

Agriculture and Agri-Food Canada (AAFC)

Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held June 3, 2009
Neatby Building, Ottawa, Ontario

Attendees:

Employee Representatives

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

Management Representatives

Laurie Hunter, A/DG Performance Excellence, HRB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB (representing Lynden Hillier, DG Assets Management & Capital Planning, CMB)
Denis Petitclerc, Associate Director General, Science Centres Directorate, Research Branch (representing Gilles Saindon, DG Science Centres Directorate, Research Branch)
Catherine Walker, Director, National Program & Strategic Information, HRB
George Brown, Manager, Land Management, AESB

Technical Advisors

Bob Neilson, A/Head, Occupational Health & Safety, HRB
Marie-Josée Poirier, HR Consultant, HRB
Christine Martel, Administrative Assistant, HRB

Guests:

Robert Montgomery, Communications Advisor, Corporate Marketing Services, CCB
Marie-Edith St. Vil, Communications Advisor, Corporate Marketing Services, CCB

Regrets:

Glenn Miller, Agriculture Union, PSAC
Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC

1. Additions to agenda and approval of minutes from the previous meeting

- New items were added to the agenda:
 1. Local OHS Committees
 2. Fire Prevention
 3. Radiation Safety Program
- Corrections to the minutes from the previous meeting
 1. Workplace Inspection Program there was a discussion about including Government Vehicles – inspection checklist
 2. Add: short discussion regarding local OHS Committees
- Minutes approved with changes

Action:

- Marie-Josée will update the minutes and have it signed by Co-chairs.

2. Business arising from the minutes

First Aid

- Bob followed up with TBS regarding any updates about Automatic External Defibrillators (AEDs) – no change from TBS
- The Committee has recommended an inventory be undertaken.
- Communiqué to managers to be drafted and approved by the committee with regards to not purchasing any more AEDs until the OHS Policy Committee makes their recommendation to the Deputy Minister (DM) and receives her approval to move forward or not.
- The Committee recognized that there will be a need for a Briefing Note to the DM with a program recommendation.

Action:

- Bob to contact the regional coordinators about getting an inventory of AEDs currently owned at our sites.
- Bob will prepare a draft communiqué to managers regarding not purchasing any more AEDs until program approval.
- Bob to draft a Briefing Note to the DM with a program recommendation.

Workplace Inspection Program (WIP)

- A discussion was held about adding vehicles and other equipment to the workplace inspection through some form of checklist.
- Questions regarding definitions regarding Health & Safety Representatives vs. Committee Members and what level of managers are being involved.
- Clarification regarding pre-operation inspections versus the monthly inspections as part of the workplace inspections.
- A discussion was had about the consideration of using a few committees (through Regional Coordinators) to review draft documents for feedback not only for this draft program but for all draft program documents.

Action:

- Bob to create checklist/process for WIP – Government Vehicles.

- Bob to add a definitions page or to make changes throughout the document to clarify some definitions that were questioned during the discussion (regarding H & S Representatives vs. Committee members and the levels of managers.
- Bob to send this out to certain regional coordinators for feedback from some committees.
- Once feedback from Committees have been received and implemented into the document, Bob will send it out the Policy Committee for final review and approval via e-mail or teleconference (signature from Co-Chairs) prior to next meeting.

OHS Orientation

- Clarification was made that all employees whether students and including / terms / contractors / foreign exchange employees must have taken the Defensive Driving training before driving a fleet vehicle.
- A discussion was held about the effectiveness of the training whether it is driving or other equipment. Clarification was made that it is up to the supervisor to make sure the training is effective. Recommendation from committee is to build in a checklist of some sort to reflect supervisory review of training effectiveness in the orientation program. Also the mention of possibly building an evaluation questionnaire or survey to see how effective the training was after a certain time frame (example 2 months).
- A discussion was held about how we move forward with this program. Do we have the Regional Coordinators do a train the trainer for managers/supervisors? Some of these tools could be done online via documentation/guidelines. Also important to realize that this is a continuous learning process highly dependant on actions being taken at different times and that training/orientation is needed whenever something is new.
- A discussion was held about continuing with the draft framework that was sent out and looking into possibly making this an Online Tool by using different modules.
- Bob advised the Committee that the Treasury Board draft on a Standard Framework for Orientation is expected at the end of the month. It was suggested that the Bob distribute this to the Policy Committee for review and for the working group to possibly build on this with their current draft framework.

Action:

- Jim will get clarification from fleet management on who is eligible for driving fleet vehicles.
- Bob to distribute the Treasury Board draft on a Standard Framework for Orientation to the Policy Committee.
- Bob to contact the working group to continue working on the orientation program development by building on the TB draft and the current AAFC draft framework with the 302 course materials and add other necessary items.

Core Learning Program (CLP)

- A discussion was held about the confusion regarding the CLP, specifically location of the learning maps on online and the definitions as to what is

mandatory vs. recommended. The colour coding is also an issue for those who are colour blind.

- A more in depth discussion was held about the learning maps. Not visible enough being online for some of our groups such as GL groups (AESB). Also, recommended that the Policy Committee review the maps (which are online) for accuracy and feedback.
- A discussion was held about creating a matrix that would include description boxes about all the different sessions and their target audiences for the OHS website to help identify and promote the required OHS training.

Action:

- Marie-Josée / Christine to send out the link to the maps to the Policy Committee for them to review for any corrections that are required. They can then pass on to managers and/or committees for broader promotion.
- George to flip a matrix he has already from AESB as an example to Bob to pass onto Laurie for review and consideration for the Learning and Development team.
- Bob and Christine to create a matrix table for the website in regards to OHS training.
- Laurie to ask Core Learning Group to address colour coding issue.

Website

- Bob informed the Policy Committee that the NCR OHS minutes have been removed from the website and have been saved for reference on the Shared Drive.
- Bob informed the Policy Committee that there is an HR working group with the Web Publishing group and they are getting together on June 4th to discuss the plan for the website redesign based on the OHS Document Control list as discussed previously.
- Bob informed the Policy Committee that the OHS “Feature Button” which will be on the main page of *AgriSource* will only be used to highlight new/important information not only for OHS. But the plan is to have a more visible link to OHS on the main page as opposed to searching for it as part of another function.
- A discussion was held about highlighting new information / programs on the OHS website itself for a longer period of time (ex. 6 months).
- A discussion was held about certain links being listed under multiple sections. Also about disabling certain links until they are updates.
- A discussion was held about the new process for updating the website and why certain approved items were still missing from the website. An explanation was given on the new updating process by using *AgriDOC* was given by Bob. An explanation was also given by Bob about the new Footer process for all approved documents and how a revision date could be added and how that is incorporated into the new *AgriDOC* update process.
- Official signed documents will be available on the shared drive if they available with signatures (through PDF) on the website.
- A discussion was held about the shared drive and how it would be set up including access. It was suggested that a process on how we will move forward with this be sent to the group along with the link to this drive. Another suggestion was made to have a folder for the next meeting which would include copies of

documents relevant for the next meeting. These would just be copies of documents that would be listed elsewhere in the main folder under the Document Control format.

Action:

- Bob will have send out the link to shared drive to the Policy Committee.
- Marie-Josée will make sure the rest of the missing approved documents get posted to the website.
- Christine or Marie-Josée will work on transferring all current documents into *AgriDOC* for the new website.
- Policy Committee members to send any edits of current documents to Marie-Josée for correction.

Job Hazard Analysis (JSA) Training program

- Bob advised the Committee that the JSA was officially launched. The communiqué was sent out and the information is available on the website.

Workplace Violence

- Bob recommended that based on the new guidelines from HRSDC that the Policy Committee collaborate with Security, Office of Conflict Resolution (OCR) and Human Resources Branch (HRB) to develop a list of contributing factors in regards to workplace violence.
- In regards to training, Bob recommends to develop and structure our teams or protocol so that managers have an immediate tool in terms of investigation and protocols for the committees.
- Immediate audience target for the training to be set up for the committees and managers/supervisors and the response teams.
- A discussion was held about categorizing the types of workplace violence (such as bullying, threat to destroy projects, etc) and developing the policy for the committees with help from other groups. Talked about a tiered approach and incorporating EAP and governance.

Action:

- Bob to become part of the working group. Bob will continue the follow up and set up contacts with other groups for resources and advice.
- Bob with the working group to start developing the policy and to bring it forward at the next meeting.

Ergonomics

- We should use the HRSDC program documents as a guideline for moving forward.
- Bob advised the committee that the Health Canada (HC) mandate to conduct ergonomic assessments is still under review.
- Catherine brought up the contract with Canadian Council on Rehabilitation and Work (CCRW) and what is available to us through that contract including ergonomics and train the trainer.

- A discussion was had about the shift in the Regulation about being more proactive as opposed to reactive. And that the 70 % of the problems could be fixed by self assessment tools. Promote the HC ergonomic guide.
- A discussion was had about developing a short module on ergonomics for Workplace Committees if they are expected to review it as part of the Hazard Prevention / Workplace Inspection.

Action:

- Bob will bring the HRSDC Guidelines on Investigation and Conducting Assessments to the next meeting.
- Bob to follow up with Catherine on the contract with CCRW and to bring back more information to the committee for an evaluation of the next steps to the next meeting.

Non-Employees working at AAFC

- The Policy Committee will continue to monitor the situation and review again if new issues arise.

Action:

- Christine to remove item from the Agenda unless new issue arises.

OHS Training

- Marie-Josée provided the Policy Committee with the updated OHS training Reports (4 documents) which was divided by mid year and annual stats; by the course codes; and by regions vs. branches.
- A discussion was held about how things are moving forward, that covering the high risk areas have been a priority and that training in the NRC is slowly starting to be more visible especially after the Deputy Minister's (DMs) comments at the Departmental Management Committee.
- A discussion about sharing this training information with Branch Heads by being more specific about a breakdown with the actual list of names (which brings out some systematic problems). The communiqué would be done via branch head from the ADM-HR (they are looking at possibly rolling up all training together as opposed to multiple packages). The information would be branch specific with perhaps an overall overview and comparison of branches.
- A discussion was had about what courses would be done for a review (done approximately every 3 years for all courses on a rotational basis).

Action:

- Marie-Josée to add a footnote about a target number for completion considering that they are mandatory courses.
- Catherine's team to look at a communications piece to go out in September again regarding OHS training with the break down by names for each branch.
- Marie-Josée to share these reports with the regional coordinators including the breakdown by names.

Hazard Prevention Program

- Bob is requesting that the respiratory protection program be moved up as a higher priority. We are required to have this program in place and a number of issues have come up in regards to personal protective equipment.
- Bob described the documents he is looking at for this programming including the scope for the department, the program that is already in place (Winnipeg), and a training deck.

Action:

- Bob will forward these 3 documents to the Policy Committee for review and hopefully for approval via e-mail or teleconference. (Target for end of June for distribution)

Chemical Spill Response

- Bob followed up with Glenn and they are in agreement about AAFC's approach to CERT Teams.

Action:

- Bob to discuss with Nathalie Ritchot to confirm that it will be placed under the Lab Safety Program.
- Bob to have this document reviewed and signed by Co-chairs and action to the web.
- Document to be sent to Regional Coordinators / Research managers for distribution and to survey the #s of CERT Teams are in place. (Communication piece is ready to go with the guideline)
- Bob to develop audit tool.

Potable Water

- The Policy Committee agreed to leave the Potable Water as a standing agenda item where Jim can give us highlights of any hot items if there are any.
- The Policy Committee agreed that one complete report annual would satisfy the requirement on this topic.

Action:

- Jim to discuss with Rob May about the best time for the annual report to be prepared and presented. Timing of the report would be given to the Policy Committee at the next meeting.

Internal Complaint Resolution Process

- The poster is ready to be posted on the website.
- A discussion was had about possibly using a one pager through Communications to pass along information such as this so that perhaps managers would take that information and post it on their bulletin boards.

Action:

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

Fume Hood Testing

- No new developments to report to the Policy Committee.
- The meeting schedule for March was never held.

Action:

- Christine to leave item on agenda for next meeting.

Moves of employees to new facilities

- Some improvements with participation for local OHS Workplace Committees. Joanne Morin reported that the Rochester Committee to start on Monday June 8 and mentioned that NHCAP Committee had already had a few meetings and is slowly moving along. Now only two buildings (#34 and 74) left in the NCR without any Workplace Committee.
- A discussion was held about lessons learned regarding the move and the breakdown in communication and inspections when you move from one building to another one when you have a mix of move dates.

Action:

- Christine to remove item from the agenda for the next meeting.

Use of personal listening device**Action:**

- Bob to make an adjustment to the document regarding hygiene as suggested at the last meeting. Then will be posted on the website.

Budget

- Catherine suggested the standard quarter dates for deadlines to submit the budget information (March 31, June 30, September 30 and December 31).
- Policy committee agreed to use this as a general idea for NOHS in person meetings only regarding travel costs (NPO) and salary costs (# of days).
- Denis mentioned that all research managers that have a coordinator at their site have been given a specific final code to track in their budget. They also have a separate OHS line item.

Action:

- Catherine/Christine to send out an updated version of the excel document (more general form and fix formulas).
- Policy Committee members to submit the budget forms each quarter.

Roll-Over Protection (ROP)

- Jim sent the reminder out to all research centers regarding ROPs on all tractors.
- A discussion was had about the concerns of purchasing equipment for the right tasks. Safety device can only be disengaged if there is written consent through HRSDC.

Action:

- Bob to gather regulations for ROPs to post on the website and ensure that the checklist for the WI should be adjusted to include tractors/vehicles/equipment.

Communication needs

- Marie-Josée distributed a calendar template just to have an idea of what is coming up.
- A discussion about posting this on the website somehow with links to other websites regarding important upcoming dates.
- Looking ahead the committee reviewed the calendar and discussed upcoming events (Fire Prevention Week in October). Discussions about what we could promote from our program or create our own theme. Possibility of using our Emergency Evacuation Plan including Fire Drills, etc. If the documents are ready and approved prior to the next meeting in September we could have a news@work communiqué to promote this new program.
- A discussion was also held about promoting events through our local Workplace Committees / Health & Safety Representatives about certain events and what the best way to communicate with those committees – through regional coordinators or via distribution from Co-Chairs with the Policy Committee being cc'd on the message (example August 31 message for Fire Prevention Week).

Action:

- Christine / Bob to discuss with web Publishing about how to incorporate this on the website.
- Bob to put the calendar in the shared drive so it can be used as a working tool with deadlines for certain things.
- Christine to add this as a standing agenda item to help the Committee plan ahead of time (look at 6 months ahead for Policy Committee and 2 months ahead for planning communiqués to be ready for deadlines/approvals if required).
- Bob to work on approval of program and the communiqué for news@work before the next meeting.

Lab Safety Program

- Bob informed the Policy Committee of where we stand now with updates to this Program.

Action:

- Bob to go back to the Policy Committee once received back from Nathalie Ritchot and the working group. Then it can be updated on the website.
(End of June)

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

- Nothing new to report to the Policy Committee.

Action:

- Bob to redraft the communiqué for AVCs with regards to the protocols for reporting to Management. Policy Committee to be cc'd on message once it is sent out.

Demo on OHS People Soft module

- A discussion was had about this becoming a high priority coming from senior managers. Looking to pull out trends from the software and as a next step once the first reports are made available look to widen the scope of the reports to include type of worker (term/indeterminate/etc) / male vs. female / age groups.

Action:

- Christine to add as a standing agenda item for the next meeting.

Communication plan

- A discussion was held with our guests from Communications and Consultations Branch (CCB) – Robert Montgomery and Marie-Edith St. Vil in regards to a variety of communications pieces available for different types of information on promoting the NOHS Policy Committee.
- It was agreed that the first article for *AgriCulture* be an interview with Bob and the Co-Chairs and include a picture of the group. Deadline for submission to CCB is June 9th (extension to June 26th) for target release date of September 21st.
- The Policy Committee to further discuss the next approach for a series of communications regarding the network of people and programs covered by the Policy Committee.

Action:

- Bob to work with Robert Montgomery to finalize article by the deadline.

Biosafety & Biosecurity

- Update given by Denis Petitclerc and announced that Christian Toupin is now the Chair of the Committee.
- Guidelines are being drafted to go to Research Centers for comments.

Action:

- Denis to send out the guidelines to the Research Centers for comments. (Targeted for end of June)

Other

- Policy Committee was advised the Laurie Hunter has taken over for Rosalie Burton as Acting DG for Performance Excellence and that Denis Petitclerc has taken over as the management co-chair representative.

3. Corporate OHS Policies & Programs

A. Work Place Inspection Program

- Was already covered by section 2 as business arising from the minutes.

B. Review of Operational Safety Programs (OSPs) on the Website

- Bob's suggestion to the Policy Committee is that we start by reformatting into the new standard Safe Work Procedures in AgriDOC. Then it could be reviewed by NOSH Policy Committee / Regional Coordinators and renumbered based on the Inventory Control Document.

Action:

- Christine to work with Bob to reformat documents from OSPs to Safe Work Procedures under the new template and in AgriDOC.
- As part of the JSA the Regional Coordinators to review each one. (Target to be completed by March 2010)
- Bob to re-send out the template from the JSA module.

4. National OHS Training Programs

A. Annual OHS Policy Committee activity report

- Activity report to be posted on web shortly.
- A discussion was held about reviewing course OHS 303 to incorporate the new WIP.

Action:

- Bob to send out the evaluation feedback and the related documents from the course to the Policy Committee. Review can be set up for early September to be done by next meeting.

5. Workplace OHS Committees

A. PeopleSoft (PS) Module

- A discussion was held about looking more closely at the PS module and to incorporate that into a report to track the Workplace Committee process. Our reporting needs maybe problematic for the software so we may have to action progress manually.

Action:

- Policy Committee to review the HRSDC reports to clarify what is actually needed to generate what is required by our PeopleSoft module or what we would create manually.
- Marie-Josée to set up a Net Meeting for the Policy Committee to review the actual module in PeopleSoft. (End of June)
- Christine / Marie-Josée to create spreadsheets to track Workplace Committee meetings and Workplace Inspections.
- Bob to send the Policy Committee the draft spreadsheet from the process developed by Jeff Bryant.
- Bob to draft terms of reference about what exactly is needed by each Workplace Committees / Regional Coordinators for the Annual Reports.

6. National Lab Safety Program

A. Biosafety and Biosecurity Program – Policy and Term of Reference (TOR) for the Committee

- A discussion was had about the parallel between the Biosafety and Biosecurity Program along with the Lab Safety Program and their relationship with the Policy Committee including Policies, Terms of Reference, membership, etc.
- Bob suggested that the Policy Committee should get annual updates from each of the expert committees to enhance communication between all the committees.

7. Internal Complaint Process

Action:

- To be posted on the web; waiting for new process from web publishing for clarification on how it is going to be posted.

8. Work Refusals/Emergency Response Measures

A. Work Refusals

- No feedback given therefore approved and to be signed by the Policy Committee.

B. Emergency Response Measures

- A discussion was had about setting standards for the development of Fire Safety Plans. From there Emergency Evacuation Plans are set. Then protocols, procedures, and training are developed.
- A discussion was had about the reporting that is to be done after a Fire Drill and where those reports should be kept and that they should be passed on to the Policy Committee. This should be a part of the standard.

Action:

- Work Refusal Process Flow Chart to be signed and then posted on the web; again waiting for new process from web publishing for clarification on how it is going to be posted.
- Bob to review the Emergency Evacuation Template and to get the information out Workplace committees and use as a promotion for fire Safety Week in October.
- Emergency Response Measures to be signed and posted.

9. HRSDC Reports & Directions

- Was already covered by section 2 as business arising from the minutes.

10. New Business

A. H1N1 Update

- Bob updated the Policy Committee about the activities that occurred during the Outbreak. He informed the committee that TBS released some

information and that the lead remains with Corporate Management Branch (CMB) and Markets and Industry Services Branch (MISB) with support from Human Resources Branch (HRB) on specific areas. OHS may play a role with the use of Personal Protective Equipment. There was also an issue about Right to Refuse Process.

- A discussion was held about Flu Clinics for the fall. A number of changes need to be looked at. Communication (including budget details) needs to be better and planning/network should be done soon to cover the large capacity that will be required to provide the service to all our clients on multiple days. Workplace coverage only under local discretion (e.g. Cafeteria employees). To be done through the management stream.

B. Status of staffing the National OHS Coordinator, the Saskatchewan and NCR Regional OHS Coordinator

- Bob informed the Policy Committee that they are past the screening process in both the Saskatchewan and NCR Regional OHS Coordinator positions and that they are hoping to staff both positions this summer. Funding for the NCR OHS Coordinator is still to be negotiated.
- A discussion was held about the both the Regina and Saskatoon Committee issues and status.
- Bob informed the Policy Committee that Andy Sears is the new OHS Coordinator for AESB.
- Catherine informed the Policy Committee about the status for filling the National OHS Coordinator. There were some OL Complaints about the level and non-imperative. Also, re-looking at working through some budget issues. Still hopeful to staff the position in the near future.

C. Financial Tracking Report

- Was already covered by section 2 as business arising from the minutes.

D. Updated Term of Reference (TOR)

- Marie-Josée updated the TOR to reflect that the minutes are to be reviewed, approved and posted within 30 days.
- A discussion was held about adding a protocol/procedure to the TOR about the approval/signature process.

E. Radiation Safety Program

- Similar to Biosafety discussions – look to have an annual report given to the Policy Committee as an update.
- A discussion on the side was had about developing a similar relationship for these expert committees/special functions would be to have something with Security particularly about the Workplace Violence piece.

F. Update to the Departmental Management Committee (DMC)

- Catherine gave a brief summary on the feedback received from the DMC about OHS including training, the situation in the NCR, and the data available on accident/incident trends.

Action:

- Bob to follow up with the Regional Coordinators to create a database regarding who is qualified with the respiratory protection program and fit testing in case we need to mobilize this in the future.
- Bob to look at updating the templates in BCP. To update the information about the OHS role, OHS Regional Coordinators Contact information and updating the link to the Right to Refuse Process.
- Bob to draft the communication piece regarding flu clinics.
- Marie-Josée to make the additional changes to the TOR and then send out the updated version for approval and signature.
- Make updates a standing Agenda Item - Bob to update the Policy Committee at the next meeting about TBS Policy.
- Christine to forward the latest OHS Annual Update deck that was presented at DMC to the Policy Committee.

11. Approved Documents

A. The following is a list of all the documents that are to be signed and approved following the June NOHS Policy Committee meeting:

1. Updated minutes from the February meeting as per changes recommended at the June meeting.
2. Workplace Inspection Program (once feedback from Committees have been received and implemented and the final review from the Policy Committee has been approval via e-mail or teleconference).
3. Hazard Prevention Program (Bob to send the 3 documents to the Policy Committee for review and hopefully for approval via e-mail or teleconference).
4. Chemical Spill response
5. Work Refusal Process Flow Chart
6. Terms of Reference (once updates have been made)

12. Next Meetings

- September 23, 2009 in Ottawa.
- December 2 - 3, 2009 in Ottawa.