

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

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

Minutes of meeting held June 6, 2012  
NHCAP, Ottawa, Ontario

### **Attendees:**

#### **Employee Representatives**

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

#### **Management Representatives**

Manon Proulx, A/Associate Director General, Science Centres Directorate, RESB  
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB  
Terry Dash, Technical Director - Alberta, B.C. and Territories, Regional Adaptation and Practice Change Division, AESB

#### **Technical Advisors**

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

#### **Secretariat Services:**

Christine Martel, OHS Project Officer, HRB

#### **Guests:**

James Reid, Advanced Public Training Officer, Ottawa Paramedic Service  
Jan Salsberg, Team Manager, Wellness and Integrated Disability Management Program

#### **Regrets:**

Denis Petitclerc, Associate Director General, Science Centres Directorate, RESB  
Catherine Conrad, Director General, Planning, Policy and Workplace Programs, HRB  
Ed Coulthard, Acting Director, Regional Adaptation and Practice Change Division, AESB  
Catherine Walker, Director, Workplace Programs, HRB  
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) March minutes were approved by Committee.

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

- March minutes to be posted on the website.

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

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

- A presentation was made on Setting up Your Defibrillator Program by James Reid, Advanced Public Training Officer from the Ottawa Paramedic Service.

### **Action:**

- Committee to review presentation and prior background information prior to validating or updating the Committee's previous position at the September meeting.

### **b) HPP Implementation Plan 2012-2015**

- The Committee reviewed the plan following the assignment of leads/co-leads carried out during the Regional OHS Coordinators' face-to-face meeting in April. HPP Implementation Plan approved.

### **Action:**

- Review of progress-to-date will take place at the March 2013 meeting to assess work completed and review future considerations and timelines.

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

- A review of topics to be listed in the Local Workplace OHS Committee Handbook was completed.
- This Handbook will be a "take-away" item of the new Local Workplace OHS Committee training module being developed as part of the OHS Core Learning Program review.

### **Action:**

- Kerry and Jane to continue developing the Handbook. Outline of topics to be shared with the Committee for feedback.

### **d) Communications Strategy**

- A discussion was held on an OHS "motto". Consensus was reached on "Stop Think Act".

### **Action:**

- Coordinate with Communications to develop a pictogram to accompany the "motto" and finalize wording.
- Revised Communication Strategy to be shared with the Committee at the September meeting.

### **e) Update on policies, directives, and guidelines**

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

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

**Action:**

- Once approved by ADM-HRB, preparations to be made for translation, posting on website and communication to all employees.

**f) WHMIS/GHS/MSDS Software**

- A discussion was held regarding the status of the application process for new web-based software for the department.
- The Committee also discussed the need to look at acquiring access to Global Harmonized System and providing training on a timely basis as the major chemical suppliers have already made the conversion.

**Action:**

- A status update on the Request for Proposals to be provided by Denis at the September meeting.

**g) JSA Training**

- A brief overview was provided on the online Job Safety Analysis database tool.

**Action:**

- A more detailed overview of the finalized version of the online JSA database tool to be given in September.
- Add link to this tool on the OHS Website.
- Identify this tool in the new Local OHS Committee Training being developed.

**h) Green Defensive Driving**

- An in-depth look at accident statistics, particularly motor vehicle accidents, is still to be carried out as part of the business case.
- A discussion took place regarding options to assess actual driving capabilities of employees (including students) who use fleet vehicles and other job specific equipment.
- The current contract for Green Defensive Driving expires March 31, 2013, however, financial constraints are pressing for an earlier resolution.

**Action:**

- Denna to review accident stats (Kerry to provide accident/injury info available through PeopleSoft).
- Denna to draft a business case regarding current situation and a recommended course(s) of action for training on fleet vehicles, farm and other equipment.
- Consider driver and equipment training options offered by outside training providers such as provincial Farm Safety Associations.

**3. Corporate OHS Policies & Programs**

**a) Personal Protective Equipment and Clothing Program**

- Final version of Personal Protective Equipment and Clothing Program documents were reviewed by the Committee; recommendations to be sent to ADM-HRB for approval.

**Action:**

- Prepare Briefing Note package for ADM-HRB approval.

**b) Hazardous Occurrences Report (formally Accident Data Report)**

- The Hazardous Occurrences Report was not available for presentation at the June meeting. The report will be forwarded to Committee members prior to the next meeting.

**Action:**

- Report to be shared with Committee prior to the next meeting.

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

- The OHS Core Learning Program Completion Rate Report was not available for presentation at the June meeting. The report will be forwarded to Committee members prior to the next meeting.
- An update was provided on the training stats for the new Violence Prevention in the Workplace e-learning module that was launched in March.
- A discussion was held regarding changes to the OHS Core Learning course codes and the value of breaking down training reports to identify site locations.

**Action:**

- Report to be shared with Committee prior to the next meeting.
- Once specific site training reports are available, responsible managers will be requested to ensure staff still needing this required training register.

**4. Workplace OHS Committees**

- Nothing new to report.

**5. Complementary National Safety Programs**

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

- An update on the NCBBP was provided to the Committee.

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

- An update on the NLSP was provided to the Committee.

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

- An update on the NRSP was provided to the Committee.

**Action:**

- Information on incident site locations to be provided to the Committee prior to the next meeting.

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

**a) Fire Protection Program**

- A Fire Inspection Summary document was shared with the Committee by Denna. The document summarizes deficiencies that were identified during HRSDC and Fire inspections, what corrective action needed to be taken and the status of the action. This report addresses Research Centres and is still being populated. The Committee questioned whether something similar was available for AESB sites.
- A discussion was held regarding the installation of new emergency exit signs at certain sites. Concerns expressed included whether the new signs meet legislative requirements, at what sites the changes were being made and whether employees had been informed about the change.
- A discussion also took place about the pressure testing of sprinkler heads and hoses, and fire extinguisher training.

**Action:**

- Denna to look into the new emergency signs being posted at facilities to address questions raised.

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

- Nothing new to report.

**8. Communications**

**Action:**

- A meeting with the Policy Committee Co-chairs and Catherine Conrad to be arranged to discuss communication from the Policy Committee.

**9. New Business**

**a) Workplace Violence Prevention – Post Incident Review**

- A discussion was held regarding the incident at Indian Head.

**Action:**

- A post-incident “lessons learned” report and discussion to occur at the September meeting.

**b) Competent Persons – Prevention Workplace Violence Policy Training Standard**

- A draft document was shared with the Committee.
- A discussion on the definition of competent person took place including describing knowledge requirements and the differences between Investigation versus Fact Finding in the Prevention Workplace Violence process. Costs associated with utilizing external resources and the question of who would pay these costs was discussed.

**Action:**

- An updated document will be shared with the Committee prior to the September meeting.

**c) Dundurn (AESB) Fatality**

- An update on the status of the investigation was provided to the Committee.

**d) EAP Annual Report**

- 2011-12 Annual Report was presented to the Policy Committee.
- A discussion took place concerning confidentiality in the context of information requested when someone registers for online services (e-learning, interactive tools, health and wellness assessments and library resources).

**Action**

- Jan to discuss with the EAP service provider about what that information is used for and how it translates to our stats.

**e) UTV/ATV Helmet Use**

- The Committee reviewed the differences between the wearing and use of helmets when driving UTVs versus ATVs.
- The Committee concluded that the decision on whether a helmet is mandatory or not, should be made locally, on a case-by-case basis, utilizing JSA and the task risk analysis. The decision should be taken in consultation with the manufacturer's manual and the provincial and municipal regulations or laws that apply.

**f) Pesticide Directive – Tracking of Pesticide Application**

- A discussion was held regarding the NJC Pesticide Directive particularly with regard to the requirement for record keeping and retention.
- An example of a tracking tool was reviewed and is available for use by any site that requires a tracking tool.

***Next Meeting***

- September 12-13, 2012 – Summerland, BC.