

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

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

Minutes of meeting held March 13, 2013  
NHCAP, Ottawa, Ontario

### **Attendees:**

#### **Employee Representatives:**

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

#### **Management Representatives:**

**Chair:** Caroline Dunn, Director General, Workplace Relations, HRB  
John Sharpe, Director, Integrated Planning and Reporting, STB  
Denna Dougan, Director, Integrated Services, CMB

#### **Technical Advisors:**

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

#### **Secretariat Services:**

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

#### **Guests:**

Denis Petitclerc, A/Director General, Mixedwood Plains Ecozone, STB  
Ceci O'Flaherty, Director, Labour Relations, HRB

#### **Regrets:**

Ed Coulthard, R&D Director, Prairie/Boreal Plain Ecozone, STB  
Catherine Walker, Director, Workplace Programs, HRB

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

### **a) Minutes**

- December minutes were approved by Committee with minor changes.

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

- December minutes to be posted on the website.

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

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

#### **Action:**

- A Template for submission will be drafted and review by the Committee at the June meeting.

### **b) Review updated Risk/Hazard Registry matrix**

#### **Action:**

- Web version of the document to be translated and posted on the website under "Tools".
- Email message to local workplace OHS committee co-chairs to be sent out in May.

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

- Draft outline was shared with committee.
- Discussion was held about duplication of CCOHS handbook. Look at having a smaller document with detailed information to clarify things that may already be outlined in the CCOHS handbook and then include links to reference and other resources where people can get the exact information they might be looking for.

#### **Action:**

- Updated draft of document to be presented at June meeting.

### **d) Lethbridge Agronomy Fire Update**

- A revised and updated Hazardous Occurrence report and information was presented to update committee members based on some questions that were raised at the December 2012 meeting.
- The committee members thanked the Lethbridge site in their diligent follow-up and actions taken.

### **e) Workplace Violence Prevention Policy and Regulation XX – Update on discussion held at HRUCC meeting**

- It is the departmental position that the AAFC Workplace Violence Prevention Policy and the TB-Harassment Prevention Policy will co-exist

### **f) Dundurn Fatality Update – CPP JSA for Windmill maintenance**

- The draft Community Pasture Program JSA when performing Windmill maintenance was table for the committee`s review and input.

#### **Action:**

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

- The JSA will be submitted to HRSDC-Labour Program prior to the March 31, 2013, deadline for the final response to the direction issued in the fall.

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

##### **Action:**

- The Regional OHS Coordinators will be surveyed to determine what type of training is currently provided and what training may be available locally/regionally.

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

#### **a) Hazard Prevention Plan Update**

- An updated HPP was presented to the committee based on the annual review of the co-chairs along with the acting manager of the corporate OHS unit.

##### **Action:**

- Accepted.
- The plan will be updated to include the activities of the complementary national safety programs (i.e., National Laboratory Safety Committee).

### **4. Workplace OHS Committees**

- Nothing new to report.

### **5. National Safety Programs**

- Nothing new to report.

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

#### **a) Fire Protection Program**

- Denna Dougan presented a report detailing information on the type of fire equipment and testing frequency.

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

- Nothing new to report.

### **8. Communications**

- Nothing new to report.

### **9. New Business**

#### **a) Presentation of Instant Awards**

- A few instant awards were given in recognition of individuals who have completed projects on behalf of the committee, and have been instrumental in the completion of some tasks from the HPP implementation plan.

***Next Meeting***

- June 5, and 6, 2013 – Charlottetown, PEI.