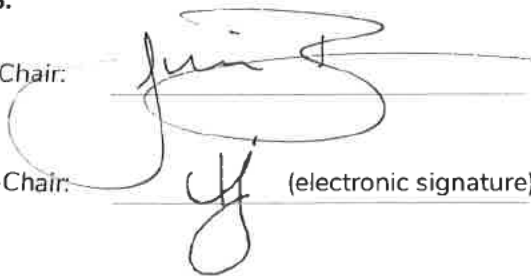


**Next meeting:** July 31, 2019

**Next Chair:** Jim Brown, Employer Co-Chair


**SIGNATURES:**

Employer Co-Chair:

A handwritten signature in black ink, appearing to be "Jim Brown", written over a horizontal line.

DATE: 26/6/19

Employee Co-Chair:

A handwritten signature in black ink, appearing to be "Jf", written over a horizontal line.  
(electronic signature)

DATE: June 26, 2019

## EMR JOINT HEALTH & SAFETY COMMITTEE (JHSC) MINUTES

**Wednesday, July 31, 2019, 9:00 a.m.  
Room 1A Elijah Smith Building (ESB)**

### IN ATTENDANCE:

Jim Brown (Human Resources), Craig Nicholson (Yukon Geological Survey), Kirk Price (Agriculture), Sean Cox (Compliance Monitoring & Inspections), Michael Szakszon (Energy), Bethany Paul (Forest Management), Shaylea Sembsmoen (Strategic Alliances), and Jeff Moore (Assessment & Abandoned Mines).

### REGRETS:

Tammi Johnson (Mineral Resources), Johanna Smith (Land Management), Bonita Tarr (HR), and Briar Young (Compliance, Monitoring & Inspections),

**EMR Health & Safety Representative:** Michael Szakszon

**EMR Health and Safety Co-ordinator:** Bonita Tarr (not present)

### GUEST(s):

Ken Schamber (Corporate H&S)

1. Agenda adopted.

2. Outstanding items from previous minutes:

**Action: Bonita to provide 2019 YTD incident report stats**

Jim provided these numbers and chart to the group. Suggested that the numbers of incidents seemed low.

**Action: a) Jim to take feedback to Corp H&S branch for discussion about YG standards**

Feedback was provided on the need for corporate rather than EMR specific requirements, no action items came from that point

**b) Sean to create first draft of H&S policy on rotor wing**

Sean has provided a first draft, which has had feedback provided on. Waiting for next iteration

**Action: Jim to confirm with Corp H&S what the communication plan is for the Interim Hazard Alert Process.**

Asked Corp H&S for update on communication plan, but advised that before we get into communications on the process, they need to undertake a privacy impact assessment first.

**Action: Jim will check with Corp H&S re using CS's EMSs control centre for monitoring field workers.**

Advised that this option will not be happening in the near future.

3. *Pets in the office/YG vehicles*

Jim had been notified of a complaint from a branch, that a contractor had concerns about dogs in the branch. The branch in question may have had a SWP in place for pets in the workplace, but it seems like it wasn't being completely followed.

Discussed the need (or otherwise) for a department guideline on pets in the workplace. It was felt that as per Corporate H&Ss SWP, there are a few reasons why it may be OK to have a pet in the workplace, but that it should not be the norm. It was agreed that individual branches would create their own SWPs if necessary, in line with CH&Ss and follow their directions within.

**Action: Branch H&S reps to ensure that if a pet SWP is in place, that the guidelines are followed in terms of reasons, approvals and communication, access on site, transporting pets in a vehicle etc.**

4. *New draft Employee Facing H&S Website*

Jim had sent around the link previously to provide access to the site. He explained the intent is to make the site employee facing, and provide a more prominent location on SharePoint so staff can easily access H&S information.

**Action: Committee members to review the site and provide feedback on look and feel and content (existing or missing content).**

5. *Workplace Inspections*

Jim highlighted that we are not getting anywhere near the amount of monthly Workplace Inspections from the branches that we should be. He asked the committee if they could think of ways of raising the completion numbers, for example, committee members being responsible for chasing down their own or other designated branches for completion.

Ken offered up training from CH&S as well as participating on inspections if needed.

**Action: Committee members to think about ways of increasing the completion numbers of inspections across the department**

6. *Winter Driving for office based staff*

Kirk raised the issue of non-field employees who may have to drive in the winter and what thresholds and standards they should follow – should they be any different to any other employee?

Based on a document from FMB and CH&Ss SWP on winter driving, Jim created a document that could act as a department SWP for driving in the winter and requested feedback from the group.

**Action: Committee to provide feedback on the draft driving for work SWP**

7. *Draft Field Safety Policy*

Jim had been asked to create a high level document on field worker safety. Based on a document from T&C, a draft has been created and circulated to the committee for feedback. There is also some work be spearheaded by CH&S on field worker monitoring which may overlap, dovetail or contradict this draft. At this stage, we are looking for feedback on the draft policy.

**Action: Committee to provide feedback on the draft Field Safety Policy document.**

8. *Supply of Epi-pens*

Beth asked about the use of epi-pens when out in the field as a way to prevent serious reactions to unknown causes. Craig confirmed that he manages that in YGS and provides pens routinely as part of the field workers kit.

**Action: Craig to write up his process for epi-pens and share around the committee**

9. *JHSC dates in summer months*

Beth noted that mid week committee meetings in the summer months is a bad time for branches with a strong field presence, and raised whether it could be moved to a Monday. The group felt it was reasonable but noted that 9am on a Monday wasn't great either.

**Action: Jim to schedule JHSC meetings for 2020 on Monday afternoons.**

10. *Roundtable*

Jim highlighted that over the coming months there will be some work being done on assessing radon levels in YG offices/EMR offices as part of year 3 of the Radon Management Guidelines. Watch this space!

Meeting concluded at 9.55 am

**Next meeting:** Aug 28, 2019

**Next Chair:** Jim Brown, Employer Co-Chair

**SIGNATURES:**

Employer Co-Chair: \_\_\_\_\_

**DATE:** \_\_\_\_\_

Employee Co-Chair: \_\_\_\_\_

**DATE:** \_\_\_\_\_