



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

2013 PSAC NATIONAL HEALTH AND SAFETY CONFERENCE

“MENTAL HEALTH AT WORK – WE ARE ALL AFFECTED”

January 2013

To: PSAC Locals

REGISTRATION DEADLINE (for both delegates and observers) :	Thursday, January 31, 2013 4:00 p.m. EST
RESOLUTIONS SUBMISSION DEADLINE :	Thursday, January 31, 2013 4:00 p.m. EST
CONFERENCE DATES:	April 12 to 14, 2013
CONFERENCE LOCATION:	Sheraton Hotel 1201 René-Levesque Blvd. Ouest Montréal, Québec

INTERPRETATION WILL BE PROVIDED IN THREE LANGUAGES
(English, French, Inuktitut)

This Registration Package includes the following:

- Introduction/Callout Letter
- Application Form
- Call for Resolutions

I am pleased to be sending you this Registration package for the **2013 PSAC National Health and Safety Conference**, which will be held **April 12 to 14, 2013** at the Sheraton Hotel in Montréal, Québec under the theme “**Mental Health at Work – We Are All Affected.**”

I encourage you to personally inform the members of both Policy Health and Safety Committees and/or Workplace Health and Safety Committees, Health and Safety Representatives, and/or Health and Safety activists in your Local to ensure they are made aware of this conference. Bulletin boards may not always be accessible and additional outreach is very important.

This registration package is available upon request in alternative format through the PSAC Programs Section by contacting us at 613-560-5457.

CONFERENCE OBJECTIVES

The objectives of the 2013 PSAC National Health and Safety Conference are to:

- Examine the current state of enforcement of health and safety legislation which deals with the protection of mental health in the workplace, in order to develop union-based strategies that will better protect workers.
- Strengthen the ability, knowledge and effectiveness of all PSAC activists on union and joint health and safety committees to better mobilize members around mental health issues in the workplace.
- Increase the involvement of health and safety activists in the “We Are All Affected” campaign and to join with coalitions working to defend and advance our rights.
- Better identify harassment and bullying and discuss what makes harassment and bullying both health and safety and human rights issues and propose specific preventive measures and responses that unions can take to prevent and deal with harassment and bullying in the workplace.

PARTICIPANTS

1. Delegates

PSAC members in good standing may apply to be a delegate to this Conference. Priority will be given to those union activists who are members of Policy Health and Safety Committees or Workplace Health and Safety Committees, or Health and Safety Representatives for their workplaces, or their locals/branches. The selection of delegates will take into account union and health and safety activism, as well as representation (Region, Component, language, gender, youth and other equity group representation).

Delegates will be selected by their respective Regions and Components. The delegates will be entitled to full voice and vote during the conference, including the resolutions.

Funding for Delegates:

Delegate costs to the 2013 PSAC National Health and Safety Conference will be fully covered as per the 2003 PSAC Triennial Convention decision and PSAC Travel Directive. Costs covered are as follows:

- travel costs, including ground transportation;
- hotel accommodation costs at the Sheraton Hotel in Montréal;
- loss of salary;
- per diem for meals;
- incidental costs;
- the conference registration fee of \$150.00
- child care as per the Family Care Policy;
- costs related to accessibility requirements.

2. Observers

PSAC members in good standing may also attend the Conference as observers; however, observers will be responsible for all costs associated with their participation, including:

- loss of salary and meals;
- hotel and travel arrangements and incidental costs;
- the conference registration fee of \$150.00;
- any additional accessibility needs and childcare arrangements (subject to meeting deadline requirements).

Please note that the number of observers will be limited to the space available at the Conference. They will have voice only during the discussion period after panel presentations. They may attend workshops, if space permits, but we may not be able to accommodate their 1st option. **Observers do not have the right to voice or vote during the resolutions debate.**

3. Guests

Members of the PSAC National Board of Directors are eligible to attend the Conference as guests.

SELECTION OF DELEGATES AND OBSERVERS

If you are selected as a delegate to this conference, you will be advised by email and/or telephone during the last week of February 2013. Observers will be advised at a later date.

DEADLINE TO APPLY IS:
January 31, 2013, 4:00 p.m. EST

For further information or assistance:

- Call (613) 560-5457. Leave a message and someone will get back to you within 24 working hours.
- You may also contact Michelle Rossignol, Administrative Assistant by email at conferences@psac-afpc.com
- The fax number is (613) 236-9402

I look forward to the upcoming 2013 PSAC National Health and Safety Conference and see it as an opportunity for our members to continue the important work of maintaining and improving the militancy and activism of the

Union in the struggle to improve the health and safety and working conditions of all PSAC members.

Please consult the PSAC website (www.psac-afpc.com) periodically as background conference material will be posted as soon as it becomes available.

Thank you for your cooperation and support.

In Solidarity,

Bob Jackson
AEC Officer responsible for the
2013 PSAC National Health and Safety Conference

cc: National Board of Directors
Component National Officers and Head Offices
Regional Offices
Area Councils
National Human Rights Committee (NHRC)
National Aboriginal Peoples' Circle (NAPC)
Regional Committees
Regional Council Members
PSAC Management Team



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You may **complete the registration form:**

- **on-line** on the PSAC Web site (www.psac.com) under the headlines “Events”. (Please note: **When applying on-line, you must receive a confirmation number that your application form has been received successfully. This does not guarantee your seat at the Conference. You will be notified under separate cover once delegates are selected**);
- **by fax** at (613) 236-9402;
- **by regular mail at:**
2013 PSAC National Health and Safety Conference
Public Service Alliance of Canada
Programs Section
233 Gilmour Street, Suite 901
Ottawa, Ontario K2P 0P1

**APPLICATIONS RECEIVED AFTER THE DEADLINE
WILL NOT BE ACCEPTED**

- If you have any questions with respect to the application form or the Conference, call (613) 560-5457. Please leave a message and someone will respond to your inquiry within 24 working hours.
- You may also contact Michelle Rossignol, Administrative Assistant, Programs Section by email at conferences@psac-afpc.com



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APPLICATION FORM

2013 PSAC NATIONAL HEALTH AND SAFETY CONFERENCE

“MENTAL HEALTH AT WORK – WE ARE ALL AFFECTED”

Please ensure that you answer all the questions on the registration form to avoid any delay in processing your application.

(choose only one)

I am applying as a delegate
or

I am applying as an observer

OBSERVER STATUS

If you are not selected as a delegate to the Conference, do you want to be considered as an observer to the Conference?

(Please remember that observers are individually responsible for securing all costs associated with their participation).

Yes No

PERSONAL INFORMATION

Last name: _____

First name: _____

Street address: _____

City: _____

Province:

<input type="checkbox"/> AB	<input type="checkbox"/> NS	<input type="checkbox"/> QC
<input type="checkbox"/> BC	<input type="checkbox"/> NT	<input type="checkbox"/> SK
<input type="checkbox"/> MB	<input type="checkbox"/> NU	<input type="checkbox"/> YT
<input type="checkbox"/> NB	<input type="checkbox"/> ON	
<input type="checkbox"/> NL	<input type="checkbox"/> PEI	

Postal code: _____

Work phone: _____

Home phone: _____

Other phone: _____

Fax: _____

Preferred e-mail address:

(provide the address you would like used for correspondence for this Conference)

Language:

- English
- French
- Inuktitut

PSAC Membership #:

Component or
Directly Chartered
Local:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> AGR | <input type="checkbox"/> UNDE/UEDN |
| <input type="checkbox"/> CEIU/SEIC | <input type="checkbox"/> UNE/SEN |
| <input type="checkbox"/> CIU/SDI | <input type="checkbox"/> UNW/STN |
| <input type="checkbox"/> GSU/SSG | <input type="checkbox"/> UPCE/SEPC |
| <input type="checkbox"/> NEU/SEN | <input type="checkbox"/> USGE/SESG |
| <input type="checkbox"/> NHU/SNS | <input type="checkbox"/> UTE/SEI |
| <input type="checkbox"/> NRU/SRN | <input type="checkbox"/> UVAE/SEAC |
| <input type="checkbox"/> UCTE/UCET | <input type="checkbox"/> YEU/SEY |
| <input type="checkbox"/> UEW/STE | <input type="checkbox"/> DCL/SLDC (<i>please specify</i>) |

Region:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Atlantic | <input type="checkbox"/> Ontario |
| <input type="checkbox"/> British Columbia | <input type="checkbox"/> Prairies |
| <input type="checkbox"/> National Capital Region | <input type="checkbox"/> Québec |
| <input type="checkbox"/> North | |

WORKSHOPS

Participants will take part in a workshop during the conference.

The primary objective of the workshops is to develop the Union's agenda, including various strategies in regards to the issues being discussed. Participants will be encouraged to share with the group their particular experiences and knowledge.

Please indicate your order of preference for the different workshops by marking the number of your preference in the box beside the description of the workshop: *1-first choice, 2-second choice, etc.*

Please note that

- Every attempt will be made to respect your preferences.
- You may be assigned to participate in a bilingual workshop (with simultaneous interpretation).

1. Bullying and Harassment **Choice:**

There are ongoing reports of workers being bullied or harassed in the workplace resulting in challenging occurrences for both our members suffering from consequences of these violent behaviours and towards union stewards who may be called upon to assist members who are suffering.

1
2
3

This workshop will provide an opportunity to build on the experience and knowledge of union leaders in order to better understand the issues around bullying and harassment and to equip them with shared knowledge and legal information so that they can contribute in the elimination of bullying and harassment from our workplaces.

2. Mental Health in the Workplace **Choice:**

We have witnessed a continuous increase over the past years in the number of our members who have experienced mental health conditions resulting from unhealthy workplaces. Ongoing government cuts and restructuring as well as greater austerity measures in other economic sectors have taken an additional toll on our members mental health. Members are calling their union seeking assistance. They are very anxious and worried about their future. This workshop will provide an opportunity to equip ourselves as Health and Safety Activists to work with our members when they seek assistance in the current rapidly evolving work environment. When a person experiences a mental health related condition, peers, family members, friends are all affected. In our leadership role as Union activists we can better educate ourselves and mobilize around the issue of mental health to contribute to safer workplaces.

1
2
3

3. Disability Management **Choice:**

Disability management focuses on absences from work as a result of illness, injury or disability, and on preventing the hazards that cause these absences. It is a deliberate and coordinated effort by employers to reduce the occurrence and effect of illness and injury on workforce productivity, and to promote workplace accommodation. In the past few years we have witnessed a culture shift in employer's approach towards disability management. This workshop will provide an opportunity to understand the concept of disability management. As union leaders let's identify and assess potential resources and approaches utilized by employers. It is vital that we equip ourselves with appropriate tools to proactively develop union strategies that provide adequate and timely assistance to our members in this evolving context.

1
2
3

FOCUS GROUPS:

All participants will be assigned to a focus group dealing with outstanding past occupational health and safety resolutions and recommendations that specifically dealt with mental health, bullying and harassment and violence in the workplace.

Focus group participants will have an opportunity to provide guidance on previous conference resolutions and recommendations and direct them to the 3 levels of our union: a) Locals/Branches; b) Components/DCL; c) PSAC.

Please note that

- You may be assigned to participate in a bilingual focus group (with simultaneous interpretation).

ACCOMMODATION FOR DISABILITIES

The PSAC Accommodation Policy for delegates at PSAC Conferences strives to ensure that conferences are barrier-free for **delegates with disabilities**. Once selected, members may be required to specify further their accommodation needs in order to facilitate their participation at this conference. *A separate form will be sent to selected delegates who have identified as members with disabilities requiring accommodation.*

I am a member with a disability and require accommodation.

I require that the PSAC arrange for a personal care attendant to assist me in order for me to fully participate at the Conference.

Please specify:

I require documentation in alternative media.

Please specify:

I require sound amplification.

I require a sign language interpreter.

I require an oral interpreter.

I require that the PSAC arrange for a Reader (for a person with a visually related disability) to assist me in order for me to fully participate at the Conference.

I will be using animal assistance (i.e. guide dog) at the Conference.

What are the functional limitations arising from your disability? (You are not obliged to disclose your diagnosis, only your functional limitations.)

You may be required to provide relevant medical documentation that will assist us to respond to your request. This information will not be disclosed except where necessary to respond to your request for accommodation.

SPECIAL DIETARY REQUIREMENTS OR ALLERGIES

I have dietary requirements or allergies that the PSAC should be aware of.

Please specify:

ON-SITE CHILDCARE

The objective of the PSAC Family Care Policy is to remove one of the barriers which prevents **delegates** from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available through any of the PSAC Regional Offices.

If there are any requests by delegates, on-site childcare will be provided at the conference for the activities outlined in the agenda.

I require on-site childcare.

Number of children: _____

Ages of children: _____

We will follow-up for additional information.

HOTEL ACCOMMODATION

The PSAC has reserved a block of rooms at the Sheraton Hotel, 1201 René-Levesque Blvd. Ouest, Montréal, Québec. This hotel is unionized and accessible. **Please note that the Sheraton Hotel is a 100% smoke-free environment.**

For Delegate applications only:

I require specific accommodation for my disability in my hotel room.

Please specify:

PARTICIPANT PROFILE

To ensure that the conference responds to the needs of our members, we invite you to respond to the following questions:

1. This is my first PSAC Conference.
2. I have recently attended other PSAC/Components/Directly Chartered Locals Conferences, Conventions or functions.

If yes, please specify:

3. In the last two years, I have attended a PSAC or Component education course.

If yes, what courses have you attended in the last two years?

4. I have you attended a PSAC/Component/Regional Convention.

Please specify:

5. I am a member of a Joint Policy Health and Safety Committee?

6. I am a member of a Joint Workplace Health and Safety Committee or a Health and Safety Representative?

7. *As a delegate to this Conference, could you please tell us how this experience would lead to Union action in your workplace, your Local and in your Component nationally? (in 150 words or less)*

EQUITY GROUP SELF-IDENTIFICATION

PSAC members who belong to the following groups are invited to self-identify. This information is voluntary and kept confidential and will be used for the purposes of supporting our equity initiatives and programs. Please check all that apply.

- Person with a Disability
- Aboriginal Person
- Racially Visible Person
- Woman
- GLBT
- Young Worker (under the age of 30)
- Other, please specify : _____

PSAC Equity Contact Lists

- Please add my name and contact information to one or more of our respective PSAC Equity contact lists.

Please note that this information may be shared with different structures of the union in support of our human rights work only.

Thank you for completing the registration form.

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CALL FOR RESOLUTIONS

THE DEADLINE FOR SUBMISSION OF RESOLUTIONS IS
Thursday, January 31 2013, 4:00 p.m. EST

Preparations for the 2013 PSAC National Health and Safety Conference, to be held in Montréal from April 12 to 14, 2013, are well underway.

CONFERENCE OBJECTIVES:

The objectives of the 2013 National Health and Safety Conference are:

- Examine the current state of enforcement of health and safety legislation which deals with the protection of mental health in the workplace, in order to develop union-based strategies that will better protect workers.
- Strengthen the ability, knowledge and effectiveness of all PSAC activists on union and joint health and safety committees to better mobilize members around mental health issues in the workplace.
- Increase the involvement of health and safety activists in the “We Are All Affected” campaign and to join with coalitions working to defend and advance our rights.
- Better identify harassment and bullying and discuss what makes harassment and bullying both health and safety and human rights issues and propose specific preventive measures and responses that unions can take to prevent and deal with harassment and bullying in the workplace.

The resolutions should be aimed at strengthening and improving the Union’s work on health and safety issues and at advancing our objectives.

Resolutions will be discussed, debated and voted on at the Conference and then subsequently submitted to the appropriate bodies including the next PSAC Triennial Convention in 2015.

- The traditional resolutions process will be utilized for the 2013 PSAC National Health and Safety Conference (i.e. resolutions committee, debate at the Conference).

- All PSAC constitutionally recognized bodies and union structures will be entitled to forward resolutions to the 2013 PSAC National Health and Safety Conference.
- Only five (5) resolutions per body/structure will be accepted.
- Please limit your resolution to a maximum of 150 words.
- Submitted resolutions are to be formatted in 14 point Arial font.
- Resolutions can be submitted in either the traditional or clear language format (please see the following examples of the two formats).
- Submitted resolutions should not include any special formatting such as boxes or drawings.

Should you have any questions regarding the resolutions process, please contact Jeff Bennie, the PSAC Health and Safety Program Officer by email at BennieJ@psac-afpc.com.

In Solidarity,

Bob Jackson
AEC Officer responsible for the
2013 PSAC National Health and Safety Conference

The following is a **sample resolution** reproduced in both the Traditional format and the Clear Language format:

TRADITIONAL FORMAT

TITLE: SCENT FREE POLICY
ORIGINATOR: UVAE – LOCAL 0043
LANGUAGE OF ORIGIN: E

WHEREAS employees should have the right to work in a scent free/chemical free environment and should not have to become sick at work because some of the products used by other employees are too strong and are making them ill: and

WHEREAS many employees experience severe reactions to various scented products including perfume and aftershave; and

WHEREAS not having clean air to breathe in their working environment is a Health and Safety issue; and

WHEREAS with a scent free working environment, all employees could breathe easier;

BE IT RESOLVED THAT the Federal Government of Canada establish a scent free policy for all Government Offices.

CLEAR LANGUAGE FORMAT

TITLE: SCENT FREE POLICY
ORIGINATOR: UVAE – LOCAL 0043
LANGUAGE OF ORIGIN: E

THE PROBLEM OR ISSUE:

Employees should have the right to work in a scent free/chemical free environment and should not have to become sick at work because some of the products used by other employees are too strong and are making them ill.

Many employee experience severe reactions to various scented products including perfume and aftershave.

Not having clean air to breathe in the work environment is a Health and Safety issue and with a scent free work environment, all employees could breath easier.

THE ACTION REQUESTED:

That the Federal Government of Canada establish a scent free policy for all Government Offices.