

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held March 7, 2012
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Glenn Miller, Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Michele Coe, Agriculture Union, PSAC
Jane McDonald, Agriculture Union, PSAC
Mark Grimmett, PIPSC
Rolfe Antonowitsch, PIPSC

Management Representatives

Chair: Denis Petitcherc, Associate Director General, Science Centres Directorate, RESB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB
Catherine Conrad, Director General, Planning, Policy and Workplace Programs, HRB
Terry Dash, Technical Director - Alberta, B.C. and Territories, Regional Adaptation and Practice Change Division, AESB

Technical Advisors

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

Secretariat Services:

Christine Martel, OHS Project Officer, HRB

Regrets:

Gaston Mercier, PIPSC
Patrick St-Georges, Agriculture Union, PSAC
Ed Coulthard, Acting Director, Regional Adaptation and Practice Change Division, AESB
Catherine Walker, Director, Workplace Programs, HRB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Lynden Hillier, DG Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

- a) December minutes were approved by Committee with minor changes.

Action¹:

- December minutes to be posted on the website.

2. Business arising from the Minutes

a) First Aid - AEDs

- A discussion was held regarding the original decision regarding AEDs and what the current status of it is. Documents related to the decision were shared for review. Presentation on AEDs by a qualified person was deferred until June.

Action:

- Confirm presentation details with qualified person for June meeting.

b) HPP Implementation Plan 2012-2015

- The Committee reviewed the plan that was endorsed by the co-chairs.
- Discussions were held regarding Phase II of the Internal Ergonomics Program (Non-Office Environment), Workplace Violence Prevention Training Standard for competent persons investigating complaints of violence and the Green Defensive Driving Course.

Action:

- Updates to format of HPP Implementation Plan to be made and shared back with the Committee.

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

- A discussion was held regarding the draft document we currently have and what is needed. Confirmation was given that we have access to the CCOHS guide through library services which can be used as a reference

Action:

- Kerry and Jane to continue to develop a standardized Terms of Reference (based on NJC and CFIA example) and Local Workplace OHS Committee (and OHS Reps) Handbook.

d) Communications Strategy

- Draft plan was shared with the Committee for their review and feedback due by the end of March.
- A discussion was had regarding an OHS Tagline to be used in communication pieces and promotional items.

Action:

- Communication Strategy feedback to be provided by end of March including Taglines. Vote on Taglines to be done at the June meeting.

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

- e) **Workplace Profile Template (Health Canada Medical Surveillance)**
 - Provided update on Workplace Medical Surveillance situation. This item may be deferred in the new implementation plan.
- f) **Update on policies, directives, and guidelines**
 - Update on status of Briefing Note to the ADM-HRB outlining the current status/plan for OHS-related policies, directives and guidelines was provided.

Action:

- DG-HRB-PPWP to sign off and forward to ADM-HRB for final approval.

3. Corporate OHS Policies & Programs

a) Personal Protective Equipment and Clothing Program

- A discussion was held regarding the current draft document and the feedback provided by Legal Services.

Action:

- Final comments from the Committee to be provided by March 16, 2012.

b) Hazardous Occurrences Report (formally Accident Data Report)

- The next Hazardous Occurrences Report to be presented in June.

Action:

- Continue to look at possibility of site specific reports with Regional OHS Coordinators.

c) OHS Core Learning Training Completion Rate Report

- The next Hazardous Occurrences Report to be presented in June.
- An update was provided on the status of the training data clean up.

Action:

- Continue data clean up in PeopleSoft.

4. Workplace OHS Committees

- Nothing new to report.

5. Complementary National Safety Programs

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

- It was announced that Alain Houde, Research Manager of the Food Research and Development Centre in Saint-Hyacinthe has replaced Christian Toupin as the Chair of the National Containment, Biosafety and Biosecurity Committee.

b) National Lab Safety Program (NLSP)

- The updated version of the Laboratory Safety Manual is now available online.
- A discussion was held regarding the Job Safety Analysis online tool.

- A discussion was held regarding the articulate software being used for the e-learning module.

6. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- A document was shared with the Committee indicating which Research Centres have completed and approved Fire Plans.
- A discussion was held regarding how to address NHCAP, AESB sites, HRB and MISB regional offices.
- A discussion was held regarding the latest on HRSDC site inspections and reports.

Action:

- Denna to provide an updated report and share with the Committee at the June meeting.

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

- Nothing new to report.

8. Communications

- Nothing new to report.

9. New Business

a) Workplace Violence Prevention

- A discussion was held regarding the incident at Indian Head.
- A discussion was held regarding Labour Relations (LR) role in the process and the difference/overlap between an LR and OHS investigation.
- A discussion was held about budgets and who would pay for investigations and mediation or training.

Action:

- To perform a post incident lessons learned with the aim of improving the process.

b) Fume Hood Retrofit

- A discussion was held regarding who should be notified when equipment is being upgraded that may have an impact on OSH processes.
- Decision was made that local OHS workplace Committees need to be informed for local upgrades; if it's a national change to a standard than the Policy Committee needs to be consulted.

c) WHMIS/GHS/MSDS Software

- The committee discussed the options available regarding the issue of National WHMIS training. Two options were discussed, one the development of an "in-house" training or two, the adoption of a national web-based WHMIS training solution for the department. Compatibility issues with the upgrade to Windows 7, some centres running out of licences with their current software, and the U.S.

commencing the implementation of GHS were all factors that have caused a review of this situation.

Action:

- A Request for Proposals will be drafted for a commercial bilingual web-based WHMIS training application. Jane-Anne Dugas has been tasked to commence work on the proposal in consultation with the Regional OHS Coordinators, ISB, and the Corporate OHS Team

d) Refresher Training for Health and Safety Courses

- This topic is part of the OHS Core Learning review and framework that is being shared with the Policy Committee for review and feedback.

e) JSA Training

- A discussion was held regarding how much JSA training is being offered in certain regions.

Action:

- JSA (OHS500) specific Training Report to be prepared.
- JSA (OHS 500) training data to be included in future OHS Core Learning Program Completion Reports.

f) Green Defensive Driving

- An email was shared from 2004 regarding the history of the course being created.
- The Committee was informed that there is 1 year left on the current contract.
- A discussion was held regarding training for employees (including students) who use fleet vehicles and other job specific equipment.

Action:

- Draft a business case regarding our current situation and a recommended course of action for training on fleet vehicles, farm and other equipment.
- Review accident stats.

g) OHS Newsletter

- A discussion was held regarding having an OHS newsletter go out to all staff after every meeting. It would be a one pager on a specific topic and would be sent out on behalf of the co-chairs of the Committee.

Action:

- Draft one pager on the topic of Student Safety.

h) Local Workplace Committees

- A discussion was held regarding Committees at the Provincial and Regional level for AESB and Pasture Riders.

Action:

- Discussion to be had with Manager of Community Pasture Program to get more details.

i) Language Issues

- A discussion was held regarding language requirements for “guest workers” at our work sites and the requirement to ensure that safety material is not written in foreign languages.

Action:

- Denis to resend message regarding testing for language of guest workers.
- Copy of message to be shared with the Committee.

Next Meetings

- June 6, 2012 in Ottawa, Ontario (1 Day)
- September 12-13, 2012 – Location to be determined (possibly out west – AB or BC)