

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held March 9th, 2011
K.W. Neatby Building, Ottawa, Ontario

Attendees:

Employee Representatives

Gaston Mercier, PIPSC
Fabian Murphy, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Jane McDonald, Agriculture Union, PSAC
Jean Cloutier, Agriculture Union, PSAC

Management Representatives

Chair: Denis Petitclerc, Associate Director General, Science Centres Directorate, RESB
Catherine Conrad, Director General, Planning, Policy and Workplace Programs, HRB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Kerry Piccolotto, National Training Coordinator, OHS, HRB

Secretariat Services:

Christine Martel, Project Officer, OHS, HRB

Regrets:

Delmar Holmstrom, PIPSC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Glenn Miller, Agriculture Union, PSAC
Sherman Nelson, Special Advisor, AESB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Catherine Walker, Director, National Programs & Strategic Information, HRB
Lynden Hillier, DG Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

- December minutes were approved by Committee.

Action¹:

- December minutes to be posted on the website.

2. Business arising from the Minutes

a) First Aid

- Reviewed incoming request from a site to reconsider our position regarding the Automatic External Defibrillators (AEDs) Program.
- Response to go to all Co-Chairs of Local Workplace OHS Committees.

Action:

- Amend draft response on AEDs (to include link to the updated First Aid Program document) and send to all local Workplace OHS Committees.
- Regional OHS Coordinators to assist with the messaging and follow-up activities with local Workplace OHS Committees.

b) OHS Orientation Program

- Message sent to local Workplace OHS Committees. Message to managers has been incorporated by the Employee Service Centre (ESC) into the AAFC One-Day Orientation Program.

c) Website

- Update provided on recent changes to the website.
- Standard format of all documents on the website is on-going.

Action:

- Co-ordinate with HRB and ISB as required to re-establish OHS shortcut on the main page.
- Messages out to Local Workplace OHS Committees and all staff about the OHS website link and generic OHS email address.

d) Budget

Action:

- Internal Order (IO) Number and instructions to be shared with Policy Committee members starting April 1, 2011 and will be used for tracking purposes of Policy Committee meeting costs.

e) Review and Approvals Business Process

- Final amendments were reviewed and approved by the Policy Committee.

Action:

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

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

f) Ergonomics

- Discussion took place regarding current status of the Internal Ergonomic Program.
- Pilot info sessions to be delivered in Guelph, Saint-Hyacinthe and Kentville. Feedback from these sessions to be reviewed and discussed via teleconference in May.
- Draft deck to be presented at the June meeting for decision on next steps (roll out of Internal Ergonomic Program requires Briefing Note to ADM-HRB and communication to managers and all staff).
- Discussion took place regarding JSAs - they are not effective for an Office Environment. The Ergonomic Program would meet regulatory requirements for the Office Environments.

Action:

- Pilot info sessions to be conducted in April.
- Teleconference for review of feedback to be set up in May.
- Draft deck to be prepared for review and discussion at the June meeting.

g) Preventing Workplace Violence

- Policy was approved by the Policy Committee with a few minor changes.
- Draft e-learning module was review and feedback was provided.

Action:

- Revisions to be made to the Policy. Policy to be forwarded to the ADM-HRB for approval.
- Revisions and voice-over to be made to the e-learning module.
- Implementation plan to be prepared regarding the launch of the e-learning module. Possible pilot of the e-learning module prior to formal launch may be considered.
- Communication strategy to be drafted to launch the program.

h) TBS Message

Action:

- Required information to be sent to TBS by March 31, 2011.

i) AAFC Directive for Persons Granted Access to the Workplace

- Reviewed new version of the document. Directive has been revised to focus solely on Persons Granted Access to the Workplace. The Contractor Safety Program will be actioned at a later date.
- Program criteria for contractors to be drafted based on document already prepared for the Kentville, NS Research Centre.
- Recommendation to have Persons Granted Access as a standing agenda item for local Workplace OHS Committees to help with the monitoring process.

Action:

- Amended Directive to be sent to Legal Services (and the Regional OHS Coordinators) for review.
- New Directive to be shared with Managers across the country at the National RMs meeting in May/June.

- New Directive be finalized and approved by the Policy Committee at the June meeting.

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

- Revised Directive approved by the Policy Committee.

Action:

- Revised Directive to be sent to the ADM-HRB for approval.
- Communication to be drafted to advise all staff of the revised Directive.
- Revised Directive to be posted on the website once approved.

k) OHS Policy

- Revised Policy approved by the Policy Committee with minor changes.

Action:

- Revised Policy to be sent to the ADM-HRB for approval.
- Communication to be drafted to advise all staff of the revised Policy.
- Revised Policy to be posted on the website once approved.

l) Terms of Reference

- Revised Terms of Reference approved by the Policy Committee with minor changes.

Action:

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

m) National Lab Safety Training

- Draft outline of Basic Laboratory training module was shared with the Policy Committee.
- Lab Safety Committee to meet at the end of March to develop a more detailed plan.

Action:

- Item to be included on Agenda for June meeting for further discussion.

n) National Joint Council (NJC) – OHS Directive

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

Action:

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

3. Corporate OHS Policies & Programs

a) Hazardous Occurrences Report (formally Accident Data Report)

- The latest Hazardous Occurrences Report was presented.

- The data needs to be reviewed prior to sharing it with Local Workplace OHS Committee members and the process for Recording and Reporting needs to be reviewed.
- It was recommended that site specific monitoring be initiated; Kentville, Sherbrooke, ECORC, Saskatoon and Lethbridge were selected for the first wave to monitor data entries.

Action:

- Continue review and verification of data with Regional OHS Coordinators.
- Site specific reports to be created and reviewed with Regional OHS Coordinators for sites listed above.
- Draft message for News@Work on Accident Reporting Procedures.
- Annual report to be presented to DMC in the new fiscal year.
- Sharing of the Report with others within the OHS Community will be included when revising of the OHS Communications Plan.

4. National OHS Core Learning Programs

a) Completion Rate Report

- The OHS Core Learning Program Report was presented. It was noted that the focus for Roles and Responsibilities (OHS301, OHS302 and OHS313) training remains in the NCR, Manitoba and Saskatchewan. Continued efforts are required for all regions to complete Hazard Prevention (OHS501) and Job Safety Analysis (OHS500) training particularly in high risk areas.

Action:

- Include data on OHS 500 in the next training report.

5. Workplace OHS Committees

Action:

- Continue to maintain the list of Local Workplace OHS Committee Co-chairs.

6. National Lab Safety Program

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

- An update on the NCBBP was provided to the Committee.
 - Standard Operating Procedures on manipulating environmental samples and on the analysis and evaluation of the risks associated with all activities with regards to the manipulation of human and animal pathogens.
 - The template for description of elements that will be used during the audits of the research centres regarding the Containment, Biosafety and Biosecurity Program has been implemented and shared with all Biological Containment Officers (BCOs) and Biological Safety Officers (BSOs). A calendar is to be set for a cycle of audits to be done for all research centres over the next 2 to 3 years.
 - Bilingual online training software on transportation of infectious materials was acquired by the National Containment, Biosafety and Biosecurity Committee (NCBBC). Instructions on the use of this software will be sent to the BCOs and BSOs shortly and will help us to meet to the regulations on Transportation of Dangerous Goods (TDG).

- The Public Health Agency of Canada is to post-online a course on Biosecurity. Once the tool is posted and operational the BCOs and BSOs will be informed.
- Discussions between the NCBBC and the Canadian Food Inspection Agency (CFIA) are taking place with regards to rules governing the importation of phytopathogens. Discussions between the NBCCC and Environment Canada (EC) are taking place with regards to the application of the *New Substances Notification Regulations (Organisms) of the Canadian Environmental Protection Act* and the impact it has on all the work we do with crop resistant to indigenous phytopathogens.

Action:

- Standard Operating Procedures from NCBBC 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.
 - Comments from the Policy Committee on the Duties of Local Laboratory Safety Contact document were provided to Denis to bring to Marc Savard. Once revised and approved, the document will be shared with the Research Managers and then on to local workplace OHS Committees.
 - CISPro (Chemical Inventory) Software will soon be upgraded. Training employees and entering information into the system is going well. Evaluation of a new MSDS provider is currently being done. To look at tracking past CISPro training completion through PeopleSoft (discussion to take place with Learning and Development).
 - JSA and SWP database is still in development. Implementation plan for this process has been released so we can expect more activity to follow.
- Discussion took place to clarify the Regional OHS Coordinator role vis-à-vis the duties of the Local Laboratory Safety Contact.

Action:

- Minutes from the NLSC meeting to be shared with the Policy Committee.
- Message to Local Workplace OHS Committees regarding Lab Safety Contacts to be drafted by Denis Petitclerc and Marc Savard and to be shared with the Policy Committee prior to distribution.

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 to be developed.

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

- An update was provided on the status of the AVC shared at the last meeting. No further action required at this time.

9. Communications

a) Communications Plan

- It was recommended that the current Communications Plan be revised and updated.

Action:

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

10. Round Table Discussion / New Business

a) OHS Core Learning Program Review

- Discussion took place regarding the need for a review of the OHS Core Learning Program (developed in 2004) including an evaluation of course content and delivery options.

Action:

- Work with Learning & Development to develop evaluation process for course content and delivery options.
- Provide an update to the Policy Committee in May via email.
- Develop an action plan for review at the June meeting.

b) Workplace Profile Template (Health Canada Medical Surveillance)

- Update on Workplace Medical Surveillance given.
 - Health Canada (HC) will still provide Medical Assessments but we (as a department) are now responsible for completing some type of pre-assessment prior to making the referral to HC. HC no longer perform Ergo assessments or Industrial Hygiene assessments.

Action:

- Develop Framework (template) to be used as a pre-assessment tool prior to making the referral to HC (Looking to start this for certain programs (such as LSP, Ergo, JSA).

c) OHS Priorities for 2011-2012

- Recommendation was made that OHS Priorities be reviewed annually at March meetings.
- Outstanding items from previous Implementation Plan (Personal Protective Equipment Program, Confined Spaces Program and Monitoring and Reporting Framework) were discussed and are to be added to new Implementation Plan.

Action:

- Create new Implementation Plan with priorities for 2011-2012 including monitoring and central process for HRSDC Annual Reports.
- Draft work objectives for the Regional OHS Coordinators and the Corporate OHS Team members including budgets and accountability framework.
- Communicate work objectives to supervisors (including RMs).

d) Addition of another PIPSC representative

- A request was made to nominate Rolfe Antonowitsch as a new substantive PIPSC member and Mark Grimmett as the PIPSC Alternate to the Policy Committee. This was accepted by Policy Committee.

Action:

- Grant access to the Shared Drive and forward meeting information and schedulers to the new members.

Next Meeting

- June 22 and 23, 2011 at the Lennoxville Research and Development Centre in Sherbrooke, Quebec.