

Agriculture and Agri-Food Canada (AAFC) Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held March 24th, 2010
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Fabian Murphy, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Jane McDonald, Agriculture Union, PSAC

Management Representatives

Chair: Denna Dougan, Assistant Director, Integrated Services, Assets
Management & Capital Planning, CMB (for Denis Petitclerc)
Manon Proulx, Portfolio Manager, Science Centres Directorate, Research Branch

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Marie-Josée Poirier, HR Advisor, HRB

Guests:

Lynelle Peters, Saskatchewan, OHS Regional Coordinator

Regrets:

Delmar Holmstrom, PIPSC
Michelle Coe, Agriculture Union, PSAC
Glenn Miller, Agriculture Union, PSAC
Catherine Walker, Director, National Programs & Strategic Information, HRB
Sherman Nelson, Manager, Land Management, AESB
Lynden Hillier, DG Assets Management & Capital Planning, CMB
Jim McKendry, Director, Integrated Services, Assets Management & Capital
Planning, CMB
Denis Petitclerc, Associate Director General, Science Centres Directorate,
Research Branch
Gilles Saindon, DG Science Centres Directorate, Research Branch
Christine Martel, Administrative Assistant, HRB

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

- Corrections to the French minutes from the previous meeting
 1. Change “Cabines de sécurité pour tracteurs” for “Barre anti-roulis” (p.6)
 2. Add “s” to “Biosécurité” (p.7)

Action:

- Revised minutes will be forwarded for signature and posted on the website from both meetings (December and March).

2. Business arising from the minutes

First Aid

- A discussion on Automatic External Defibrillators (AEDs) resulted in a recommendation for a review by Legal Services.
- Committee reviewed feedback from the Regional OHS Coordinator network that, if AAFC were to implement a full program, equipment costs would be significant (approx 250K).

Action:

- The discussion paper to be forwarded to Legal Services for further consultation.

OHS Orientation Program (Agenda item #3)

- The Committee reviewed an OHS orientation deck that was developed to meet Day 1 OHS training requirements. This could be used for guest workers in addition to students, etc.
- The deck could also be formatted into a small booklet which could be customized to local needs.
- It was suggested the booklet be made available on-line to enable workplaces to download and add site specific information.
- A booklet demo will be available in June.
- It was suggested to contact the Employee Education Centre to add this to the department's Orientation Program.

Action:

- Post presentation on shared drive.
- A list of National OHS Policy Committee alternate members to be forwarded so access can be provided to the shared drive.
- Draft checklists to be included for the Orientation Program
- The new version will be available to the Committee for review prior to the next meeting.
- Corporate OHS will coordinate implementation with the Employee Education Centre.

Website

- OHS now has its own shortcut on AgriSource under Service Shortcuts.
- Standardizing the format of all documents on the website is on-going.
- Next communication piece for News@work is the Procedures for Hazardous Occurrences Reporting & Recording.

Action:

- Corporate OHS to action the website updates/recommendations and to continue working on Phase II of the website restructuring.

Workplace Violence Prevention (Agenda item #3)

- Anticipate feedback from Legal Services with regard to the “Policy and Procedures on Preventing Workplace Violence.”
- Next step is to develop training module(s) and implement a process whereby each worksite establishes procedures to respond to potential unwanted events.
- It was suggested to have the Research Managers review the document and provide feedback.
- Discussion took place on an e-learning module, highlighting the ability to develop and update a program on a on-going basis.
- It was suggested committee members go on-line to complete Security Awareness e-module (AGR 472) if not previously trained.

Action:

- Corporate OHS to follow-up with Security Services to clarify reporting protocols and ensuring protection of confidential information.
- Committee Members to complete the “AGR 472” training if needed.
- Committee to review an e-learning module at a future meeting.

Ergonomics (Agenda item #3)

- The Internal Ergonomic Program is under development
- The Committee was updated on the Pilot for “Ergo-Coaches” training. A more in-depth presentation will be made at the next meeting.
- The program will provide general ergonomic-hazard awareness and workstation adjustment training (1.5 hours), for all employees. The program envisions that individual assessments would be provided by an “Ergo-Coach.” Program pilots are planned for NCR and Winnipeg due to the large office work environments.

Action:

- Corporate OHS will provide a presentation on program at the June meeting. If National OHS Policy Committee concurs with program content, Briefing Note to the ADM HR will be prepared seeking approval to launch the program.
- Corporate OHS to work with CCB to develop a communication strategy.

H1N1 & Business Continuity Plan

- No additional information provided.

Hazard Prevention Program

- No additional information provided.

Chemical Spill Response

- No additional information provided.

Potable Water

Action:

- The annual report to be provided to the Committee at the next meeting.

Internal Complaint Resolution Process

- No additional information provided

Budget

- As a follow up to a previous action item, the templates have been updated.

Action:

- Corporate OHS to follow up with Committee members for their budget reports for this fiscal year.

Work Refusals/Emergency Response Measures (Agenda Item #7)

A. Emergency Response Measures

- The committee was informed that TBS has released a new Fire Protection Standard.
- Jim McKendry has been identified as the Departmental Fire Safety Coordinator and Jim will be coordinating a working group in April to implement the requirements of the new standard.

Action:

- An update to be provided on the program and plan at the June meeting.

Roll-Over Protection (ROP)

- Committee received feedback on tractors that did not have ROPs. Further clarification required on other equipment requiring ROPs (i.e. lawn care equipment).

Action:

- Corporate OHS to forward regulatory requirements to members for review.

HRSDC Reports & Directions on Assurance of Voluntary Compliance (AVCs) (Agenda item #8)

- An AVC was forwarded to the Committee which was issued to the Montreal Workplace OHS Committee. The issue was with regard to a combined CFIA and AAFC Committee which was submitting only one employer report. CFIA and AAFC must submit their own reports under COHSR – PART 1 Safety and Health Committees. The AVC has been completed.

Action:

- Corporate OHS will provide communication to managers that AVC's are to be forwarded through the Internal Notification Process.

Job Safety Analysis

- The JSA training was delivered to BOMFIE (Facility Managers) in February.
- Some JSA's will be reviewed at the next meeting. It was reported that the Lacombe Research centre has started the JSA process.
- The Committee was advised that some JSA's will require a safe work procedure as a control measure. However, not every JSA will lead to a SOP/SWP. Any SOP/SWP will be posted on shared drives.
- A future IT project may include establishing a network to enable full access to JSA's/SWP's

Action:

- Corporate OHS will forward a random sample of JSAs to Committee for review (monitoring the effectiveness of the program).

Workplace OHS Committees (Agenda item #5)

Action:

- Corporate OHS to develop a Workplace OHS Committee activity sheet for consistent reporting as prescribed under the Canada Occupational Health & Safety Regulations.

OHS Training and Accident Reports

- An OHS Core Learning program update was provided.
- The accident data report is not finalized and will be available for next meeting.
- Reports will be provided at each quarterly meeting.
- Research Branch requested a Branch specific report.

Action:

- Branch specific report to be prepared for Research Branch.

Communication needs (Agenda Item #9)

- Discussion took place regarding the focus for the upcoming months.
- The Committee requested a NOHS activity report for 2009.
- The next implementation Plan will need to be developed. This will complete our three year plan.
- It was suggested to implement a consultation process when developing the implementation plan and to get input from Research Managers and ISMs.
- Any corrections to documents on the Web should be sent to Christine Martel.

Action:

- Corporate OHS to prepare a draft implementation plan for 2010-11 for the next meeting.
- A 2009 activity report (annual report) will be provided and attached to minutes.

Lab Safety Program (Agenda Item #6)

A. Biosafety & Biosecurity

- The Committee was advised that program will be online in April.
- There are three mandatory training courses that have been identified. Course codes have been assigned so that training can be captured in PeopleSoft.

B. Lab Safety Program

- The Committee was informed that the Lab Safety program working group has now been changed to the Lab Safety Program Committee.
- Regional OHS Coordinators had participated in the Lab Safety Training. It was identified that there was need for revision as the training did not capture the Hazard Prevention Program regulations and duplicated components of other OHS training programs (including WHMIS).
- It was also brought to the attention of the Committee that this training initiative had never been reviewed by the National OHS Policy Committee.

Action:

- Corporate OHS to follow-up with the manager of the Lab Safety Program on behalf of the National OHS Policy Committee.

Work Refusals/Emergency Response Measures (*Agenda Item #7*)

Action:

- Update to be provided at the next meeting.

New Business (*Agenda item #10*)

- Bob has been appointed to the position of Team Lead, OHS
- Marie-Josée advised the Committee that this was her last meeting as she will be deploying to another area within the PE development program.

Next Meeting

- June 9 & 10 in Saskatoon

Action:

- Bob to coordinate with the Regional OHS Coordinators to enable workplace representatives from local workplace committees to attend upcoming meetings in Saskatoon and Ottawa.