

Agriculture and Agri-Food Canada (AAFC)

Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held December 16-17, 2009
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Chair: Delmar Holmstrom, PIPSC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Barry Payne, Agriculture union, PSAC

Management Representatives

Denis Petitclerc, Associate Director General, Science Centres Directorate,
Research Branch
Denna Dougan, Assistant Director, Integrated Services, Assets Management &
Capital Planning, CMB
Graham Barr, DG Planning, Policy and Workplace Programs, HRB
Catherine Walker, Director, National Program & Strategic Information, HRB

Technical Advisors

Bob Neilson, A/Head, Occupational Health & Safety, HRB
Christine Martel, Administrative Assistant, HRB
Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC

Guests:

Jan Salsberg, A/Team Lead, Workplace Programs, National Program & Strategic
Information, HRB
Stephen Kennedy, Account Manager, Human Solutions (EAP Service Provider)
Mathieu Poirier, NCR OHS Regional Coordinator

Regrets:

Glenn Miller, Agriculture Union, PSAC
Fabian Murphy, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Sherman Nelson, Manager, Land Management, AESB
Lynden Hillier, DG Assets Management & Capital Planning, CMB
Jim McKendry, Director, Integrated Services, Assets Management & Capital
Planning, CMB
Gilles Saindon, DG Science Centres Directorate, Research Branch
Marie-Josée Poirier, HR Advisor, HRB

1. Additions to agenda and approval of minutes from the previous meeting

- New items were added to the agenda:
 1. Accident & Training Reports
 2. Set dates for 2010
- Corrections to the minutes from the previous meeting
 1. Minutes to still reflect the new action items (the action, who is responsible and the time frame) and we will have a separate action registry that will reflect all ongoing and completed action items from previous meetings.
 2. Add the word "Prevention" in the title and the bullets for section currently called "Workplace Violence".

Action:

- Christine to correct the minutes and send them for signature and post final version on the website.

2. Business arising from the minutes

First Aid

- Bob informed the Committee that guidelines for Automatic External Defibrillators (AEDs) were being developed by one of the sites where they currently have an AED.
- Bob asked for feedback from the Committee in regards to the direction to take for the memo to the DM.
- The Committee recommended that guidelines and a program be developed for the AEDs that we currently have in place. A business case with a risk/benefit analysis including a recommendation on whether more products should be purchased needs to be developed to go to the DM for approval, if proposed business case is favorable. The business case would recommend that a program be put into place for all those areas that currently have AEDs. Those sites that want to purchase some in the future would also have to follow this program. Additional information provided to DM would also include budget information regarding the overall costs associated with purchasing new equipment based on an estimated count of AEDs required.

Action:

- Bob to action to the Regional Coordinators that they get an estimated count of AEDs needed by the entire department to be effective in all locations.
- Bob to forward the guidelines that are being developed to the Committee for review and approval prior to the next meeting.
- Bob to draft a business case and send to the Committee for review and approval prior to the next meeting.

Workplace Inspection Program (WIP)

- Action item from last meeting was completed and the program has been posted on the website.

OHS Orientation

- The Committee asked for a summary to identify the orientation initiatives that already in place (such as the Day One Orientation in the NCR through the Employee Service Centre).

- Bob informed the Committee that the current OHS Orientation is being re-drafted and will include an assessment checklist.
- The Committee recommended that the Program be in place by spring for when the new students and temporary help start and there needs to be a communication plan to promote the launch of the program.

Action:

- Bob to forward the new version to the Committee for review and approval prior to the next meeting.

Core Learning Program (CLP)

- Bob updated the Committee telling them that the Core Learning Program group within Learning & Development, HRB was working on updating the learning maps.

Action:

- Bob to follow up with Learning and Development regarding a completion date; to report back at next meeting.

Website

- Christine gave an update and demonstration to the Committee regarding the status of the website update. Informed them that stage I was completed and that the next focus would be on standardizing the format of all documents on the website. Christine continues to update the website of small corrections / updates as they are brought to her attention.
- Christine informed the Committee that she is working with the Communications and Consultations Branch (CCB) regarding the current location of the OHS website and options for making it more visible and easier for the employees to find (such as having a feature button as a short term solution and having it listed under the Service Shortcuts on the main page as a Long Term solution).
- The Committee recommended that we have a communication piece (news@work) in January to launch the Accident Program and would coincide with the feature button.
- Bob recommended to the Committee that we expand the OHS environment document that is on the website to include the AAFC structure of our OHS system.
- Christine also recommended to the Committee that the current “Approach to Safety” section on website be reworked to better reflect our OHS system structure (Corporate Team under HRB, Regional Coordinators and Policy Committee) and that the documents currently listed there are under the proper headings.

Action:

- Bob to action the expansion of the OHS Environment document and share with the Committee for review and approval by next meeting.
- Christine and Bob to work with CCB for the launch of the communications piece.
- Christine to action the website updates and recommendations and to continue working on Phase II of the website structure.

Workplace Violence Prevention

- As per a previous action item, the documents were shared with a local workplace committee for feedback and there was no further feedback to add.
- Bob has working group drafting a policy statement and responsibilities.
- Bob recommended that an education program needs to be developed.

Action:

- Bob to share the draft policy statement and responsibilities with the Committee for their review and approval prior to the next meeting.
- Christine to post on the website once approved.
- Bob to prepare a communication piece for the education of employees.

Ergonomics

- Bob made a presentation to the Committee on the elements of an Internal Ergonomic Program.
- Bob recommended to the Committee that the next steps include:
 - Develop Internal AAFC Ergonomic
 - Develop course materials
 - Conduct train-the-trainer sessions
 - Consider a pilot program in one or two locations prior to a department-wide launch

Action:

- Bob to action recommendations and develop the pilot for review at the March meeting. Plan to have Phase II of the Ergonomic Program for the June meeting.

Non-Employees working at AAFC

- No issues to report at this time.

H1N1 & Business Continuity Plan (*Agenda Item #10*)

- Christine updated the Committee on the status the Manager's Guide.
- Catherine updated the Committee on the number of flu clinics that have occurred or that are planned across the country.

Action:

- Christine to share the latest version of the Manager's Guide with the Committee once the latest round of revisions has been completed.

Hazard Prevention Program

- As a follow up to a previous action item, the Respiratory Program has been posted on the website.

Action:

- Christine to make a correction to the Effective date (should read 2009) and then have it officially signed off by the co-chairs.
- Bob to follow up with the Regional Coordinators regarding Train the Trainer services for Respiratory Fit Testing.

Chemical Spill Response

Action:

- Christine to have the final version of the document that was approved at the previous meeting signed off and posted on the website.

Potable Water

- No additional information provided.

Action:

- Assets team to provide the annual report to the Committee at the next (spring) meeting as agreed upon at the September meeting.

Internal Complaint Resolution Process

- As a follow up to a previous action item, the documents have been posted on the website.

Fume Hood Testing (*Agenda Item #6*)

- Denna informed the Committee that no meetings have occurred yet. They are looking into the possibility of hiring a consultant to look into standards for fume hood testing.

Use of personal listening device

- As a follow up to a previous action item, the documents have been posted on the website.

Budget

- As a follow up to a previous action item, the templates have been updated.

Action:

- Christine to follow up with Committee members for their budget reports for this fiscal year.

Work Refusals/Emergency Response Measures (*Agenda Item #7*)

A. Work Refusals

- As a follow to a previous action item, the additions / corrections were made and posted on the website.

B. Emergency Response Measures

- Bob informed the committee that due to recent changes from TBS another review our package is probably required.
- A discussion was held about the Policy Committee's role versus that of the workplace committees in terms of Emergency Response Measures.

Action:

- Bob to review the new documentation and revise our package including a checklist. To share with the Committee for review and approval.
- Bob to action to the Regional Coordinators to get a report of what is currently being done at each site to be used in our checklist.
- Christine to have approved documents signed off and posted on the website.

Roll-Over Protection (ROP)

- Regional Coordinators to get an inventory of those machines that do not have ROPs. Then guidelines can be created for those machines and plans can be made to flag problem areas regarding purchasing of equipment in the future.

Action:

- Bob to action to the Regional Coordinators to get an inventory of those machines that do not have ROPs.
- Bob to share the list with the Committee ASAP.

Communication needs (*Agenda Item #9*)

- Christine went through the shared drive with the Committee. A discussion was held about how the folders would be set up. It was agreed that we may try a few different ways until we find what works best.
- A discussion was held about upcoming events that could be promoted on the website and how we wanted to proceed.

Action:

- Christine to keep adding some previous and upcoming meeting documents to the shared drive and will share the location information with the committee via e-mail.
- Christine to work with ISB on any access issues that may arise.
- Christine to review past news@work articles and review links looking for a theme for NOHS week.
- Christine to work with ISB and CCB to add links for specific events and link it with the feature button to help promote these events.

HRSDC Reports & Directions on Assurance of Voluntary Compliance (AVCs) (*Agenda Item #8*)

- Two AVCs were shared with the Committee. One for Lethbridge Research Centre and one for Lacombe Research Centre. Bob gave an update saying that the investigators were happy with progress being done and that key areas identified were maintaining the Material Safety Data Sheets (MSDS) and Hazard Identification.

Action:

- Bob to continue to share any AVCs with the Committee so that we can get trends to identify if there are any gaps in our programs.

Operational Safety Programs (OSPs) on the Website

- A discussion was held about the plan for converting the OSPs into info sheets to be used to assist with the Job Safety Analysis (JSA) and how the committee is to review and approve the documents. A similar process will be used for the Safe Work Procedures. The documents will be posted on the web.

Action:

- Bob to bring forward to the Committee any new developed Info Sheets for review and approval as they are developed.
- Bob to bring forward to the Committee at the next meeting any JSAs that have been developed.

- Christine to post any documents on the website as they are approved under the Phase II format for that specific area.

National OHS Training Programs (*Agenda Item #4*)

- Bob reviewed the training material for the OHS 303 course with the Committee. Overall no changes to the materials. Just need to insure that the checklist, the WIP information and websites links are updated.
- Bob also recommended that the Background page for all training courses be updated to the Policy Committee listed as the sign off to replace Bob's name.

Action:

- Bob to action the updates and changes recommended.

Lab Safety Program (*Agenda Item #6*)

A. Biosafety & Biosecurity

- Denis shared a message to Research staff and a list of all Biological Safety Officer (BSO) and Biological Containment Officer (BCO) regarding the Containment, Biosafety and Biosecurity (CBB) Program.
- Denis informed the Committee that a meeting was held on November 18th and 19th with all the BSOs and BCOs to review their roles and responsibilities and the CBB Committee. He gave a break down on the different sessions that were held.

B. Lab Safety Program

- Denis informed the Committee that training is the next step and is planned for March.
- Denis is revamping the working group and looking at establishing a lab safety committee. They are reviewing the entire Lab Safety Program, Terms of Reference and the Guidelines to deal with concerns that have been brought forward.
- Bob is working on the Training module for the Lab Safety participants including the OHS Organization (IRS), due diligence, JSA and Hazard Prevention.
- Bob informed the Committee that the update of CISPRO to CISPRO global is being implemented in Kentville and a business process is being developed. It will then be implemented at a few other locations prior implementation in all locations. An update of the new provider for the MSDS to be discussed at the next meeting (CCOHS / CCINFO).

Action:

- Christine to add to the agenda.

C. Other

- Denis informed the Committee that only certain areas will have a full-time specified Lab Safety Technician where the risk is too high to have the responsibility shared amongst a number of people. Currently ECORC will be the only location with such a person.

Workplace OHS Committees (*Agenda Item #5*)

- A discussion was had about drafting a terms of reference with an activity sheet (expand on the document that was shared with the Committee at the last meeting) and making this a priority for January.
- A demo on the PeopleSoft module will be presented at the next meeting.

Action:

- Bob to action the drafting of terms of reference with an activity sheet.
- Christine to schedule the demo into the agenda for the next meeting.

Update to the Departmental Management Committee (DMC)

- As a follow up to a previous action item, the deck was sent to the Committee.

Health Canada Canada Occupational Health Services

- As discussed previously, following a review of Public Service Health Program services provided by Health Canada to federal departments and agencies, it was determined by HC and Treasury Board Secretariat that ergonomics and workplace health investigation support services would no longer be provided by HC as of October 31, 2009 and March 31, 2010 respectively. TBS identified that departments should develop, or strengthen, their own in-house programs in these areas.

Similar to the approach we have taken with respect to the proposed Internal Ergonomic Program, Bob updated the Committee that we are looking at options to provide skills training to the Regional OHS Coordinators to building internal competencies and skills in support of the Hazard Prevention Program; these competencies would assist in the JSA process and with internal workplace investigations/pre-investigations.

- As a follow up to the previous action item, the Committee was informed that information has been provided to senior management with respect to the revisions to the Public Service Health Program.

Action:

- Bob to action the Industrial Hygiene Training for the Regional OHS Coordinators.

New Business (*Agenda Item #10*)

A. OHS Training and Accident Reports

- The Committee requested that they get Training and Accident reports every meeting and that they be sent out prior to the meeting for review then discussions can be had during the meeting.
- Catherine provided a training update based on the reports handed out during the meeting.
- A discussion was held about the target rate. The Committee realizes that achieving 100% of employees trained is not feasible with the turnover we have but that we should still have a high target rate.
- Feedback provided on the reports included determining the size of the population to use for certain training courses and other formatting consistencies.

- A discussion was had with regards to devising an action plan for the geographical areas or specific branches/offices that have lower percentage rates. Bob informed the committee that follow ups with regards to training is being done with individuals based on lists that have been provided to the Regional Coordinators.
- The committee suggested that “Reports” becoming a Standing Agenda Item and that it be near the very top of the agenda.
- Bob gave an update on the situation around the accident reporting process. He informed the Committee that he and the Regional Coordinators had met to discuss the process and are working on establishing a business process for entering the data and that this should help with the trends analysis. He hopes to have more details about this for the next meeting.
- Denis requested that he get an accident report for each site for the Research Branch.

Action:

- Marie-Josée to prepare reports for the Committee for each meeting.
- Catherine and Marie-Josée to ensure that feedback regarding certain changes to the reports are made for the next meeting.
- Christine to add Reports as a Standing Agenda Item for future meetings.
- Bob to update the Committee at the next meeting regarding the latest on the Accident reports.
- Marie-Josée to provide an accident report to Denis for the Research Branch

B. Employee Assistance Program (EAP)

- As an information piece, a presentation was made highlighting the departmental Employee Assistance Program. There is a new EAP service provider as of December 1, 2009 – Human Solutions.
 - Jan Salsberg provided an overview of EAP services, including a 4 year EAP trend analysis for AAFC
 - Stephen Kennedy, Human Solutions, provided an overview of services available to the department through Human Solutions.

Action:

- Christine to post the presentation materials on the Shared Drive.

C. OHS Policy and Policy Committee Terms of Reference

- The Committee initiated a review of both the OHS Policy and the National OHS Policy Committee Terms of Reference.

Action:

- Bob and Elaine to complete this review and bring recommended changes to the Committee for review and approval for the next meeting.

Approved Documents

The following is a list of all the documents that are to be signed and approved following the September OHS Policy Committee meeting:

1. Updated minutes from the September meeting as per changes recommended at this meeting.

Action:

- Christine to ensure that all approved documents from this past fiscal year have been signed. If not, she will send out for signature prior to end of fiscal year.

Next Meetings

- March 24 in Ottawa
- June 9-10 in Saskatoon
- September 22-23 in Ottawa
- December 8 in Ottawa
- Discussion took place regarding including the local workplace OHS committee co-chairs when meetings occurred at particular work sites, and enabling a work site tour for the Policy Committee. Also, meetings begin at 9:00 AM as opposed to 8:30 AM.

Action:

- Bob to action through the Regional Coordinators to enable workplace representatives from local workplace committees to attend the next meeting in Ottawa and the meeting in Saskatoon.