

Agriculture and Agri-Food Canada (AAFC)

Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held February 25 and 26, 2009
Neatby Building, Ottawa, Ontario

Attendees:

Employee Representatives

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

Management Representatives

Chair: Rosalie Burton, DG Performance Excellence, Human Resources Branch
Jim McKendry, Director, Integrated Services, Assets (representing Lynden Hillier, DG Assets Management & Capital Planning)
Marc Savard/Denis Petitclerc, Associate Director General, Science Centres Directorate, Research Branch (representing Gilles Saindon, DG Science Bureau, Research Branch)
Catherine Walker, Director, Human Resources Services

Technical Advisors

Bob Neilson, A/Head, Occupational Health & Safety
Marie-Josée Poirier, HR Consultant

Guest

Manjeet Sethi, Special Project Officer
Nathalie Turcotte, Senior Communications Advisor

Regrets:

Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC
George Brown, Manager, Land Management, PFRA&E
Delmar Holmstrom, PIPSC

1.0 Introduction and approval of agenda and minutes of the previous meeting

- New agenda format was presented and approved by the Committee
- A 30 day turnaround was proposed and approved for the distribution of minutes to the Committee. It was also suggested to make this change in the Terms of Reference (TOR).
- New items have been added to the agenda:
 1. HRSDC-AVC
 2. Demo OHS People Soft Module
 3. Presentation of Communication Plan (Natalie Turcotte)
 4. OHS Courses and other related items
 5. Biosafety & Biosecurity

Action:

- Marie-Josée will make the changes to the TOR

2.0 A. Business arising from the minutes**First Aid**

- A discussion was held on the use of Automatic External defibrillators (AEDs) in the workplace, with respect to the risk of use and/or non use. It was recognized that it is not a regulatory requirement to have these units in the workplace.
- The Committee has been advised that some AEDs exist in AAFC. Therefore, the Committee has recommended an inventory be undertaken.
- Bob will prepare a draft communiqué to initiate an inventory and will follow-up with TB regarding the Employer's current requirement in this area
- The Committee recognized that there will be a need for a Briefing Note to the Deputy Minister (DM) with a program recommendation.

Action:

- Bob will follow-up with Treasury Board
- Bob will prepare a draft communiqué to initiate an inventory of AEDs in the department

Workplace Inspection

- Bob advised the committee that the Hazard Database Registry could be developed on the OHS website. Therefore, the proposal for IT to develop the registry could be a low priority with the Business Information Solutions Committee (BISC).
- Rosalie suggested we consider a "workable solution" since BISC had over 400 demands
- Fabian suggested having a sub committee to maintain standardization and document control. Gaston and Glenn volunteered to participate in the committee. It was also suggested to have the Regional OHS Coordinators participate. The final approval would come from the Policy Committee before it gets posted on the Website.

Action:

- Bob will coordinate implementation of a sub committee

OHS Orientation

- Bob advised the Committee that the Treasury Board draft on a Standard Framework for Orientation is forthcoming. It was suggested that the OHS Orientation working group forward a draft framework for the AAFC OHS Orientation program following receipt of the TB Standard Framework.
- A discussion was held on the Green Defensive Driving Training Standard. Jim advised that Defensive Driving training is to be provided to all employees operating a motor vehicle.
- Clarification is required from fleet management on the policy requirements for students.

Action:

- Jim will get clarification from fleet management on the policy requirements for students with respect to Green Defensive Driving (next meeting).
- Bob will forward a draft framework on OHS Orientation Program before the next meeting.

Website

- Bob will follow-up to remove NCR OHS minutes from the website.
- It was suggested to set-up an "O drive" for all NOHS documents. Bob will send a link to all committee members to access the drive as « Read Only ». Rosalie has suggested having folders created following the new agenda format.
- It was proposed having the Website reviewed and launched in May during NOHS week.
- In order to be able to feature the OHS button we need to contact Creative Services (Joanne Boucher-McNeil)

Action:

- Bob will have minutes removed from the OHS website
- Bob will ask IT to create a drive for NOHS and will send the link to the Committee when ready

Job Hazard Analysis (JSA) Training program

- Bob advised the Committee that the Briefing Note was completed and a letter was prepared for the ADM HR to send to ADM's in Research Branch, PFRA&E and Corporate Management Branch.
- Bob also advised that the JSA communication document was now posted on the Website.

Workplace Violence

- Treasury Board has informed that HRSDC is developing a Program Guide to workplace violence. This guide should give us better clarity on training requirements and should be available in 2009.

Action:

- Bob will send the HRSDC draft guidelines on Preventing and Dealing with Workplace Violence to committee members when available.

Ergonomics

- The Committee would like to review the HRSDC Guidelines for Investigation and Conducting assessments.

Action:

- Bob will bring the HRSDC Guidelines on Investigation and Conducting Assessments to the next meeting.

Non-Employees working at AAFC

- No new update to provide.

Action:

- Bob to invite Joanne Boisvert to next meeting to walk Committee through process and provide update.

OHS Training

- The new OHS course codes document was presented to the Committee.
- An updated OHS Training Report will be completed at the end of March 2009 and will be forwarded to all branches.
- The Committee requested that all revisions be reflected on the shared drive used by the Regional OHS Coordinators.
- Bob suggested having a link from our OHS Program to the CORE Learning Program.

Action:

- Marie-Josée will provide an updated OHS Training Report for next meeting.

Hazard Prevention Program

- Bob advised the Committee that the Implementation Plan for 2008 is completed.
- Bob will revise the document for 2009 and will forward to the Committee.

Action:

- Bob will forward the revised template to Committee.

Chemical Spill Response

- Bob had drafted a one pager for Committee review
- The Committee recommended having an inventory of CERT Team

Action:

- Bob will send the one pager to the Committee and will add changes requested by Glenn (April 2009)
- Bob will prepare and send an email for CERT Team inventory

Potable Water

Action:

- Jim will distribute the video "Procedures for conducting water sampling in Federal Facilities" (April 2009)

Internal Complaint Resolution Process

- The poster is ready to be posted on the website

Action:

- Bob/Marie-Josée will post the Internal Complaint Resolution Process on the web (April 2009)

Fume Hood Testing

- Jim will update the Policy Committee on any new developments
- A meeting is scheduled to be held in March to develop a draft

Moves of employees to new facilities

- Rosalie advised that information was discussed at Management Team Meeting (MTM). Glenn recommended having the local OHS workplace committees inspect any new facilities before the employees are required to move-in.
- Discussion took place regarding joint OHS committees with CFIA. Bob advised that AAFC management representation needed to be maintained for regulatory purposes. Bob will check into the issues and provide an update at the next meeting.
- Concerns were brought to the Committee regarding the lack of participation on OHS committees in the NCR.

Action:

- Jim will ensure the NCR OHS committees' members are involved in the inspection of new sites.
- Fabian volunteered to contact Joanne to get a better understanding of the situation in NCR and will be providing an update at the next meeting.

Use of personal listening device

- Bob advised that the document on the use of personal listening device will be posted on the website.

Budget

- Catherine shared a template to track cost for NOHS. It was recommended that every committee member would complete their portion quarterly and this would become a standing agenda item. The template would be used as a tool in tracking our costs.
- Jim explained that it would assist with demonstrating investment the department is making in Occupational Health and Safety.

Action:

- Catherine will send an electronic version of the cost tracking template to Committee members (April 2009)
- Committee members are responsible to send the template to Catherine at the end of each quarter

Roll-over tractor

- Jim will send a reminder to each research center on the requirement to have roll-over protection on all tractors.

Potable Water

- Jim provided a copy of the Potable Water Report to Committee
- It was suggested to add results from last test to be able to compare (summary of progress)

Action:

- Jim will send updated report to Bob
- Bob will send new version copy to Committee (May 2009)

Communication needs

- Bob advised that Fire Safety week was held in October. It was suggested by the Committee to have a calendar highlighting special OHS dates such as Fire Prevention week. This calendar will be part of the new OHS website.
- It was suggested including Fire Prevention Week as an agenda item for our June meeting every year.
- A number of OHS events were suggested to be incorporated in the OHS calendar such as Violence Prevention Week and Farm Safety Week.

Action:

- Marie-Josée will create a calendar to highlight important OHS dates (June 2009)
- Bob/Marie-Josée will contact creative services for OHS Feature button (March 2009)
- Prepare website for Launch in May
- Marie-Josée to add upcoming events in OHS

Work plan for next year

- Bob updated the Implementation Plan (2008) and has sent a copy to the Committee. A “Status Column” was added which would provide for a progress report to the Committee.
- It was recommended to delete “Develop a guest worker policy” from last year’s Implementation Plan.
- Fabian suggested identifying new items to be posted on the web such as indicating “new” & “revised”
- Bob indicated that the Violence Prevention Program will move up in priority pending information from TB.
- The Committee suggested reworking the priorities in the Implementation Plan.
- It was also suggested asking Regional OHS Coordinators to establish a questionnaire on what would be available in each site on “Personal Protective Equipment”. Glenn said he would send Bob information on a protocol that is done at some sites.
- Bob advised that new Implementation Plan will be provided before next meeting.

Action:

- Bob will forward the revised Implementation Plan (April 2009)
- Glenn to send protocol information to Bob (May 2009)

Workplace inspection program

- Bob advised that the first draft was available for review. Bob will coordinate a meeting to discuss feedback.

Action:

- Bob will forward Workplace Inspection Program to Committee (end of March).
- Bob will schedule a meeting for review (April 2009)

Lab Safety Program

- Some administrative issues were raised on Lab Safety Program. It was suggested that a work plan would be available.
- It was recommended that all documents identify NOHS approval

Action:

- Bob will contact Natalie Ritchot to follow-up on secretarial issues

3.0 A) HRSDC (Reports & Directions) AVC

- Bob reported that 2 AVC's (Assurance of Voluntary Compliance) have been issued to the Department by HRSDC. The timeline identified for corrective action is 14 days.
- It was recommended that work sites receive notification of non compliance issues in order to enhance hazard awareness.
- It was recommended the Committee should review the corrective action resulting from the AVC.
- It was also recommended having AVC as a standing item on the agenda. It was suggested we consider developing a business process to advise all AAFC employees on issues arising from AVC's in the department to support hazard awareness.

Action:

- Marie-Josée to add AVC and communication as a standing item on our agenda

3.0 B) Demo on OHS People Soft module

- Marie-Josée gave a demo on accident tracking and OHS Committee Activity module on People Soft.
- Bob and Marie-Josée are participating in an Early Adopter Interdepartmental Committee on OHS People Soft module. The purpose of this Committee is to establish standard use of the OHS People Soft Module.
- It was recommended that an update be provided at the next meeting

Action:

- Bob will provide an update of the meeting to the Committee (June 2009)

3.0 C) Communication plan

- Natalie Turcotte presented the Communication Plan to the Committee.
- It was suggested that a feature on the Policy Committee be develop for the fall issue of AGRI-Culture
- Natalie also suggested having a picture of the Committee put in the magazine promoting who we are, what we stand for and what we do.
- It was recommended that all events be communicated by NOHS (note - the Hazard Awareness Program will be communicated by branch heads).

- Natalie will send Bob the deadline for the fall issue.
- Communication was also identified as a standing item on the agenda.
- The Committee suggested adding an “OHS calendar” update at each meeting to feature important OHS-related dates (e.g. Fire Prevention Week).

Action:

- Bob will coordinate a working group to draft an article
- Marie-Josée will add Fire Prevention Week to our June Agenda

3.0 D) OHS Courses

- It was suggested sending an email to all employees on OHS courses and have a special mention for CORE Learning in order to advise employees of the mandatory training needed for OHS. Rosalie advised the committee that an email was already prepared for March coming from our Deputy Minister.

3.0 E) Biosafety & Biosecurity

- A presentation was given by Manjeet Sethi on Biosafety & Biosecurity. Alain Houde and Christian Toupin attended the presentation by videoconference from Ste-Hyacinthe.
- The committee recommended having a communication draft forwarded to all workplace committees identifying the working relationship between OHS Committees and the Biosafety Committees
- It was also suggested having a hyperlink on our Website to Biosafety.
- Manjeet wanted to specify using the right terminology in French when addressing “Biosafety and Biosecurity”. It should be « Biosécurité et sécurité biologique ».
- This item was also proposed as a standing agenda item. It was also advised that Denis Petitclerc would be the contact between NOHS and Biosafety Committees.

Action:

- Denis to develop a one pager on the Biosafety committee and NOHS
- Bob to obtain the Biosafety information (June 2009)
- Marie-Josée to add Biosafety & Biosecurity as a standing item on the agenda. Denis Petitclerc will provide an update at each meeting

4.0 Other

A) Rosalie advised the Committee that this was her last meeting as she is leaving the department. The committee recognized her valuable input and offered a special “Thank You” for all her good work.

B) The following list is a list of all the documents that were signed and approved at the February NOHS meeting:

1. AAFC Procedures for Hazardous Occurrence Reporting and Recording
2. 2008 National OHS Policy Committee Activity
3. OHS Policy Committee Minutes from November meeting
4. OHS Policy Committee Minutes from September meeting
5. Promoting Scent-Free Work Environment Toolkit
6. AAFC First Aid Program
7. Inventory of Occupational Health and Safety (OHS) Course Codes
8. One pager on "Confine Spaces"
9. One pager on "Fall Protection"
10. One pager on "Hearing Conservation"
11. One pager on "Personal Protective Equipment"
12. One pager on "Firearm Safety"
13. One pager on "OHS500 Job Safety Analysis" (Training Module)
14. Internal Complaint Resolution Process
15. Government Wide OHS Environment
16. Hazards Associated with the Use of Personal Listening Devices in the Workplace

5.0 Next Meeting

Next meeting is schedule for June 10, 2009 in Ottawa.