



Activity Plan

2014-17

Advisory Council
on Occupational
Health and Safety



Newfoundland
Labrador

Service NL

Chair's Message

As the Chair of the Advisory Council on Occupational Health and Safety I am very pleased to submit the Activity Plan for the Council for the fiscal years 2014-2017. This Plan is prepared in compliance with the *Transparency and Accountability Act* pursuant to which the Council has been categorized as a Category 3 government entity and which requires the Council to prepare a performance-based activity plan.

In developing this Plan, the Council has considered the strategic direction of the Minister of Service NL. The Council is accountable for the preparation of this plan and for the achievement of its objectives.

The Council is funded through the Occupational Health and Safety Branch of Service NL. The Branch operates on up to 5 per cent of the annual assessment revenue paid to the Workplace Health, Safety and Compensation Commission. Approximately \$25,000 is budgeted for the operation of the Council on a yearly basis, which would include remuneration - as per Guidelines for Rates of Remuneration for Boards, Commissions and Agencies.

Yours truly,

A handwritten signature in black ink, appearing to read 'Wayne Pardy', with a stylized flourish at the end.

Wayne Pardy
Chairperson

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Overview

The Advisory Council has 11 members, including Chairperson, Vice-Chairperson, two ex-officio positions, secretary, and the remaining membership consisting of equal representation from labour and management. Members are appointed for terms not exceeding three years, and are eligible for reappointment for not more than two consecutive terms.

Member	Representation
Mr. Wayne Pardy	Chairperson
Vacant	Vice-Chairperson
Mr. Jerome O'Keefe	Labour Representative
Mr. Mike Power	Labour Representative
Ms. Goldie Porter	Labour Representative
Mr. Bob Pike	Mgmt. Representative
Ms. Sue Anne Thistle	Mgmt. Representative
Mr. Woodrow French	Mgmt. Representative
Ms. Leslie Galway - Ex-Officio – CEO Workplace Health, Safety and Compensation Commission	
Ms. Kim Dunphy - Ex-Officio – ADM Occupational Health and Safety - Service NL	
Ms. Heather Clarke - Secretary, Manager Standards & Regulatory Review - Service NL	

Mandate

The Advisory Council on Occupational Health and Safety is established pursuant to Section 12 of the *Occupational Health and Safety Act*. The duties and responsibilities of the Council are established pursuant to Section 17 of the *Act*. They include providing advice to the Minister on the administration of the *Act* and its regulations, on occupational health and safety, and any matter relating to occupational health and safety that the Minister has referred to the Council for advice.

Values

The Advisory Council on Occupational Health and Safety is focused on improving the health and safety of all workers and workplaces in the Province. In achieving its vision, the Council has chosen to adopt the values of Service NL and will communicate these values to its stakeholders through the following action statements:

Integrity: Each individual engages in ethical behaviour and exercises the proper use of authority and responsibility.

Collaboration: Each individual supports others through communication and consultation with co-workers, industry partners and the public.

Accountability: Each individual accepts responsibility for their actions and is responsive to meeting public needs and delivering on departmental commitments in a timely, efficient and satisfactory manner.

Respect: Each individual accepts differences, embraces diversity and exercises a caring attitude in their encounters with others.

Excellence: Each individual demonstrates excellence in providing service to the public.

Primary Clients

The primary client of the Advisory Council on Occupational Health and Safety is the Minister of Service NL. Through the execution of its mandate, the Advisory Council also serves a number of stakeholders which include: employers, employees, the Occupational Health and Safety Branch of Service NL, the Workplace Health, Safety and Compensation Commission and the public at large.

Vision

The Council has adopted Service NL's vision which is as follows:

People in Newfoundland and Labrador living and working in healthy, fair and safe environments with access to efficient and responsive programs and services.

Mission

By March 31, 2017, Service NL will have enhanced program and service delivery through improved standards that promote living and working in a healthy, fair and safe environment.

The Advisory Council on Occupational Health and Safety contributes to the Department's mission by providing advice on improving occupational health and safety in the Province's workplaces.

Goal

The Advisory Council performs two functions – advising the Minister on the administration of the *Occupational Health and Safety Act* and associated regulations and making recommendations to the Minister on issues that are raised by stakeholders in relation to occupational health and safety.

Goal 1:

By March 31, 2017, the Occupational Health and Safety Advisory Council will have advised the Minister of Service NL regarding its recommendations on occupational health and safety issues and legislation.

Measure: Recommendations are provided to the Minister

Indicators:

- Recommendations made regarding various initiatives undertaken by Workplace Health, Safety and Compensation Commission.
- The Minister is advised on the Council's recommendation on the review of

the *Workplace Hazardous Materials Information System Regulations* (WHMIS).

- The Minister is advised on the Council's recommendations on the review of the *Radiation Health and Safety Act* and Regulations.

Objectives

The following objectives represent the focus of Council and include performance measurement information (i.e. measures and indicators) for monitoring and evaluating success. The Council performs two functions – advising the Minister on the administration of the *Occupational Health and Safety Act* and associated regulations and advice on any matter relating to occupational health and safety. The following objectives are designed to achieve these functions.

Objective 1: By 2015, the Advisory Council will remain informed of initiatives that have been undertaken by the Workplace Health, Safety and Compensation Commission (WHSCC) and to provide feedback or make recommendations to the Minister as required.

Measure: Mechanisms to provide feedback and to inform Minister.

Indicators:

- Meet and discuss issues a minimum of three times a year.
- Communicate with Service NL and WHSCC.
- Provide feedback to WHSCC on various initiatives as necessary.

Objective 2: By 2016, the Advisory Council will have reviewed the proposed changes to the *Workplace Hazardous Materials Information System (WHMIS) Regulations* and advised the Minister of Service NL of its recommendations.

Measure: Modernized WHMIS regulations.

Indicators:

- Proposed amendments to the WHMIS regulations reviewed.
- Review stakeholder feedback.
- Recommendations formulated.
- Recommendations submitted to the Minister.

Objective 3: By 2017, the Advisory Council will have advised the Minister of Service NL on the review of the *Radiation Health and Safety Act* and Regulations.

Measure: Advised the Minister on the review of the *Radiation Health and Safety Act* and Regulations.

Indicators:

- Proposed amendments to the *Radiation Health and Safety Act* and Regulations reviewed.
- Review stakeholder feedback.
- Recommendations formulated.
- Recommendations submitted to the Minister.



Service NL