

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held March 20, 2014
NHCAP, Ottawa, ON

Attendees:

Employee Representatives:

Chair: Glenn Miller, Storesperson, CMB at GPCRC (PSAC)
Rolfe Antonowitsch, Range and Forage Biologist, STB, for RDIRS (PIPSC)
Milton Dyck, Technician, STB at SPARC (PSAC)
Gaston Mercier, Chemist, STB at HRDC (PIPSC)
Mark Grimmett, Analytical Chemist, STB at CLRC (PIPSC)
Patrick St-Georges, Lab Safety Technician, STB at ECORC (PSAC)

Management Representatives:

Denna Dougan, Director, Integrated Services, CMB
Caroline Dunn, Director General, Human Resources Directorate, CMB
Alan Parkinson, Director General, Community Pastures Program, PB
John Sharpe, Director, Integrated Planning and Reporting, STB

Technical Advisors:

John Tomaselli, Team Manager, National OHS Program, CMB
Marcel Beauchamp, Corporate Advisor, National OHS Program, CMB
Ceci O'Flaherty, Director, Labour Relations, CMB

Secretariat Services:

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

Guests:

Marc Savard, Director of Operations-ECORC, STB and Chair of the National Laboratory Safety Committee
Shauna Guillemin, Director, Values, Ethics and Conflict Resolution, Wellness and Integrated Disability Management

Regrets:

Michele Jackson (Coe), Procurement/Finance Assistant, CMB at LERC (PSAC)

1. Approval of Minutes and acceptance of Agenda

a) Minutes

- December minutes were approved by Committee.

Action¹:

- December minutes to be posted on the website.

b) Introduction of John Tomaselli, new Team Manager, National OHS Program

- John provided some background information of his past work experiences and expertise to the Committee members.

2. Business arising from the Minutes

a) Workplace OHS Committee (WOHSC) Handbook

- The final English version was shared with the Committee which contained all previous recommended changes that were agreed to during the consultation process.
- The Committee recommended this handbook for distribution and implementation pending the final review of both English and French versions.

Action:

- Finalization of translation to be done by Nicolas Auclair before end of March 2014.
- Final minor consistency adjustments to be completed by Christine Martel and Nicolas Auclair by end of March 2014.
- Distribution of this WOHSC Handbook Tool to be sent through the management stream and ROHSCs for implementation at local worksites by mid April 2014.

b) Firearm Use Directive

- The final English and French versions were shared with the Committee which contained all previous recommended changes that were agreed to during the consultation process.
- The Committee recommended this Directive for approval through the management approval process and then for distribution and implementation through the management stream.
- Alan Parkinson confirmed that discussions are ongoing with Legal Services regarding the use of personal firearms by **Community Pasture Program (CPP)** employees.
- If an addendum is created for CPP employees, it will be brought forward to the Committee for their review and feedback.

Action:

- Denna Dougan to share with the Committee the JSA for the Summerland Firing Range at the September 2014 meeting.

c) OHS Program Compliance Audit conducted by the ROHSCs

- John Tomaselli provided an update on the status of the Compliance Audit Tool that is being developed by the Regional OHS Coordinators (ROHSC).

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

- Timelines include finalization of the tool by end of March 2014, creation of a database from April to June 2014, training for the auditors from August to September 2014 and conducting the actual audit will be done from October 2014 to February 2015 (purposely avoiding the summer months when research centres are most busy). Twenty-four centres will be audited in total.
- The expected outcome includes site specific results and identification of gaps and measures for corrective action and may also include best practices that could be shared nationally.
- The national roll up of final results to be presented to the Committee and senior management.

Action:

- The Compliance Audit Tool to be shared with the Committee by March 24, 2014.
- The committee to provide feedback by April 4, 2014
- The national roll up of final results to be presented to the Committee in June 2015.

d) Policy Committee Training

- John Tomaselli informed the committee that he has started to look at companies to provide training for the Policy Committee and is currently looking at Gowlings as a possible service provider.
- This training is of high level and covers the duties and responsibilities of the Committee, the roles and powers of the Committee, due diligence, Bill C-45, principles of consensus building as well as other topics. The training is expected to take approximately 3 hours.
- September has been proposed as the time to do the training which was accepted by the Committee members.
- One participant suggested looking into CCOHS training options as the Gowlings training is centered mainly on legislation.

Action:

- Other training service providers to be looked at by John Tomaselli and to be discussed with the co-chairs by end of April 2014.
- Training to be scheduled for September (date to be confirmed).

e) AED Business Case Template

- The questions and process that were previously discussed for the Business Case Template have been prepared into a user friendly template that worksites and workplace OHS committees can complete and submit to the Committee co-chairs for consideration.
- If the Committee co-chairs recommend for approval, senior management will need to do a risk assessment prior to final DM approval.
- The template is currently with the ROHSCs for their review and feedback; deadline is April 4. Following those amendments, the template will be shared with the Committee for one week prior to finalization by April 30, 2014.

Action:

- Mid-April the updated template is to be shared with the Committee for 1 week consultation.
- Finalization of template to be done by April 30, 2014 prior to distribution.

f) Lab Safety Orientation Package

- Marc Savard provided an update on the lab safety orientation package including the feedback previously received by the Committee members.
- There were comments about including a test at the end and whether it should be considered training or not. The package was confirmed to be an orientation for new employees to cover the basics of lab safety. Once new employees have completed the orientation, a short test will be administered. This orientation is in addition to and does not replace the lab specific training that must be done by the supervisor regarding the use of lab equipment and techniques that are unique to each lab.
- The Committee recommended the approval of the Orientation package with one minor addition to a slide regarding storage of chemicals that is already available in both languages; it would be added with the other slides relating to storage (45-46).
- The committee also recommended that the orientation package be reviewed every 3-5 years to ensure that the information is up to date.

Action:

- Marc Savard to finalize the lab safety orientation package and communicate it out through managers and supervisors for all lab employees by April 15, 2014.

g) WHMIS/GHS Update

- John Sharpe provided an update on the Request for Proposals (RFP) for a national contract for WHMIS/GHS training service provider. GHS is not law yet in Canada but we know that it is coming and some of our suppliers are already sending us supplies using the GHS symbols as they come from companies where GHS is already in place. The RFP will include the requirement that the service provider must provide GHS training to replace WHMIS training if it becomes law during our current contract.
- The RFP is going through final preparation and review prior to going to the Procurement Review Board (PRB); if approved will be posted on Buy and Sell for 40 days for bidding of contracts.

Action:

- John Sharpe to share the final RFP with John Tomaselli for review.

h) AVCs Tracking Mechanism and Process Flowchart

- John Tomaselli provided an update on the internal tracking mechanism that will be used by the Corporate OHS Team to track AVCs and Directions. It also contains a process for sharing the AVC with the Committee co-chairs, the Committee members and workplace OHS committees.
- A discussion was held about how the communication pieces sent to workplace OHS committees or managers of worksites need to clearly explain what is expected of the managers of local worksites with respect to the implementation of corrective actions locally.

i) National Fall Protection Program

- Marcel Beauchamp has been reviewing the draft National Fall Protection Program document and the Fall Protection Annex of the Personal Protective Equipment Program.
- The draft document will be completed by the end of March 2014. It will then be distributed to the various stakeholders for comment. Once all stakeholders have inputted (including the NOHSPC) the draft will come back to the NOHSP Committee prior to the June meeting for their final review and recommendation for management approval.

Action:

- Marcel Beauchamp to complete initial drafting of documents by end of March.
- Document to be distributed to the ROHSCs in early April for consultation.
- Document to be distributed to the Committee by the end of April for consultation.
- Document to be distributed to Legal Services by mid-May for consultation.
- Document to be redistributed prior to June Meeting for final review and recommendation for management approval.

j) Workplace Violence Prevention Policy Update

- A discussion was held regarding the last proposed changes to the Workplace Violence Prevention Policy including whether supervisors are adequately trained to recognize violence. The directive was modified to include consultation with OHS.
- The Committee asked for a bit more time to provide feedback.

Action:

- Committee feedback to be returned to Christine Martel by April 15, 2014 for final consideration.

3. Corporate OHS Policies & Programs

a) HPP Implementation Plan Update

- This item was deferred to the June Meeting

Action:

- To be put on the June Agenda.

b) Hazardous Occurrences Report

Action:

- Next Report to be presented at June meeting.

c) OHS Core Learning Program Completion Rate Report

Action:

- Next Report to be presented at June meeting.

4. Workplace OHS Committees

a) Nothing new to report from Workplace OHS Committees.

- A discussion was held on putting in place a mechanism for how workplace OHS committees would bring up an item to the policy committee co-chairs for consideration. It was clarified that every effort must be taken to address local issues at the workplace committee level.

Action:

- Create a template for workplace OHS committees to submit items to the NOHSPC for consideration by June meeting.

5. Updates from National Safety Programs

a) National Containment, Biosafety and Biosecurity Committee Update

- John Sharpe provided an update on the activities of the Containment, Biosafety and Biosecurity Committee. They've had three regularly scheduled meetings since last December and they completed some updates to their website.

b) National Radiation Safety Committee Update

- John Sharpe provided an update on the activities of the Radiation Safety Committee. There have been no incidents since the last report. With the Delhi closure, all required materials have been moved. Their internal tracking tool has also been updated recently.

c) National Laboratory Safety Committee Update

- Marc Savard provided an update on the activities of the Laboratory Safety Committee (LSC). The main focus has been on the Laboratory Safety Orientation Package. They are also considering terminating the LSC in the near future as it has reached its main objectives.

6. Work Refusals/Emergency Response Measure

a. Fire Protection Program Annual Update

- Denna Dougan provided the Committee with the Fire Protection Program Annual Update document. It was noted that some sites were missing, so Denna is to look into it and provide an updated copy.
- A suggestion was made to address fire extinguisher training. Denna will look into this.

Action:

- Denna Dougan to provide an updated copy of the document with the additional sites by April 4, 2015 (done).
- Denna Dougan to look into whether the addition of a column regarding fire extinguisher training can be included in the template before March 2015.

7. HRSDC Reports, Directions and Assurance of Voluntary Compliance (AVCs)

a) LAB 1058 and LAB1009 Update

- John Tomaselli provided an update to the Committee on the submission of our mandatory reporting to Employment and Social Development Canada (ESDC) including the Workplace Committee Reports and the Employer's Annual Hazardous Occurrence Report.
- John would like to review the reporting process for next year to improve the timeliness of submitting the reports.
- The WOHSC Handbook should help provide some clarity on how to fill out the LAB1058 Workplace Committee Reports.

Action:

- John Tomaselli to look at the process and provide recommendations on how to improve it by the September 2014 meeting.

8. Communications

- A brief update on the new OHS templates was provided by Christine Martel. The mock-ups have just been received from CCB and finalization of the cover page will be completed by end of March so that CCB can design the other Word, PowerPoint and Poster templates.
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- Next two OHS annual communications to come out are National Day of Mourning for April 28 and the North American Occupational Safety and Health (NAOHS) Week for May 4-10, 2014. Those communications will be drafted and shared with the Committee co-chairs.

Action:

- The mock-ups to be shared with the co-chairs before May 2014.
- Final templates to be shared with the Committee before May 2014.
- National Day of Mourning news@work article to be drafted and shared with co-chairs by April 11, 2014.
- NAOHS Week news@work article to be drafted and shared with co-chairs by April 17, 2014

9. Workplace Violence Cases

a) Presentation of Active or Ongoing Workplace Violence Cases

- A discussion was held around how the tracking of Violence cases were being handled and if management was aware of complaints being filed with ESDC. Most of the discussion centered around whether cases were violence related, and whether we would track things nationally if it was resolved locally. If the situation meets the definition of Violence, the co-chairs of the Policy Committee will be informed of the case whether or not it is resolved locally. Note: employee confidentiality will be protected and the co-chairs will only be notified that a case exists and provided information in general terms including how this could potentially be avoided in the future. No names and possibly not even the location will be shared with the co-chairs.

10. New Business

a) 2013-14 EAP Mid-Year Utilization Report

- Shauna Guillemin presented the mid-year report to the committee. E-course numbers have increased significantly. Wellness and Integrated Disability Management (WIDM) suspects that this increase is due to the fact that e-learning has been included in some management development training and that e-courses have been encouraged more recently for their ease of access for employees who have computers and the wide variety of topics they cover
- Mental health is one of WIDM's main themes for the future.
- Questions were asked about the communication strategy and if they felt it was working well or if they were still experiencing gaps.

Action:

- Shauna Guillemin to review the communication strategy to see if there are any gaps that need to be considered for review and report at the June 2014 meeting.

b) Workplace Accommodation Guidelines

- Shauna Guillemin provided an update indicating that feedback previously received by the Committee had been incorporated into the latest version of the Guidelines. A final consultation with the Persons with Disabilities Network will take place and then the translated version would be finalized and shared as FYI with the Committee.

Action:

- Shauna Guillemin to share the final English and French versions of the Guidelines with the committee when they get posted online.

c) Chemical Emergency Response Team (CERT) Standard and NFPA 472

- The Committee was informed that the CERT Team in Harrow has recently disbanded.
- It was discussed that most CERT teams across Canada no longer exist. Those that do respond up to level C or D only (no SCBA).
- It was mentioned that employees were cleaning spills without NFPA 472 training. John Tomaselli suggested that a laboratory technician can clean up small spills for most products. Most of the NFPA 472 competencies would not apply to a lab environment. Glenn Miller indicated that there should be someone trained in Hazmat response to provide guidance.
- John Tomaselli proposed that the CERT standard be reviewed to better describe what AAFC should be capable of responding to in-house and when outside assistance is required.
- John Tomaselli will ask ROHSCs to work with local management and the workplace OHS committees to ensure that each site has a Chemical Emergency Response Plan (CERP) or review their plan if one is already in place to ensure that it defines when outside assistance is required and who to call.

Action:

- John Tomaselli, Glenn Miller and Patrick St-George to review the national CERT Standard and make recommendations for changes as required before the June meeting.
- John Tomaselli to request ROHSCs to follow up with all sites to ensure that a CERP is in place.

d) OHS Consultation and Approvals Business Process

- A discussion was held about ensuring that a Policy Committee member is involved in the early drafting of documents to ensure that all points of view are covered.
- Another discussion was held about what could initiate a review or creation of documents and if that should be incorporated into the process as well.
- Both previous points were agreed to by the committee, so updates incorporating the suggested changes to the document to be made and shared with the Committee for final review and recommendation by the co-chairs.

Action:

- Updates to be made to the document and shared with the committee for final review and approval by end of April, 2014.

e) Terms of Reference Revisions

- A discussion was held about the proposed changes to the Terms of Reference for the Policy Committee. The details were agreed upon during the meeting and the document will be updated and shared with the committee for final review and approval by the co-chairs.

Action:

- Updates to be made to the document and shared with the committee for final review and approval by the co-chairs by end of April 2014.

f) Job Safety Analysis (JSA) Training Module

- A concern was brought up to the committee that the JSA online database was not consistent with the training module given to employees by the ROHSCs
- John Tomaselli indicated that before we review the training, we need to establish the process itself. The JSA/SWP is not documented outside of the training course.
- John Tomaselli has requested that the ROHSC develop a process. The ROHSC will make recommendations, including when a SWP is required. A working group will be established to modify the training and to document the process.

Action:

- ROHSC working group to recommend changes to the JSA/SWP process and training module by mid-May 2014.
- Recommended changes to be presented to the Committee at the next meeting in June.

g) OHS Audit from OAE

- Caroline Dunn informed the Committee that the Office of Audit and Evaluation (OAE) is planning to conduct an audit of the OHS program in 2014/2015 and that it probably wouldn't occur until the fall.
- The scope of the audit has yet to be determined but she will share with the other co-chairs the details as soon as they are available. In the meantime, if any committee member has a topic that they would like to be included in the audit, they can send their suggestion directly to Caroline.

Action:

- Caroline Dunn to share the scope of OAEs audit with the co-chairs when it becomes available.
- Committee members to submit any topics for consideration in the audit to Caroline Dunn.

Next Meetings (tentative)

- June 10-11, 2014 – Ottawa , ON (**EVENT#CMB0001**)
- September 9-10, 2014 – Ottawa, ON (**EVENT#CMB0002**)
- December 18, 2014 – by Videoconference
- March 19, 2015 – Ottawa, ON (**EVENT#CMB0003**)