



CCSA Newsletter | December 2019 Edition



Here's what CCSA stakeholders had to say

CCSA's mission is to empower those working in the long-term care and seniors' supportive living sectors to create safer, healthier workplaces – that's why we value what our members have to say.

In October, we invited you to participate in our Stakeholder Engagement Survey. You answered. The key findings include:

- Satisfaction with CCSA programs and services is very high.
- Cost and time are barriers.
- Improvements to COR are suggested.
- There is keen interest in CCSA's new initiatives.
- The top three Leadership Learning Series topics were: creating a culture of safety, harassment and bullying, and mental health.
- CCSA communication is well-received.

- Awareness of the CCSA is growing.

We would like to thank everyone who took part in this year's survey. Your feedback allows us to focus our efforts on the areas that matter most to you.

We'll be incorporating your feedback into our business plan for the next year. This includes, but is not limited to:

- Enhancing best practice and industry initiative information-sharing.
- Expanding access to industry relevant resources, including (but not limited to) templates, policies, procedures, etc.
- Improving CCSA's website.
- Increasing the focus on Leadership Learning forums.

Be sure to check out the [final report](#) for a complete summary of the survey results.



CCSA offering auditor training courses

Occupational Health and Safety Management Systems (OHSMS):

Basics for Auditors | Learn how to identify and assess the fundamental aspects of a company's safety program.

Edmonton

Date: Wednesday, January 8 -

Thursday, January 9, 2020

Location: Edmonton CCSA Office

[Register here](#)

Calgary

Date: Wednesday, January 22 -

Thursday, January 23, 2020

Location: Calgary, TBA

[Register here](#)

Auditor Training | Learn how to plan, conduct, complete and submit audits under the Partners in Injury Reduction (PIR) program.

Edmonton

Date: Tuesday, February 4 –
Wednesday, February 5, 2020
Location: Edmonton CCSA Office

[Register here](#)

Calgary

Date: Wednesday, February 19 –
Thursday, February 20, 2020
Location: Calgary, TBA

[Register here](#)



December is Holiday Fire Safety Month

During the winter holiday season, fire-related deaths in Alberta homes double compared to the rest of the year. Contrary to popular belief, Christmas tree fires are rare. According to the [Fire Commissioner of Alberta](#), the increase in fires is caused by heating equipment, electrical sources and candle use during the holiday season.

A house fire today can turn deadly in as little as [three minutes](#). Considering it will take the fire department seven minutes or more to respond, fire safety is critical.

We can prevent house fires by following some simple tips. [Visit the CCSA website](#) to access tip sheets, posters, videos and more resources on how you can get holiday fire safety smart this season.

CCSA releases new video

Do you know the six steps to ensuring adequate orientation and training? If not, check out the latest OHS Webinar: **OHS 101 Webinar 7 -**



Orientation, Qualification and Training.

Here, CCSA outlines the responsibilities of employers as they relate to training and orientation, obligations to other worksite parties, and the importance of keeping records.

[Watch the video here.](#)



Workplace Safety
**Certificate of
Recognition**

2019 audit season reminders

This is a reminder that all audits must have the data collection and Post Audit Meeting completed by Dec. 31, 2019. Make sure you have downloaded the most recent audit tool from [our website](#).

Please be sure to contact CCSA before you start your audit to let us know of the start date.

Auditor certification

Auditors, both internal and external, have a three-year auditor cycle. To maintain certified auditor status, auditors must adhere to the following:

Internal Auditor

- Submit two audits in a three-year certification cycle
- Achieve the 80% or better in quality assurance standards for all audits
- Receive auditor communications on an annual basis
- Adhere to the auditor code of ethics
- Attend auditor refresher session every 3 years

External Auditor

- Submit one audit for CCSA annually
- Achieve 90% or better in quality assurance standards for all audits
- Receive auditor communications on an annual basis
- Adhere to the auditor code of ethics
- Attend auditor refresher session every 3 years

How do you know what year of your auditor cycle you are in?

CCSA will be sending letters out to all certified auditors who are in their recertification year. If you receive a letter, please plan to attend the full day auditor refresher, which will take place in the fall of 2020.

Corrective Action Report (CAR)

The CAR process allows an employer to have an assessment conducted of their OHSMS using the documentation and observation questions from the CP's audit document, but without the requirement to conduct staff interviews.

The CAR is completed by a certified auditor and organizations can trial CAR if:

- The 2019 was an external year and have achieved 90% or better overall in your recertification audit.
- Are in at least year 5 of your audit cycle or more (those organizations who have newly certified in 2019 must complete maintenance audits in the first audit cycle of (year 2 and 3). After they have successfully passed year 4 recertifying audit with 90% or better, they can apply for CAR.

If you believe your site may be a good candidate for this option, please contact CCSA at COR@ab-ccsa.ca



Mental Health Phone Support Line

WCB knows workers can experience challenges when recovering from an injury. Now there is extra help for individuals who are in distress.

The Mental Health Support Line is a dedicated, toll-free phone line to provide immediate crisis counselling to injured workers when referred by WCB staff.

Through the support of Morneau Shepell's Care Access Centre representatives and counsellors, workers will be provided immediate, 24/7 crisis support and will be assessed for risk. The crisis counsellors will provide immediate support and referral to community resources as appropriate.

The support line is for workers presenting emotional issues that are the result of their injury, or are impacting their recovery process. Issues may include, but are not limited to, anxiety, depression, chronic pain, addiction issues, financial and family issues. This line provides immediate and short-term crisis support and is not intended to replace regular counselling with a psychologist. When a worker calls the line and speaks to a counsellor, the cost of the call will be billed as a claim cost similar to other contracted services.

WCB Alberta procedures

WCB Alberta has committed to posting its procedures online to ensure transparency in how they make decisions.

Following June's online poll, they understand their stakeholders' top priorities and will start the process by posting initial entitlement procedures, followed by compensation and wage loss rate setting procedures this year. You can learn more about the project and view the compiled poll results by visiting [their website here](#).

2020 premium rates released

The 2020 premium rates have been released. Learn more by visiting the [WCB website here](#).

Story ideas? Contact WCB at communications@wcb.ab.ca



Why is shoveling snow so dangerous?

Sure, shoveling snow can be more strenuous than running full throttle on a treadmill but the fact that we do it in cold weather makes it especially

hazardous, according to MetroHealth.org.



Blood pressure and heart rate spike due to exertion, while cold air constricts blood vessels and decreases the amount of oxygen received by the heart. If you have to shovel, there are things you can do to reduce the risk to your ticker.

[Learn more here.](#)



Potluck safety – is that casserole really okay to eat?

How do we know if the food at the office potluck is naughty or nice? It's a worthwhile question. One in eight people becomes sick each year from contaminated food.

Check out these dos and don'ts from the Nutrition Education Store:

- Follow the two-hour rule. Potentially hazardous foods like meat and dairy should not sit at room temperature for more than two hours. Include transportation time in your calculations.
- Don't take leftovers home. That food has probably been sitting for more than two hours at room temperature. Plus, there is potential contamination from the people passing through the buffet line.
- Don't use slow cookers to re-heat food you brought from home. They're too slow. Instead, heat the food to 165 degrees and then put it in the slow cooker.
- Provide tongs or other serving utensils, even for finger foods.

[Read the full article](#)

Mark your calendars!



December

December 1 | [World AIDS Day](#)

December 10 | [Human Rights Day](#)

December 6 | [National Day of Remembrance and Action on Violence Against Women](#)



Check out the latest courses offered by the CCSA, including:

SAFETY TRAINING

- [Auditor Training](#)
- [Hazard Assessment & Control](#)
- [HS Committee / Rep](#)
- [Incident Investigation](#)
- [Musculoskeletal Injury Prevention Combo \(SRH and MMH\)](#)
- [Musculoskeletal Injury Prevention – Manual Materials Handling \(MMH\)](#)

TRAIN-THE-TRAINER COURSES

- [Manual Materials Handling \(MMH\) Train-the-Trainer](#)
 - [Musculoskeletal Injury Prevention Train-the-Trainer Combo \(SRH & MMH\)](#)
 - [Safe Resident Handling \(SRH\) Train-the-Trainer](#)
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- [Musculoskeletal Injury Prevention – Safe Resident Handling \(SRH\)](#)
- [OHSMS: Basics for Auditors](#)
- [Root Cause Analysis In-service](#)
- [Work Site Inspections](#)
- [WHMIS](#)

SAFETY LEADERSHIP COURSES

- [Intro to Safety Leadership: Workshop 1](#)
- [Safety Leadership Basics: Workshop 2](#)
- [Driving Safety Accountability: Workshop 3](#)
- [Safety Leadership Actions: Workshop 4](#)

WORKPLACE VIOLENCE & AGGRESSION COURSES

- [Harassment and Bullying in the Workplace In-service](#)
- [Managing Workplace Violence and Aggression](#)
- [Mental Health and Wellness In-service](#)



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