



Corporate Services, Policy and Communications Branch Management Action Plan –
2007-717 Follow-up Audit of PWGSC Compliance to Departmental Policy 078 - Workplace Emergency Evacuation Plans
December 11, 2007 - Approved by Mme Johanne Bélisle, ADM

Recommendations	OPI	Implementation Actions	Action Implementation Date(s)
1- Revise Departmental Policy 078, Workplace Emergency Evacuation Plans (April 2000), in consultation with the Treasury Board Secretariat Standard 3-1 -Standard for Fire Safety Planning and Fire Emergency Organizations, and so that it is compatible with government policy.	1-Johanne Bélisle ADM-CSPCB and Tim McGrath ADM-RPSB 2-Rick DeBenetti DG-HSSEA, Garnet Strong DG-PTSM, and Stephen Twiss DG-RMS	1-A working group has been established to review Departmental Policy 078. This working group is comprised of representatives from RPSB, and CSPCB and union officials. 2-A revised draft DP078 will then follow the policy review process that includes approval of the National Health and Safety Policy Committee and the Departmental Policy Committee.	First consultation meeting November 14, 2007. The policy review process to be completed by March 31, 2008.
2- Identify and implement requirements for corporate oversight and monitoring to ensure compliance with central agency and departmental requirements.	1-Johanne Bélisle ADM-CSPCB and Tim McGrath ADM-RPSB 2-Rick DeBenetti DG-HSSEA and Garnet Strong DG-PTSM	The accountability framework for the health and safety function in PWGSC (DP 007) establishes the oversight and monitoring elements to ensure compliance with the applicable policy, codes, standards and regulations governing fire safety. Branch/Agency Heads and RDG's, are supported by the network of health and safety committees/representatives at the national, regional and workplace levels. Employee training and education sessions,	The Accountability framework to ensure corporate oversight and monitoring will be in place by March 31, 2008



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		workplace inspections, annual fire drills, investigations, reporting and recording of all fire emergencies and false alarms will be introduced as a quarterly item on the agenda of committee meetings.	
3- Ensure that fire emergency evacuation plans, including building schematics and floor diagrams, contain all of the required information specified in Departmental Policy 078	<p>1-Tim McGrath ADM-RPSB and Johanne Bélisle ADM-CSPCB</p> <p>2-Garnet Strong DG-PTSM and Rick DeBenetti DG-HSSEA</p>	<p>1-Workplace specific (snapshot) profiles on the current status of compliance with OHS requirements are currently underway. As part of the process, follow-up will be conducted with all non-compliant issues</p> <p>2- The inclusion of building schematics and floor diagrams and all other related information will be implemented upon follow-up by RPB at the following locations where PWGSC is the major occupant:</p> <p>350 King Edward Government Conference Centre Birks Building Place du Portage</p>	<p>The 4 locations where PWGSC is the major occupant have been completed</p> <p>Follow-up on non-compliant issues will be January 31, 2008 with full compliance scheduled for March 31, 2008.</p>



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<p>4- Ensure that building fire safety plans are prepared in cooperation with the local fire department as required by Treasury Board Standard 3-1.</p>	<p>1-Johanne Bélisle ADM-CSPCB and Tim McGrath ADM-RPSB</p> <p>2-Rick DeBenetti DG-HSSEA and Garnet Strong DG-PTSM</p>	<p>CEHS, in partnership with RPSB will initiate a program to monitor and ensure availability of fire safety plan in the above noted buildings where PWGSC is the major occupying department</p>	<p>Completion status as of December 2007.</p> <p>Place du Portage - December 31, 2007</p> <p>350 King Edward - complete</p> <p>Government Conference Center - complete</p> <p>Birks Building – complete</p>
<p>5- Ensure that yearly evacuation or emergency drills are conducted and are adequately documented and reported</p>	<p>1-Johanne Bélisle ADM-CSPCB and Tim McGrath ADM-RPSB</p> <p>2-Rick DeBenetti DG-HSSEA and Garnet Strong DG-PTSM</p>	<p>1-Workplace profiles of the following locations will identify those workplaces that are not conducting regular annual fire drill (CEHS)</p> <p>350 King Edward Government of Canada Conference Center Birks Building Place du Portage</p> <p>2-Finalize Fire Drill Reporting forms and place them on ELF System and distributed during training</p>	<p>As of December, 2007, workplace profiles have been completed in all 4 locations</p> <p>Yearly fire drills have been established for: 350 King Edward (May, 2008) GoC Conference Center (July, 2008) Birks Building (Oct, 2008)</p>



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			Place du Portage (Jan, 2008) Forms to be in ELF System by December 31, 2007.
6- In consultation with the Associate Deputy Minister, Real Property Branch, ensure that specific mandatory training for fire emergency evacuation planning and fire drills are undertaken as prescribed.	1- Johanne Bélisle ADM-CSPCB and Tim McGrath ADM-RPSB 2- Rick DeBenetti DG-HSSEA and Garnett Strong DG-PTSM	CEHS will ensure that all PWGSC personnel who have some delegated responsibility for the fire safety of occupants under the fire safety plan (i.e. all members of the Building Emergency Organization) will undergo proper training RPSB will ensure that building supervisory staff (competent individuals responsible for building operations) to attend mandatory training as prescribed	Training to be provided to Building Emergency Organizations for the 4 locations below to be completed by March 31,2008 350 King Edward GoC Conference Center Birks Building Place du Portage