

# **Agriculture and Agri-Food Canada (AAFC)**

## **National Occupational Health and Safety Policy Committee Meeting**

Minutes of meeting held December 5, 2012  
NHCAP, Ottawa, Ontario

### **Attendees:**

#### **Employee Representatives:**

**Chair:** Gaston Mercier, PIPSC  
Mark Grimmett, PIPSC  
Glenn Miller, Agriculture Union, PSAC  
Patrick St-Georges, Agriculture Union, PSAC  
Michele Jackson (Coe), Agriculture Union, PSAC  
Milton Dyck, Agriculture Union, PSAC

#### **Management Representatives:**

Caroline Dunn, Director General, Workplace Relations, HRB  
Denis Petitclerc, A/Director General, Mixedwood Plains Ecozone, STB  
John Sharpe, Director, Integrated Planning and Reporting, STB  
Denna Dougan, Director, Integrated Services, CMB  
Catherine Walker, Director, Workplace Programs, HRB

#### **Technical Advisors:**

Kerry Piccolotto, Acting Team Lead, National OHS Program, HRB

#### **Secretariat Services:**

Christine Martel, OHS Project Officer, National OHS Program, HRB

#### **Guests:**

Shauna Guillemin, Director, Values, Ethics and Conflict Resolution, HRB  
Jan Salsberg, Team Manager, Wellness and Integrated Disability Management Program, HRB  
Marc Savard, Director of Operations, ECORC, STB  
Nathalie Ritchot, Radiation Safety Advisor, STB  
Alain Houde, Director of Operations, FRDC (St. Hyacinthe), STB

#### **Regrets:**

Ed Coulthard, R&D Director, Prairie/Boreal Plain Ecozone, STB  
Lynden Hillier, Director General, Assets Management & Capital Planning, CMB  
Rolfe Antonowitsch, PIPSC

## **1. Approval of Minutes and acceptance of Agenda**

### **a) Minutes**

- September minutes were approved by Committee with minor changes.

#### **Action<sup>1</sup>:**

- September minutes to be posted on the website.

## **2. Business arising from the Minutes**

### **a) First Aid - AEDs**

- A discussion was held regarding the current position of the Committee regarding Automated External Defibrillators (AEDs) at AAFC work sites. The position remains the same: based on the recommendation from Health Canada, and supported by the Occupational Health and Safety Unit at the Treasury Board Secretariat, AAFC does not support the acquisition of AEDs in AAFC's workplaces. The department will maintain the status quo until such time as Health Canada determines that a requirement exists and introduces a formal program throughout all federal departments. For those sites that currently have AEDs, follow ups will be conducted to ensure that local AED programs meet the Program requirements indicated by TBS.
- The National OHS Policy Committee will monitor the on-going regulatory consultations on AED use and will re-consider its position if any changes or direction should occur from TBS-OHS, Health Canada or HRSDC-Labour Program.
- Individual business cases from sites can be forwarded to the Policy Committee co-chairs for consideration after review and recommendation by the local workplace OHS Committee, but they must clearly demonstrate how they will meet the TBS requirements posted on [GCpedia](#) and provide a rationale for the purchase of the AEDs. If the Policy Committee Co-Chairs are in agreement with the business case, it will then be recommended to the Deputy Minister for final approval.

#### **Action:**

- Monitoring of current AEDs (8) to ensure they are meeting TBS guidelines is ongoing.

### **b) Review updated Risk/Hazard Registry matrix**

- Updated documents (including a version to be posted on the web) were reviewed and approved with minor changes.

#### **Action:**

- Web version of the document to be translated and posted on the website under "Tools".
- Email message to local workplace OHS committee co-chairs to be sent out early in 2013.

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<sup>1</sup> All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

### **c) Local Workplace OHS Committees – Terms of Reference/Handbook**

#### **Action:**

- Kerry and Jane to continue developing the Handbook.
- First draft of document to be presented at March meeting.

### **d) Communications Strategy**

#### **Action:**

- Coordinating with Communications and Consultation Branch (CCB) to develop a pictogram to accompany the “motto”. Updating branding materials and finalizing wording, in preparation for launch.
- Final amendments to Communication Strategy to be made following consultation with CCB (January 2013).

### **e) Competent Persons Standard – Prevention Workplace Violence Policy**

- A discussion was held regarding the development of lists of competent persons to be maintained by local OHS committees. At this time, the main internal resources are the Regional OHS Coordinators (for work outside of their normal geographic region) and Departmental Security Services personnel. In the future, external resources may become more available in larger cities as the experience and knowledge base in the area of workplace violence prevention expands.

#### **Action:**

- Communication to be sent from National OHS Committee co-chairs to local committee co-chairs regarding this standard in early in 2013.
- Message to be sent to managers AL2-4 as well by the DG of Workplace Relations.

### **f) Job Safety Analysis (JSA) Online Tool**

- Following consultation with Official Languages (OL), JSAs will be prioritized and those with higher risk will be available in both languages. The responsibility of translating the other JSA documents (including the cost of having it translated) rests with the person wanting to use the JSA.

#### **Action:**

JSAs will be prioritized and those with higher risk will be available in both languages.

### **g) Green Defensive Driving (GDD)**

#### **Action:**

- An update on changes (including new course code) will be communicated by Corporate Management Branch (CMB) to management and employees through a News@Work article prior to the end of this fiscal year.

### **h) Vehicle and Farm Equipment Training**

#### **Action:**

- The HPP Implementation Plan will be updated by end of fiscal year (per usual) and this topic will be added.

**i) WHMIS/GHS/MSDS Software**

- The Health Canada/Canadian Centre for Occupational Health and Safety (CCOHS) training was deemed as not sufficient to replace the current WHMIS training. It should be promoted, however, as an information source on the Globally Harmonized System (GHS), which will be a part of the new system of classification and labelling of chemicals.

**Action:**

- The Request For Proposal (RFP) for National web-based WHMIS Training Software, including GHS compatibility, is to be reviewed by Denis Petitclerc / John Sharpe and actioned for new fiscal year.
- Report on current WHMIS training statistics to be included in the next training report (June meeting).
- Course code to be created to track Health Canada/CCOHS training.

**j) Revisions to Working Alone Policy**

- The policy will now become a directive. To be announced via News@Work in early 2013.
- A discussion was held regarding a pilot project that is being investigated for Lethbridge using a computer system to track the whereabouts of employees on site when they are working during non-regular business hours.

**Action:**

- Updated Working Alone directive and News@Work article to be sent to ADM-HRB for approval (January 2013).
- Update on pilot project to be provided at March meeting.

**k) Update on Policies, Directives and Programs**

- The Personal Protective Equipment (PPE) and Confined Spaces documents have been approved by ADM-HRB and will be posted online and communicated via News@Work (targeting February 15).

**Action:**

- Documents to be translated, translation to be reviewed, and documents to be posted on OHS Website.

**l) Dundurn (AESB) Fatality**

**Action:**

- The response to the Direction will be shared with the Committee and local workplace OHS committees following the meeting (early January 2013).
- Community Pastures Programs (CPP) is to complete a JSA for working from heights greater than 3 metres by end of February 2013.

**m) Registry of Buildings with Asbestos**

- Asbestos is not included on the annual building reports and it cannot be added, since the reports follow a standardized TBS template.
- Denna Dougan has followed up with every site and confirmed that all are meeting requirements. A list of buildings with asbestos will not be managed centrally by CMB; each site is required to manage their own list.

**Action:**

- Denna Dougan to advise all ISMs that all employees must be aware of which buildings contain asbestos (if any), and that all contractors must be advised if the building in which they are required to perform work contains asbestos.
- Message above to be shared with the local workplace OHS committees by the ISM.

**n) Fitness to Work Evaluations**

- JSAs will be included in Fitness to Work Evaluation if they already exist. If they don't already exist, the JSA needs to be completed as soon as possible and should be included in the Fitness to Work Evaluation.
- The Health Canada form will no longer be used.

**Action:**

- Caroline Dunn to discuss the process with the Director of Labour Relations.

**3. Corporate OHS Policies & Programs**

**a) Hazardous Occurrences Report**

- Reviewed the Hazardous Occurrences Report.

**Action:**

- Report to be updated with new population numbers.
- Data to be reviewed for accuracy.
- Next report scheduled for the June meeting.

**b) OHS Core Learning Program Completion Rate Report**

- Reviewed the OHS Core Learning Program Completion Rate Report.

**Action:**

- Report to be updated with new population numbers.
- Clean-up of stats is on-going and expected to be completed by end of fiscal year.
- Specific site training reports and branch reports to be explored once data is validated.
- Next report scheduled for the June meeting.

**4. Workplace OHS Committees**

- Nothing new to report.

**5. National Safety Programs**

**a) National Containment, Biosafety & Biosecurity Program (NCBBP)**

- An annual Program update on the NCBBP was provided to the Committee by Alain Houde.

**Action:**

- NCBB Committee to review the information received by each centre during their audit and make recommendations.
- Next spring the NCBB Committee will review the new Regulation to ensure the new guidelines are fully compliant.

**b) National Lab Safety Program (NLSP)**

- An annual Program update on the NLSP was provided to the Committee by Marc Savard.

**Action:**

- Marc Savard to communicate with the Directors of Operations regarding the Lab Safety Contact's job related duties.
- Corporate OHS and the Regional OHS Coordinators are to coordinate with local workplace committees to ensure that the JSAs from the old shared drive have been reformatted into the new JSA online database by March 31, 2013.
- Marc Savard to communicate with the Directors of Operations regarding the language issues regarding visiting fellows. This is a local issue that needs to be dealt with by the supervisor(s). NLS Committee to look for tools and resources to help deal with this issue.

**c) National Radiation Safety Program (NRSP)**

- An annual Program update on the NLSP was provided to the Committee by Nathalie Ritchot.

**6. Work Refusals/Emergency Response Measures**

**a) Fire Protection Program**

- Denna Dougan has contacted all the sites and is compiling information on fire equipment testing.

**Action:**

- Updated information to be shared by Denna Dougan prior to the March meeting.

**7. HRSDC Reports & Directions on Assurance of Voluntary Compliance (AVCs)**

- An AVC from London Research Centre was reviewed and discussed.

**Action:**

- Regional OHS Coordinators have been reminded of the requirement of Canada Occupational Health and Safety (COHS) Regulation 15.5 (b); Denna Dougan to remind the ISMs of this requirement as well.

**8. Communications**

**a) Interface with Local Workplace OHS Committee**

- Creation of the new generic inbox for the National OHS Policy Committee was approved and is in the process of being created by Information Systems Branch (ISB).

**Action:**

- ISB creating a National OHS Policy Committee generic inbox.
- Communication regarding this new email account to be sent to local workplace OHS Committee co-chairs from the Policy Committee co-chairs; a request will be made that all local workplace OHS committee meeting minutes be submitted to this email box on a monthly basis for review by the co-chairs.

## **9. New Business**

### **a) Lethbridge Agronomy Building Fire**

- A report of the fire was given to the Committee and pictures were reviewed.
- Concerns regarding the OHS Committee's notification and involvement in the investigation were raised.

#### **Action:**

- Kerry Piccolotto and Denna Dougan to get more information about the investigation, who was involved, and report back to the Committee at the next meeting.

### **b) IRS Conflict Prevention Tool Kit**

- A presentation was made by Shauna Guillemin, Director of Values, Ethics and Conflict Resolution on a new IRS Conflict Prevention Tool-Kit that is being developed. It has been designed to be a first point of contact, as an evergreen online resource for any type of workplace conflict. Expected to be launched in January 2013.

#### **Action:**

- List of topics to be covered in this Tool-Kit to be shared with the Committee for their feedback.
- Once the tool is available online, it will be linked on the OHS website, in the Workplace Violence Prevention Policy and e-learning module, and on the Hazard Registry.
- Once the tool is available, local workplace OHS committee co-chairs will be informed of this new resource.

### **c) Workplace Violence Prevention Policy and Regulation XX**

- A discussion was held regarding Workplace Violence Prevention Policy and Regulation XX and the interface with the new TBS Policy on Harassment Prevention and Resolution.
- The different processes and possible outcomes need to be clear for employees.

#### **Action:**

- Caroline Dunn to table this item on the HRUCC agenda for January.
- Caroline Dunn to provide an update following that meeting to the Policy Committee at the March meeting.

### **d) 2012-13 EAP Mid-Year Utilization Report**

- A presentation was made by Jan Salsberg, Team Manager, Wellness and Integrated Disability Management Program.
- A discussion was held regarding accessibility of promotional and information materials in rural areas.

#### **Action:**

- Jan to discuss with Milton Dyck, PSAC, a strategy to ensure information and materials get out to remote sites.

**e) TB Directive on the Management of Expenditures on Travel, Hospitality and Conferences**

- A discussion was held regarding expenditures and exploring ways to be more cost effective. Next meeting will be held as a face-to-face in Ottawa in March.

**Action:**

- Kerry Piccolotto and Catherine Walker to examine what type of agenda items would allow an alternate method of meeting and when best to schedule these.

**f) CCOHS Forum IV – Halifax, NS – October 29-30, 2012**

- Michele Jackson, who attended the Forum on behalf of the Committee, gave the Committee a summary and highlights of the 2 day conference that focused on Bullying and its impact in the workplace.

**g) 2012 OHS Summit**

- Kerry Piccolotto, who attended the Summit on behalf of the Committee, provided a summary and highlights from the 2 day conference. Key topics included risk-based OHS priorities, proactive hazard prevention, risk communication strategies, and workplace violence prevention.

**h) STB Organizational Structure Update**

- Denis Petitclerc informed the Nation OHS Policy Committee that John Sharpe would be replacing him on the Committee as the representative from STB. John was in attendance for this meeting along with Denis to become oriented to the functioning of the Committee.
- Denis also updated the Committee of the organizational structure of the S&T branch. Three subcommittees will be represented on the Branch Operational Committee (BOC) and any OHS presentations for information or action within the Science and Technology Branch will occur at this level.

**Action:**

- The Committee online distribution contact list will be updated.
- When a branch organizational chart is available, it will be shared with the Committee.

**Next Meeting**

- March 13, 2013 – Ottawa, ON (NHCAP).