



Digital Government and Service NL

# Advisory Council on Occupational Health and Safety

Annual Activity Report  
2023-2024

For more information:

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#### **REFERENCE PERIOD**

This report covers the period of April 1, 2023 through to March 31, 2024, the fiscal year of the Advisory Council on Occupational Health and Safety.

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## Chairperson's Message

As the incoming Chairperson of the Advisory Council on Occupational Health and Safety (the Advisory Council), I am pleased to submit the Annual Activity Report for 2023-2024.

This Report is prepared in compliance with the **Transparency and Accountability Act**, which requires the Advisory Council to prepare a yearly report as a Category 3 Government entity. The Advisory Council is accountable for the preparation of this Report and for the reported results.

On behalf of the members of the Advisory Council, I would like to reaffirm our commitment to working closely with all stakeholders to provide strategic advice to the Minister of Digital Government and Service NL in helping create safe and healthy workplaces throughout Newfoundland and Labrador.

Yours truly,

A handwritten signature in blue ink, reading "Yvette Coffey". The signature is written in a cursive style with a vertical line to the left of the text.

Yvette Coffey

## Overview

The Advisory Council has 11 members, including the Chairperson, Vice-Chairperson, two ex-officio positions and a secretary. The remaining membership consists of equal representation from labour and management. Members are appointed for three-year terms and are eligible for reappointment for no more than two consecutive terms. Where the term of a member expires, the member continues to serve until reappointed or replaced.

The following is a list of active members serving on the Advisory Council as of March 31, 2024:

Member	Representation
Travis White	Chairperson
Yvette Coffey	Vice-Chairperson
Kathleen King	Labour Representative
Kristy Reid	Labour Representative
Robert Richards	Labour Representative
Liz Palmera-Nunez	Management Representative
Rayna Luther	Management Representative
Randy Hart	Management Representative
Ann Martin - Ex-Officio CEO, WorkplaceNL	
K. Gail Boland - Ex-Officio ADM, Occupational Health and Safety, Digital Government and Service NL	
Heather Taylor - Secretary Manager, Standards and Regulatory Review, Digital Government and Service NL	

## **Vision**

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

## **Mandate**

The Advisory Council is established pursuant to Section 12 of the **Occupational Health and Safety Act** (the Act). The duties and responsibilities of the Advisory Council are established pursuant to Section 17 of the Act. It is the duty of the Advisory Council to advise the Minister of Digital Government and Service NL on the administration of the Act and its regulations, on occupational health and safety, and on any matter relating to occupational health and safety that the Minister has referred to the Advisory Council for its advice.

## **Budget and Expenditures**

The Advisory Council is funded through the Occupational Health and Safety Division of Digital Government and Service NL and expenses are 100 per cent recoverable through the Workers Injury Fund, with monies raised from the province's employers and through investment returns.

Approximately \$25,000 is budgeted annually for the operation of the Advisory Council, which includes reimbursements as per Treasury Board Guidelines for Rates of Remuneration for Boards, Commissions and Agencies. From this total, approximately \$3,600 is reserved for reimbursing members, \$5,500 is reserved for meeting expenses and the remainder, approximately \$15,900, is reserved for travel and per diem expenses.

The Advisory Council spent \$890 during the 2023-2024 fiscal year for reimbursement to members. There were no further expenditures.

## **Highlights and Partnerships**

The Advisory Council worked with representatives of labour and management to provide advice to government on occupational health and safety. The Advisory Council works with all key stakeholders on occupational health and safety issues as they arise, including WorkplaceNL.

## Report on Performance

This document outlines the Advisory Council's activities from April 1, 2023 to March 31, 2024, and the achievement of its objectives as outlined in the Advisory Council's 2023-2026 Activity Plan.

### Objective:

By March 31, 2024, 2025 and 2026, the Advisory Council will have advised the responsible Minister for Occupational Health and Safety.

### Indicators:

As requested, provided advice to the Minister on:

- The administration of the Act and its regulations;
- Occupational health and safety; and
- Any matter relating to occupational health and safety that the Minister has referred to the Advisory Council for advice.

### Results Achieved:

The Advisory Council met once during the 2023-2024 reporting period to consider the following matters:

- **Supervisor Training** - The final report of the [2019 Statutory Review of Newfoundland and Labrador's Worker's Compensation System](#) included a recommendation (recommendation 12.5) that mandatory, as opposed to voluntary, supervisor training (with an online option) focusing on risk identification, mitigation management and legal implications be introduced, and penalties be invoked for failure by either employers and/or supervisors to conduct and/or partake in said mandatory training. The Advisory Council



requested that the Occupational Health and Safety Division complete a jurisdictional scan and assess requirements and potential impacts of making supervisory training mandatory. The results of this scan will be presented at the next Advisory Council meeting in the 2024-2025 fiscal year.

- **Terms of Reference** - The Advisory Council reviewed its Terms of Reference and will finalize changes at the next Advisory Council meeting in the 2024-2025 fiscal year.
- **Council Membership** - The terms of two members on the Advisory Council expired in November 2022 and as per the Act, these members were not eligible for reappointment as they had already served two consecutive terms. In accordance with Section 21 of the **Public Service Commission Act**, on September 27, 2023, a request was made to the Public Service Commission to initiate a search for management and labour representatives.

## **Opportunities and Challenges:**

The Advisory Council will endeavor to stay abreast of new business, so that its advice to the Minister of Digital Government and Service NL is of high quality and value. The Advisory Council sees occupational health and safety issues as an opportunity to feed into the development and amendment of legislation and policy to ensure that government considers the varying perspectives related to occupational health and safety.

The continued harmonization of occupational health and safety requirements remains a challenge and an opportunity for the Advisory Council. Unforeseen issues can arise when industries work to align their practices with other jurisdictions.

Members must stay vigilant to ensure they are up-to-date on industry and safety developments, while also ensuring the Minister is able to receive appropriate and timely advice on how these developments may affect or provide opportunities for safety in the province.

#### Gender Based Analysis+ (GBA+)

The Advisory Council will strive to consider GBA+ factors in carrying out its duties. GBA+ considers a variety of factors and how they interact with one another. These factors include but are not limited to sex, gender, language, race, ethnicity, culture, and disability.

#### **Financial Statements:**

The Advisory Council is not required to provide financial statements.



**Digital Government and Service NL**