

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

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

Minutes of meeting held June 5-6, 2013  
Crops and Livestock Research Centre, Charlottetown, PEI

### **Attendees:**

#### **Employee Representatives:**

**Chair:** Glenn Miller, Storesperson, GPCRC-Harrow (PSAC)  
Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC)  
Milton Dyck, Technician, SPARC-Swift Current (PSAC)  
Lloyd Kerry, Research Technician, CLRC-Charlottetown (PSAC Alternate)  
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu (PIPSC)  
Mark Grimmett, Analytical Chemist, CLRC-Charlottetown (PIPSC)

#### **Management Representatives:**

Caroline Dunn, Director General, Human Resources Directorate, CMB  
Alan Parkinson, Director General, Community Pastures Program, PB  
John Sharpe, Director, Integrated Planning and Reporting, STB  
Denna Dougan, Director, Integrated Services, CMB  
Ceci O'Flaherty, Director, Labour Relations, CMB

#### **Technical Advisors:**

Kerry Piccolotto, Acting Team Lead, National OHS Program, CMB

#### **Secretariat Services:**

Christine Martel, OHS Project Officer, National OHS Program, CMB

#### **Guests:**

Derek Wynberg, A/Regional OHS Coordinator – Atlantic Region, STB  
Shauna Guillemin, Director, Values, Ethics and Conflict Resolution, CMB  
Nicolas Auclair, Regional OHS Coordinator – Quebec Region, STB  
Members of the Charlottetown Workplace OHS Committee

#### **Regrets:**

Michele Jackson (Coe), Procurement/Finance Assistant, LERC-Lethbridge (PSAC)  
Rolfe Antonowitsch, Partnership Specialist, RDIRS-Regina (PIPSC)

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

### **a) Minutes**

- 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 Business Case template was shared with the committee.

#### **Action:**

- The Template to be updated based on discussion during meeting and to be distributed to the committee again for feedback.
- Final version of the Template to be tabled at the September meeting.

### **b) Farm Vehicle and Equipment Training**

- A document was shared with the committee outlining what kind of training is currently taking place across the country.
- A discussion was had around this equipment and training being done at the local workplace OHS committee level.
- Another discussion was had that Farm vehicle accident stats should be examined to support the rationale for a national training standard on this issue.

#### **Action:**

- Farm vehicle accident stats to be looked at from the Hazard Occurrences Report.
- More research to be done on what programs are available in the various provinces or other outside service providers. More research to be gathered on the specifics of the training being done in the regions/sites that can be used as a baseline for our own training standard.

### **c) Dundurn Fatality Update**

- Alan Parkinson provided an update regarding the court case.

#### **Action:**

- Alan Parkinson to provide an update at the September meeting.
- The committee will review any matters it deems important as a result of the court case that may have a national impact on health and safety matters for the department.

### **d) Local Workplace OHS Committees – Handbook**

- Revised draft document was deferred to the September meeting for review by the Committee.

#### **Action:**

- Revised draft document to be presented at September meeting.

## **3. Corporate OHS Policies & Programs**

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

**a) Firearm Use Directive**

- A discussion was had regarding bringing the Firearm Directive back to the planning phase for this year.
- A decision was made that the Community Pastures Program (CCP) would be excluded from the Directive because of the unique nature of their business.
- The directive is being developed to clarify the safe operational use of departmental issued firearms.

**Action:**

- The draft Directive to be circulated to the Committee for their review and input. Input to be returned to Kerry Piccolotto by July 31, 2013.
- Revised draft Directive to be brought back to the Committee for the September meeting.

**b) Fire Protection Equipment (FPE) Training Standard**

- An initial draft document was shared with Committee outlining what AAFC's standard could look like. It would be a working environment tiered approach, including a PowerPoint presentation for all employees and hands-on training for some employees in certain work environments. (i.e. Laboratories)
- A discussion was had around the hands-on training and costs associated with it; the suggestion is to offer hands-on training to employees working in higher risk work environments (i.e. labs, garages), and other employees (i.e. offices) may only require an online training.
- The focus on training is not to fight fires, but to use extinguishers for egress purposes only.

**Action:**

- Research to be gathered from Patrick St-Georges (for ECORC) and the regional OHS Coordinators on costs for any hands-on FPE training at Research Centres in the recent past.
- Costing details gathered to be brought forward to the Committee for the September meeting.
- FPE PowerPoint Presentation to be brought forward to the Committee for the September meeting.

**c) Hazardous Occurrences Report**

- Report was deferred to the September meeting for review by the Committee.

**Action:**

- Report to be presented at September meeting.

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

- Report was deferred to the September meeting for review by the Committee.

**Action:**

- Report to be presented at September meeting.

**4. Workplace OHS Committees**

- The co-chairs informed the Committee that they are happy to see the local workplace OHS committees submitting their minutes to the [nohspc-cnosst@agr.gc.ca](mailto:cnosst@agr.gc.ca) inbox.
- A discussion was had about ensuring the action items on minutes that are outstanding are being completed.

**Action:**

- Research to be gathered from local workplace OHS committees on best practices that are out there that could be shared with everyone and be incorporated into the Local Workplace OHS Committees Handbook.
- Ensure tools and templates are included in the Handbook to help them manage their action items.
- Reminder to be sent out to all local workplace OHS committees regarding the submission of minutes to the generic inbox, including the submission of their annual local OHS committee activity report in March of each year.

**5. Complementary National Safety Programs**

- A discussion was had regarding bringing back brief quarterly updates for each of the 3 complimentary safety programs (National Laboratory Safety Program, National Radiation Safety Program and the Containment, Biosafety and Biosecurity Program). Three of the quarterly updates would be done verbally by John Sharpe, STB representative and one quarterly update would be done face-to-face by each of the Chairs of the complimentary safety committees (the face-to-face updates would take place during the December meeting being done by Videoconference).
- More consistent communication is required between these complementary safety programs and NOHSPC, to ensure NOHSPC is consulted with any training modules developed or guidelines drafted by the respective programs.

**Action:**

- Agendas and processes to be updated to ensure these updates are given at each of the meetings.

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

**a) Fire Protection Program**

- Nothing new to report. Denna Dougan to present an annual report at the March 2014 meeting.

**Action:**

- Agendas to be updated to reflect this.

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

- Nothing new to report.

**8. Communications**

- a) Promotion of OHS Program at AAFC**

- A discussion was had about how the Committee can help to create a “Safety Culture” and the different ways of getting information out and promoting the good work that is being done across the country.

**Action:**

- Research to be done and collect newsletter examples that are already being done at certain Research Centres.
- List of topic ideas to be compiled and a plan for communicating newsletters to be added in the Communications Plan.
- Communications Plan (including slogan) to be brought forward to the Committee for review at the September meeting.

**9. New Business**

**a) AAFC OHS Program Audit Tool**

- A document was shared with the committee as base template which could be used in Part I of AAFC’s OHS Program Audit Tool outlining elements required to meeting the *Canada Labour Code (CLC)*, Part II and *Canada Occupational Health and Safety Regulations (COHSR)*. Part II of the Audit Tool will be a Perception Survey and will be developed with the help of Jeff Bryant, Regional OHS Coordinator for Northern Alberta/British Columbia.

**Action:**

- Document Template for Part I to be shared with the Committee for their Review and feedback. Input to be returned to Kerry Piccolotto by July 31, 2013.

**b) Workplace Violence Prevention Policy and Regulation XX**

- A document was shared with the committee regarding proposed changes to the AAFC Policy
- A discussion was had about the proposed changes and to also look at the Training module. The training module will be reviewed following the revision of the Policy.

**Action:**

- Revised document with proposed changes to be shared with the Committee for their review and feedback. Input to be returned to Kerry Piccolotto by July 31, 2013.

**c) Employee Assistance Program (EAP) Annual Report**

- The EAP Annual Report 2012-13 was presented by Shauna Guillemin.
- A recommendation was made by the Committee to look at having EAP representatives come back to affected sites one or two weeks after Departmental transition announcements are made. Plans for support should include as many affected sites as possible, even smaller locations.
- The Wellness and Integrated Disability Management Team is working on the process for the next EAP contract as we are in the last year of our current contract with Homewood Human Solutions.

**d) Job Safety Analysis (JSA) Database Update**

- A demonstration of the updated JSA database was given by Nicolas Auclair. He highlighted the recent improvements that have been made to the database.

- A discussion was had about managing the volume of JSAs in the database and if any other fixes should be incorporated.
- It was recognized that our JSA (in this new format) incorporates our Safe Work Procedures (SWPs), therefore additional SWP entries are not required.

**Action:**

- Follow up with Nicolas Auclair about possible capacity issues or alternate ways to manage similar JSAs.

**e) Tours of Charlottetown Research Centre and Harrington Research Farm**

- Mark Grimmett and other local staff organized a tour of Research Centre and Research Farm for the committee to see how health and safety matters are dealt with at the sites and explain the research being conducted.

**f) Globally Harmonized System (GHS) / Workplace Hazardous Material Information System (WHMIS) Training**

- A discussion was had about having an interim measure in place covering the change over from WHMIS to GHS as we have been receiving certain materials from various suppliers already using the GHS label format.
- A discussion was also had about how legally we are still required to provide WHMIS training as GHS has not been legally adopted in Canada as of yet.

**Action:**

- John Sharpe to continue on the RFP for a national training standard for WHMIS which will also cover the transition into GHS.
- John Sharpe and Gaston Mercier to research information available (e.g. training presentations and posters) that could be shared across the country in both languages to help inform people of the new symbols being used under GHS.

**g) Lab Safety Orientation Package**

- The committee was informed that a Lab Safety Orientation package was shared with the Director of Operations (DOs) to be used to orient employees in best practices in laboratory safety.
- A discussion was had about how this training should be delivered.

**Action:**

- The Co-chairs will request that the chair of the Laboratory Safety Committee share the documents related to this item with the Committee for their review and feedback.

**Next Meetings**

- September 19, 2013 – Ottawa, ON (**EVENT#00488**)
- December 19, 2013 – via videoconference
- March 20, 2014 – Ottawa, ON (**EVENT#00489**)