

Motor Safety Leaders of Regina  
Committee Meeting  
January 20, 2015  
7:00am – 8:30am  
Peg's Kitchen – 1653 Park Street REGINA

**Present**

Cervus Equipment Peterbilt, Heidi McCaskill  
Cervus Equipment Peterbilt, John Seivewright  
Redhead Equipment, Steve Karch  
Safe Saskatchewan, Genie Mintram  
Superior Propane, Dana Koch  
Warner Transportation, Ted Kleckner  
Warner Truck Industries, Patrick Normand  
Warner Truck Industries, Vicki Radons  
Wheaton Chevrolet, Brad Mund  
Young's Equipment, Dennis Bespalko

**Guests:**

Brent Lustig, City of Regina  
Connie Normand, City of Regina

**1) Welcome and Introductions**

Today's meeting was chaired by Steve Karch. Steve welcomed everyone to the meeting and asked for a round table of introductions.

**2) Additions to the Agenda**

No additions to the Agenda

**3) Introduction of Guests**

Steve welcomed today's guests, Brent Lustig and Connie Normand from the City of Regina and then provided them with a brief background of how this group came together and what we are doing. Steve asked Brent and Connie to provide their professional backgrounds, as well as their roles at the City of Regina.

**4) City of Regina Presentation**

Brent Lustig and Connie Normand are part of a specialized area in the City of Regina's human resource department, with expertise in areas such as managing WCB claims, return to work, medical information employers can request, dealing with employee's personal medical issues and accommodations, along with other HR related cases; they provided examples of some cases they have dealt with. To provide the best information for the group, Brent asked participants to each write down two questions that they would like information about. Brent and Connie led a discussion that included:

- importance of paying attention to claims
- working with WCB; different ways WCB can assist

- how to work with injured employees (on the job and away from the job), noting that maintaining appropriate contact with an injured employee brings the employee back to work five times sooner
- how to work with claims managers
- other resources/support such as external assessments
- follow-up with claims
- don't be afraid to ask questions:
  - you may request a medical form on the 5<sup>th</sup> day an employee is away
  - you may ask the nature of an illness without invasion of privacy
  - you may ask what an employee's capabilities are
  - you may request a reassessment
- try to avoid accepting scripts
- review of the Accommodations Form
- accountability for not following procedures
- fostering a respectful workplace (have policies in place e.g. anti-harassment policy)

Because there was so much to cover, Brent and Connie agreed to come back and continue the conversation at our next meeting. In the meantime, they will forward sample information about the accommodation process, medical certificate, harassment policy, return to work guidelines, consent form and respectful workplace policy. These forms/information will be forwarded to the group.

Steve thanked Brent and Connie for their presentation and confirmed their availability to attend our next meeting.

**Next Meeting**

April 21, 2015

7:00am-8:30am

Peg's Kitchen

1653 Park Street

**Meeting adjourned at 8:40 am.**