

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held December 8th, 2010
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Chair: Gaston Mercier, PIPSC
Delmar Holmstrom, PIPSC
Glenn Miller, Agriculture Union, PSAC
Fabian Murphy, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Darrell-Lee McKenzie, Agriculture Union, PSAC

Management Representatives

Denis Petittlerc, Associate Director General, Science Centres Directorate, RESB
Catherine Conrad, Director General, Planning, Policy and Workplace Programs, HRB
Sherman Nelson, Special Advisor, AESB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB
Catherine Walker, Director, National Programs & Strategic Information, HRB

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Kerry Piccolotto, National Training Coordinator, OHS, HRB

Secretariat Services:

Christine Martel, Project Officer, OHS, HRB

Guests:

Christian Toupin, Research Manager-FRDC and National Containment, Biosafety and Biosecurity Committee (NCBBC) Chair
Marc Savard, Research Manager-ECORC and National Laboratory Safety Committee (NLSC) Chair
Jan Salsberg, Team Lead, Workplace Programs, HRB
Mark Scriver, Human Resources Advisor, HRB

Regrets:

Lynden Hillier, DG Assets Management & Capital Planning, CMB

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

- Minutes were approved by Committee with minor changes.

Action¹:

- Corrections to be made and Minutes to be posted on the website.

2. **Business arising from the Minutes**

a) News@work message

- News@work message deferred until the Ergonomic Program has been finalized and approved.

Action:

- Finalize Ergonomic Program.
- Prepare Briefing Note for ADM-HRB.
- Draft news@work message once program approved.

b) First Aid

- Reviewed the benefits and risks associated with Automatic External Defibrillators (AEDs).
- The current AEDs in service (9) must be maintained under the standards to be set out by the National OHS Policy Committee; when time comes to replace these devices, the replacement of these devices will not be supported.

Action:

- Draft Briefing Note to the ADMs HR & CMB with the Policy Committee's recommendation.
- Draft communiqué to Workplace OHS Committees at the sites that currently have AEDs, and then a general communiqué to be sent to all Workplace OHS Committees.
- Regional OHS Coordinators to assist with the messaging and follow-up activities with Workplace OHS Committees.

c) OHS Orientation Program

- The Employee Service Centre (ESC) will integrate the OHS Orientation deck (OHS130) into the AAFC One-Day Orientation Program early in 2011, once communiqué sent to local OHS Workplace Committees.

Action:

- Message to be drafted and sent to all Workplace OHS Committees Co-chairs from the National OHS Policy Committee Co-chairs.

d) Website

- New AgriSource format was reviewed. The Committee recommended the OHS and EAP shortcuts should be re-established on the main page under main menu.
- The Committee also recommended that OHS Website updates be shared with local Workplace OHS Committees.
- Standardizing the format of all documents on the website is on-going.

¹ All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

Action:

- Co-ordinate with HRB and ISB as required to re-establish OHS and EAP shortcuts on the main page.
- Messages out to Local Workplace OHS Committees and all staff about the OHS website link and generic OHS email address.
- Safe Work Procedures (SWPs) and Job Safety Analysis (JSAs) examples from the OHS500 training to be posted on the website once translation has been validated.

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e) Budget

- Reviewed the summary of costs associated with quarterly National OHS Policy Committee meetings. Report to be shared with the Committee.
- The impact of the travel cap was discussed including the ability of Regional OHS Coordinators to deliver the OHS Core Learning Program (legislated training).

Action:

- Annual Cost Report to be shared with Committee.
- Internal Order (IO) Number to be requested from Finance to enable the central tracking of the National OHS Policy Committee costs starting April 1, 2011.
- Budget proposals to be completed for March meeting.

f) HPP Implementation Plan

- OHS Programs to be developed for 2011 (Confined Spaces, Personal Protective Equipment, Respiratory Program) were reviewed.
- Need to update the HPP-Implementation Plan and Risk/Hazard documents for review at the March meeting.

Action:

- Update/revisions to be made to the HPP-Implementation Plan.
- Committee to validate at the March meeting.

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g) Review and Approvals Business Process

Action:

- Revisions to be made and document to be posted on Shared Drive.

h) Ergonomics

- Reviewed the feedback from the pilot sessions conducted in the NCR.

Action:

- Ergo Information to be posted on website.
- Framework for national rollout to be presented at the next meeting.

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i) Preventing Workplace Violence

- Feedback from consultations with Labour Relations and Security Services was reviewed.
- E-learning module development is underway.

Action:

● ● _____ Teleconference to be scheduled with Policy Committee to review the revised PWV document and associated e-learning module story board prior to the next meeting.

● ● _____ E-learning module is expected to be launched early next fiscal year.

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j) Occupational Exposure to Sunlight, Heat & High Humidity Policy

● Updated Policy was approved and posted on the website.

k) TBS Message

● Provided Briefing Note to ADM - HR. Required information is being researched and gathered in order to meet new TBS OHS Reporting Requirements.

Action:

● Required information to be sent to TBS by March 31, 2011.

l) 2011 Meeting Dates

● Discussion regarding travel budgets may impact whether next quarterly meeting will take place in March, in-person or via video-conference, or be deferred until April.

Action:

● Schedulers to be sent for the 2011 meeting dates.
● Options to be looked at for March 9 meeting.

3. Corporate OHS Policies & Programs

a) AAFC Guidelines for Contractors/Persons Granted Access to the Workplace

- Discussed separating the "Contractor Safety" section from the document as contractor safety should be developed separately from the guideline document. Recommended reviewing the Contractor's Policy/Guideline that was prepared for the Kentville, NS site (OHS requirements vis-à-vis contractors).
- Policy Committee recommended a "Directive for Persons Granted Access to the Workplace" with subsections covering the various legal aspects of each type of situation.
- A risk assessment tool to be considered for both Contractor Safety Guideline and the Directive for Persons Granted Access to the Workplace.

Action:

● New draft to be developed for March meeting.

b) Cell Phone Policy

● Recommendation to remove out-dated references.

Action:

● Committee to provide feedback by January 3, 2011.

- Revisions to be made based on input received; business process to be followed re further review and approval.

c) OHS Policy

- Discussion took place regarding consistency of terminology; it was agreed to use "National Occupational Health & Safety (OHS) Policy Committee". All documents on the website should reflect this.

Action:

- Committee to provide any additional feedback by January 3, 2011.
- Revisions to be made. Document to be sent to the Committee for final review; business process to be followed for approval.

d) Terms of Reference

- A discussion was held about possible changes to the document.

Action:

- Committee to provide feedback by January 3, 2011.
- Revisions to be made. Document to be sent to the Committee for final review; business process to be followed for approval.

e) Accident Data Report

- The Accident Data Report was presented by Mark Scriver. It was noted that the gap identified at the last meeting (Investigations) has improved as a result of review and verification work by the Regional OHS Coordinators.
- The need to link this information with other disability management information (e.g. Workers' Compensation costs) to enable integrated data tracking and case management as envisioned by the Disability Management Initiative (DMI) was highlighted.
- Discussion took place regarding how best to share the Accident Data Report information, once the data has been verified. This could include information to DMC, HRB Dashboard information to all Branch Heads, information to the Co-chairs of Local Workplace Committees and Regional OHS Coordinators.

Action:

- Continue to follow up with Regional OHS Coordinators regarding verification of data.
- Draft message for news@work on Accident Reporting Procedures.
- Annual report to be ready for March meeting.
- Use STND to represent the Student occupational group so that it is not confused with the ST (Secretarial, Stenographic and Typing Group) occupational group.
- Explore the feasibility of Committee member requests:
 - to have examples of Work Environment listed to clarify the difference between controlled and natural environments
 - to map out what is currently in place and what the process should be
 - to have the accident data available for the RESB management meeting
 - to have a more detailed breakdown of the student injuries.

4. National OHS Training Programs

a) OHS Training Report

- The OHS Core Learning Program Report was presented by Mark Scriver. It was noted that there is steady progress with Roles and Responsibilities (OHS301, OHS302 and OHS313) training. We should start to shift the focus towards Hazard Prevention (OHS501) training and Job Safety Analysis (OHS500) training in high risk areas. Next report to include data on the JSA training.
- Discussion took place regarding the need for retraining/refresher training for supervisors and Workplace OHS Committees members and the possibility of developing e-learning courses for employees.
- Denis will provide this data to his RMs and requested a course schedule be developed to assist RMs in encouraging site employees to register.

Action:

- Review of OHS 301 to be included on March agenda.
- Conduct a needs assessment to determine applicability of webinars (to target all new/existing Local Workplace OHS Committee members).
- Explore the option of e-learning possibilities (including refresher courses).
- Work with Regional OHS Coordinators to establish a training schedule to be made available for the RMs to encourage completion of mandatory OHS training.
- Include OHS 500 JSA training data in next OHS Learning Program Report (March meeting).

5. Workplace OHS Committees

Action:

- The list of Local Workplace OHS Committee Co-chairs to be updated in consultation with the Regional OHS Coordinators.

6. National Lab Safety Program

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

- An update on the NCBBP was provided to the Committee by Christian Toupin.

Action:

- Standard Operating Procedures from NCBBP to be shared with the Committee.

b) National Lab Safety Program (NLSP)

- An update on the LSP was provided to the Committee by Marc Savard.
- Discussion took place regarding CERT and WHMIS Training. Looking at having consistent Knowledgeware software in all sites in 2011.
- The interface/relationship of the Lab Safety Contact with the Local Workplace Committee was discussed.

Action:

- Minutes from the NLSC meeting to be shared with the Policy Committee.

- Message to Local Workplace Committees with regard to Lab Safety Contacts to be drafted by Denis Petitclerc and Marc Savard and to be shared with the Policy Committee prior to distribution.
- Lab Safety Training Deck is being developed and will be shared with the Policy Committee and the National Lab Safety Committee.

7. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- An update on the Fire Protection Standard and Program was provided. HRSDC to report to TBS in January.

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

- An update was provided on the status of the AVC shared at the last meeting. No further action required at this time.

9. Communications

a) Communications Plan

- Discussion took place regarding current Communication Plan. Revisions are required.

Action:

- Revised Communication Plan to be sent out to the Committee for final review.

b) Employee Assistance Program (EAP)

- Mid year report/presentation was provided to the Committee by Jan Salsberg.
- The Committee was encouraged to visit the Health & Wellness section of the [Human Solutions website](#) to see the range of services/programs available through the service provider.
- The Committee would like the information shared with local Workplace OHS Committees and Regional OHS Coordinators.

Action:

- Up-to-date promotional materials to be distributed.

10. Personal Protective Equipment – AESB

- Update given by Sherman Nelson. A review is being conducted by the Land Management Team. It was noted that there are some issues with respect to the requirements for casual employees and pre-existing secondary policies.

11. Round Table Discussion / New Business

a) National Joint Council Changes

- Discussion took place regarding the changes that are coming into effect January 1, 2011.

Action:

- Review and assessment of changes to be completed; discussion to take place with TBS in January.
- Send link to committee members.

- Add to Agenda for the March meeting.

12. Next Meeting

- March 9, 2011 in Ottawa.