

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held June 22-23, 2011
Pavilion Sévigny, Lennoxville, Quebec

Attendees:

Employee Representatives

Glenn Miller, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Jane McDonald, Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Rolfe Antonowitsch, PIPSC

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

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

Regrets:

Delmar Holmstrom, PIPSC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Fabian Murphy, Agriculture Union, PSAC
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Lynden Hillier, DG Assets Management & Capital Planning, CMB
Catherine Conrad, Director General, Planning, Policy and Workplace Programs, HRB

1. Approval of Minutes and acceptance of Agenda

- March minutes were approved by Committee.

Action¹:

- March minutes to be posted on the website.

2. Business arising from the Minutes

a) First Aid

- Reviewed recent letter to Policy Committee Co-chairs from one of the departmental sites regarding the Department's position on the Automatic External Defibrillators (AEDs) Program.
- Considered the need for a "backgrounder" for ADM, HRB in the event the issue escalates.

Action:

- Draft one pager issues consideration paper on AEDs (for local sites and others as needed).

b) Website

- Reviewed draft plan for changes to the website as part of the migration to the new AgriSource "green pages".
- Standard formatting of all documents on the website is on-going.

Action:

- Co-ordinate with HRB and ISB contacts as required to re-establish OHS shortcut on the main page.
- Co-ordinate with CCB on website migration.

c) Review and Approvals Business Process

Action:

- Document to be translated and posted on the Shared Drive for internal use.
- Tracking document to be created to support business process.

d) Ergonomics

- Discussion took place regarding current status of the Internal Ergonomic Program.
- Discussion on NCR challenges (lack of adjustable chairs; procurement standards).
- Ergonomic Program update sent to the ADM-HRB. Presentation to HMB to follow.
- Process map reviewed and finalized.

Action:

- Deck to be developed to support program launch.
- Terms of Reference to be finalized.
- Prepare for HMB presentation in the Fall.

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

e) Preventing Workplace Violence

- Policy forwarded to ADM-HRB for approval.
- Committee considered it would be useful to develop a brief overview/comparison of Workplace Violence Prevention process, Harassment process and Grievance process for inclusion in materials.

Action:

- Draft of overview document to be finalized and shared with Policy Committee members for comment prior to being included as a tool.
- Communication strategy to be drafted to launch the Workplace Violence Prevention Policy and the associated e-learning module.
- Deck to be drafted anticipating an HMB presentation in the Fall.

f) Terms of Reference

Action:

- Revised Terms of Reference to be posted on the website.

g) National Lab Safety Training

- Lab Safety Committee to develop more detail.

Action:

- Lab Safety Committee to share updated document at next meeting.

h) National Joint Council (NJC) – OHS Directive

- Message to be sent to Local Workplace OHS Committee co-chairs informing them that the OHS Directive has been updated and highlight the changes (as posted on the NJC website).

Action:

- Draft message for co-chairs to approve. Send out from generic OHS email account.

i) OHS Core Learning Program Review

- Discussion took place on the status of the OHS Core Learning Program review and the consultations that have taken place with Learning and Development and the Regional OHS Coordinators.
- Action plan to be developed and will be based on the evaluation model recommended by Learning and Development. To include a needs assessment tool and a learning strategy.

Action:

- Sample needs assessment tool to be shared with Policy Committee at the next meeting.
- Consultation to continue with Learning & Development.
- Develop learning strategy addressing key stakeholders.

j) Workplace Profile Template (Health Canada Medical Surveillance)

- Provided update on Workplace Medical Surveillance. Researching additional information on work environment specifications/requirements prior to developing the template. Once developed, the template will be able to be used by each site as required.

Action:

- Develop Workplace Profile template.

k) OHS Priorities for 2011-2012

- Discussion on the current status of the OHS Implementation Plan occurred.

Action:

- Updated Implementation Plan to be shared with the Policy Committee at the next meeting.

3. Corporate OHS Policies & Programs

a) Update on policies, directives, and guidelines

- The current status and plan for approval of all policies, directives and guidelines that are currently in process was shared with the Policy Committee.

Action:

- a. To draft Briefing Note to the ADM-HRB outlining the current status / plan for OHS-related policies, directives and guidelines.

a. AAFC Directive for Persons Granted Access to the Workplace

- Legal Services recommended that the Contractor portion be put back into the Directive.
- Discussion took place regarding a sample Work Hazard Assessment Tool to be included as an annex to the Directive.

Action:

- Amended Directive to be re-sent to the Policy Committee for review.
- Draft Work Hazard Assessment Tool and include in Directive.
- Directive to be forwarded to ADM-HRB for approval (as part of overall review of OHS-related policies, directives and guidelines).

b. Directive on the Safe Use of In-Vehicle Telematics (formerly Cell Phone Policy)

- Directive to be sent to the ADM-HRB for final approval.

Action:

- Draft briefing note to provide overview of the current review of OHS-related policies, directives and guidelines, including anticipated timelines. To be forwarded to ADM-HRB for information and to seek approval of Directive.
- Revised Directive to be posted on the website once approved.

c. OHS Policy

- Revised Policy to be forwarded to ADM-HRB for final approval.

Action:

- Policy to be sent to the ADM-HRB for approval (as part of overall review of OHS-related policies, directives and guidelines).
- News@Work communiqué to be drafted to advise all staff of the revised Policy.
- Revised Policy to be posted on the website once approved.

b) Hazardous Occurrences Report (formally Accident Data Report)

- The latest Hazardous Occurrences Report was presented.
- A discussion was held about the gathering of information for the Annual Hazardous and Committee Reports and process for entry into PeopleSoft.
- The process for Recording and Reporting needs to be communicated at least annually to all managers and employees.
- The Policy Committee is interested in comparative stats from other departments and HRSDC.
- A discussion was also held on the details of the Quarterly Hazardous Occurrence Report for the Policy Committee.

Action:

- Continue the review and verification of data with Regional OHS Coordinators.
- Draft message for News@Work reminding of Accident Reporting Procedures.
- Gather data from other departments to compare stats if possible.
- Sample of site specific reports (for Quebec Region) to be shared at next meeting in preparation for sharing with Local Workplace OHS Committees.

4. National OHS Core Learning Programs

a) Completion Rate Report

- The OHS Core Learning Program Report was presented. It was noted that the completion numbers for MISB and ISB were low. Some targeted outreach may be required if participation rates don't improve.
- Discussion regarding training gaps at specific sites took place.

Action:

- Include data on OHS 500 in the next training report.
- Remind Regional OHS Coordinators to ensure effective outreach within regions, to include all branches/sites in call letters for mandatory OHS training.

5. Workplace OHS Committees

a) Local Workplace OHS Committees – Terms of Reference

- Suggestion to develop a standard Terms of Reference for all Local Workplace OHS Committees was recommended and approved by the Committee.
- Suggestion to develop a Workplace Committee Handbook was tabled.

Action:

- Develop a standardized Terms of Reference for Local Workplace OHS Committees.
- Provide options for a Handbook for Committee review at the next meeting.
- Recommendation to develop a consultation working group.

6. National Lab Safety Program

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

- No report available.

Action:

- Standard Operating Procedures from NCBBP to be shared with the Committee once draft is completed.

b) National Lab Safety Program (NLSP)

- An update on the LSP was provided to the Committee.
- Minutes from the NLSC meetings were shared with the Policy Committee.
- Document on Duties of the Local Laboratory Safety Contact was approved from the Committee.

Action:

- National Lab Safety Committee (NLSC) to communicate message and the document on the Duties of the Local Laboratory Safety Contact out to the NLSC, the Lab Safety Contacts, the Research Managers and the Local Workplace OHS Committees.

c) Radiation Safety Program Update

- An update on the Radiation Safety Program was provided.
- A request was made to clarify the reporting procedures for Hazardous Occurrences such as the one mentioned in the report. A request was made to have these incidents reported to Policy Committee so that they are aware.

Action:

- Denis Petitclerc to follow up on recommendation of developing a formal reporting procedure for Radiation Hazardous Occurrences.

d) NLSP and NLSM – Policy Committee Approval Date confirmation

- Clarification and formal approval of NLSP Roles and Responsibilities and of the NLS Manual were given and the date on the documents should reflect September 30, 2009.

Action:

- NLSC to action the updates to the documents.

e) CISPro - Program and Procedures Manual

- An update was provided on the current status of the CISPro system and plans for the future.

- Program to be shared with the Policy Committee for approval, then the procedures manual will be developed by the NLSC.
- Discussion took place regarding electronic MSDS's and HRSDC's response to AAFC maintaining its own Database. At this time, paper copies of all MSDS's are to be kept and maintained on site.

Action:

- Program to be shared with the Policy Committee for approval at the September meeting.

7. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- An update on the Fire Protection Standard and Program was provided.
 - Copy of HRSDC report to TBS has not been received yet.
 - A tool to capture and track the information from the completed Site Reviews is needed.

Action:

- Develop tool to track Site Reviews information.

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

- None to report.

9. Communications

a) Communications Plan

- Consultation on the Communications Plan continued.

Action:

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

10. Round Table Discussion / New Business

a) 2010-11 EAP Annual Utilization Report

- Updated report was presented to the Policy Committee.
- A discussion was held regarding information on the EAP website and new promotional information for distribution.

Action

- Share feedback with Wellness & Integrated Disability Management Team Manager (Workplace Programs, HRB).

Next Meeting

- September 21, 2011 at NHCAP in Ottawa, Ontario.