

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held December 8, 2011
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Chair: Gaston Mercier, PIPSC
Delmar Holmstrom, PIPSC
Glenn Miller, Agriculture Union, PSAC
Patrick St-Georges, Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Lloyd Kerry, Agriculture Union, PSAC

Management Representatives

Denis Petitclerc, Associate Director General, Science Centres Directorate, RESB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB
Ed Coulthard, Acting Director, Regional Adaptation and Practice Change Division, AESB
Catherine Walker, Director, Workplace Programs, HRB
Scott Aughey, Acting Director General, Planning, Policy and Workplace Programs, HRB

Technical Advisors

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

Secretariat Services:

Christine Martel, OHS Project Officer, HRB

Guests:

Fabian Murphy, Agriculture Union, PSAC

Regrets:

Rolfe Antonowitsch, PIPSC
Michele Coe, Agriculture Union, PSAC
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Lynden Hillier, DG Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

- a) September minutes were approved by Committee with minor changes.

Action¹:

- September minutes to be posted on the website.

2. Business arising from the Minutes

a) First Aid - AEDs

- A discussion was held regarding reviewing our current position based on new stats and information from the NJC.

Action:

- Re-circulate the information used to make original decision.
- Review latest information and stats (including other departments).
- Look into having a qualified person come in for presentation to the Committee for next meeting.

b) Website

- Website migration was completed December 6, 2011. Minor updates and corrections to be done prior to next meeting.

Action:

- Minor updates and corrections to be coordinated with ISB and completed prior to the March Meeting.
- Review of OHS Core Learning Training to be completed and possible changes to be considered for the website.

c) Terms of Reference

- Revised Terms of Reference have been posted on the website as part of the OHS website migration (Completed December 6, 2011).

d) National Lab Safety Training

- Lab Safety Committee will be developing an e-learning module for the lab safety program.

Action:

- Lab Safety Committee to share updated document once available.

e) Workplace Profile Template (Health Canada Medical Surveillance)

- Provided update on Workplace Medical Surveillance.

Action:

- Develop Workplace Profile template based on Kentville sample.
- Item to be included on the new Implementation plan.

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

f) OHS Priorities for 2011-2012

- A discussion was held regarding the revised Implementation Plan.

Action:

- Meeting with co-chairs to be scheduled prior to March meeting to review the plan and set priorities for the Workplan.
- Revised Implementation Plan to be shared with the Committee at the March meeting.

g) Update on policies, directives, and guidelines

- Update on status of Briefing Note to the ADM-HRB outlining the current status/plan for OHS-related policies, directives and guidelines was provided.

Action:

- DG-HRB-PPWP to sign off and forward to ADM-HRB for final approval.

h) Personal Protective Equipment and Clothing Program

- A discussion was held regarding sharing the current draft document with AESB as they are working on their own document.

Action:

- Current draft document to be shared with AESB.

i) Local Workplace OHS Committees – Terms of Reference

- A discussion was held regarding information from CCOHS and whether this information that is already out there and available can be used as reference guides to go along with what we are coming up with.
- A discussion was held regarding training for Committees regarding the development of the Terms of Reference.

Action:

- Consult with Canadian Agriculture Library with regards to gaining access to CCOHS guides.
- Continue to develop a standardized Terms of Reference (based on NJC and CFIA example) and Local Workplace OHS Committee (and OHS Reps) Handbook.

j) National Radiation Safety Program

- As requested a Radiation Incident or Accident Report template was shared with the Committee and the procedure around reporting of these Hazardous Occurrences was discussed.

Action:

- Committee to review the document (posted on shared drive) and provide any feedback to Denis Petitclerc directly.

k) Fire Protection Program

- Nothing new to update regarding reports or inspections.

- A discussion was held regarding the status of evacuation plans at our worksites.

Action:

- CMB group to update the committee at the next meeting.

l) Communications Plan

- Consultation on the Communications Plan continues.

Action:

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

m) Mould situation in Winnipeg

- An update was given to the Committee. Completion expected for January 2012.

n) Material Safety Data Sheets

- An update was given regarding GHS and regulation changes in Canada.

Action:

- National Lab Safety Committee to follow up and continue to report to the Policy Committee regarding impact on our programs.

o) Central Heating Plant Issue

- An update was given to the Committee. The situation has been dealt with and the case is closed.
- A discussion was held regarding the communication that was done during this situation and how things could be improved should a similar situation arise.

Action:

- Review the communication pieces that were done for this situation and consider lessons learned.

p) OHS Vacancies

- Staffing of Atlantic Regional OHS Coordinator position expected to be posted in early 2012.

Action:

- Review of training reports to be done for that region to target specific training needs once a new coordinator is in place.

3. Corporate OHS Policies & Programs

a) Hazardous Occurrences Report (formally Accident Data Report)

- Hazardous Occurrences Report was not presented due to computer data being corrupted prior to meeting.

Action:

- Report to be distributed and posted on the shared drive once recovered.
- Continue to look at site specific reports with Regional OHS Coordinators.

b) OHS Core Learning Training Completion Rate Report

- Report was presented to the Committee

Action:

- Continue data clean up in PeopleSoft.

4. Workplace OHS Committees

- Nothing new to report.

5. Complementary National Safety Program

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

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

b) National Lab Safety Program (NLSP)

- An annual Program update on the NLSP was provided to the Committee by Marc Savard.
- Minutes from the NLSC meetings were shared with the Policy Committee (posted on the Shared Drive).

6. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- Nothing new to report.

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

- None to report.

8. Communications

a) Ergonomics

- An update was given on the current status of the Internal Ergonomic Program.

b) Preventing Workplace Violence

- An update was given on the current status of the Preventing Workplace Violence Policy and E-learning module.

9. New Business

a) Respectful Workplace

- A discussion was held regarding linkages with OHS after the issue was raised at a RES UMCC.

Action:

- Consult with the Integrated Resolution Services (IRS) team regarding what topics are covered in the Creating a Respectful Workplace (AGR240) course.

b) Green Defensive Driving

- A discussion was held regarding the current Green Defensive Driving (OHS623) training course mandated by Fleet Management and its link to Health and Safety.

Action:

- Consult with other departments regarding job specific courses pertaining to vehicle training.
- Look into other course possibilities (ex. Skid Training) targeted towards protecting the health and safety of our employees while driving vehicles as part of their job duties.
- Add item to our HPP Implementation Plan.

c) 2011-12 EAP Mid-Year Utilization Report

- The Mid-Year report was presented to the Committee by Floretta Samuel.

d) 2011 Water Quality Annual Update

- The annual report was presented to the Committee by Rob May.

Next Meeting

- March 7, 2011 in Ottawa, Ontario.