

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held September 12-13, 2012
PARC Summerland, Summerland, British Columbia

Attendees:

Employee Representatives:

Glenn Miller, Agriculture Union, PSAC
Patrick St-Georges, Agriculture Union, PSAC
Michele Jackson (Coe), Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Fabian Murphy, Technical Advisor, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Rolfe Antonowitsch, PIPSC

Management Representatives:

Chair: Denis Petittlerc, A/Director General, Mixedwood Plains Ecozone, STB
Scott Aughey, Acting Director General, Workplace Relations, HRB
Denna Dougan, Director, Integrated Services, CMB
Catherine Walker, Director, Workplace Programs, HRB

Technical Advisors:

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

Secretariat Services:

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

Guests:

Nicolas Auclair, Quebec Regional OHS Coordinator
Rob May, Senior Water Quality Specialist/Water Quality Aspect Lead
Kareen Stanich, PARC Summerland Workplace OHS Committee Employee Co-chair
Carl Dubeau, PARC Summerland Workplace OHS Committee member

Regrets:

Mark Grimmett, PIPSC
Ed Coulthard, R&D Director, Prairie/Boreal Plain Ecozone, STB
Lynden Hillier, Director General, Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

a) Minutes

- June minutes were approved by Committee.

Action¹:

- June minutes to be posted on the website.

2. Business arising from the Minutes

a) First Aid - AEDs

- The presentation that was made at the June meeting and the current position of the Committee was briefly reviewed.
- Concerns were discussed regarding consistency (re some sites still having AEDs), whether they are being maintained, and the accuracy of the information concerning the number of sites that still have AEDs on site and in use.

Action:

- Follow-up with Regional Coordinators to determine which sites currently have AEDs, usage, and the measures in place for maintenance and monitoring. To be tabled at the December meeting.
- Consideration may be given for future business cases on a case-by-case basis.
- If business cases are to be completed, a template will be developed by end of fiscal year for any business cases. This will ensure consistency and that the request is addressed from a needs/risk analysis perspective.

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

- A review of updated topics to be included in the Local Workplace OHS Committee Handbook will be carried out.

Action:

- Feedback from Committee members on topics to be included will be sought prior to December meeting.
- Kerry and Jane to continue developing the Handbook.

c) Communications Strategy

- Final feedback from Committee was received during the meeting.

Action:

- Coordinate with Communications to develop a pictogram to accompany the “motto” and finalize wording.
- Final amendments to Communication Strategy to be made, then to be sent for ADM-HRB approval (targeting November 30).

d) Competent Persons – Prevention Workplace Violence Policy Training Standard

- Revised document was discussed and a few changes were recommended.

Action:

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

- An updated document will be shared with the Committee prior to the December meeting for final review and approval.
- Communication to be sent from National OHS Committee co-chairs to local committee co-chairs regarding this tool early in 2013.

e) Job Safety Analysis (JSA) Online Tool

- Nicolas Auclair, Regional OHS Coordinator, Quebec Region, presented the new Online JSA Database and Writing Tool he developed.

Action:

- Members to provide feedback to Nicolas on the tool by September 30.
- Verify language requirements for the JSA Database with HRB OL unit.

f) Green Defensive Driving (GDD)

- The current contract for GDD expires March 31, 2013. However, CMB has confirmed that they will continue to identify the course as mandatory.
- A change is being made to the frequency of requirement: an employee will only be required to take the course once during their employment; the 5 year renewal requirement will cease to exist.

Action:

- An update on changes will be communicated by CMB to management and employees through a news@work article.

g) Vehicle and Farm Equipment Training

- A discussion was held regarding vehicle and farm equipment training, beyond what is covered in the Green Defensive Driving (GDD) online course, including what this training might look like, considering JSAs and Safe Work Procedures (SWPs), and train-the-trainer vs. external technical training available.
- The Risk/Hazard Registry will be updated to include vehicle and farm equipment training prior to the next meeting.

Action:

- The HPP Implementation Plan will be updated by end of fiscal year (per usual) and this topic will be added.

h) WHMIS/GHS/MSDS Software

- A recommendation was made to use the Health Canada/CCOHS training, as it is available free-of-charge and available in both official languages.

Action:

- Approval from the National Lab Safety Committee is to be sought by Gaston Mercier and an update provided at the next meeting.
- The current status of the RFP for KnowledgeWare to be reviewed by Denis Petitclerc, and the process canceled if the Health Canada/CCOHS training can replace what we currently have. Update to be provided by Denis at December meeting.

3. Corporate OHS Policies & Programs

a) Revisions to Working Alone Policy

- A discussion was held regarding the first round of revisions from the Committee.

Action:

- Document to be re-sent to Committee prior to December meeting for feedback.

b) Internal Ergonomics Services Update

- A discussion was held about the launch of the new services, announced during the summer.
- Reviewed the new Ergonomics web pages including subpages for each service.

c) Update on Policies, Directives and Programs

- A discussion was held and a status report shared regarding the various documents. The overarching OHS Policy and the Directive on the Safe Use of In-Vehicle Telematics have been approved by the ADM-HRB and will be posted online and communicated via news@work in early October. Next documents to be approved are Personal Protective Equipment and Confined Spaces.

Action:

- Once the PPE and Confined Spaces documents are approved by ADM-HRB, preparations to be made for translation, posting on website and communication to all employees.

d) Hazardous Occurrences Report

- Reviewed the Hazardous Occurrences Report (had not been available for presentation at the June meeting).

Action:

- Report to be expanded to show more information on Investigations and Accidents reviewed by local committees.
- Report to be expanded to incorporate all data recorded in system, not just those resulting in injuries.
- Next report scheduled for the December meeting.

e) OHS Core Learning Program Completion Rate Report

- The OHS Core Learning Program Completion Rate Report was discussed and an update was provided on the training stats for the new Violence Prevention in the Workplace e-learning module that was launched in March.

Action:

- Next report scheduled for the December meeting.
- Clean-up of stats is on-going and expected to be completed by end of fiscal year.
- Specific site training reports and branch reports were discussed. To be looked at once data are validated and deemed more accurate.

4. Workplace OHS Committees

- Nothing new to report.

5. National Safety Programs

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

- Audit units for each of the Centres were set up and Biological Safety Officers (BSO) and Biological Containment Offices (BCO) provided all the required audit information and reference documents. The National Containment, Biosafety and Biosecurity Committee (NCBBC) is to analyze the documents from each Centre and submit their comments and required actions to each of the BSOs and BCOs.
- The 3 year term for most of the current members the NCBBC is coming to an end. The NCBBC reporting structure in the new Science and Technology Branch organization needs to be determined and then S&T will proceed with the nomination of new members.

b) National Lab Safety Program (NLSP)

- The lab safety committee has completed a lab safety manual and program which is available online.
- An online basic lab safety training module is being developed. This will ensure all lab personnel have basic lab safety training. On-site training beyond the basic lab safety training will always be necessary as work performed in each lab is different.
- WHMIS and the changes to Global Harmonization System (GHS) are to be discussed at the next lab safety committee meeting scheduled for October 2, 2012.

c) National Radiation Safety Program (NRSP)

Action:

- An update on the NRSP is to be provided with the Annual Report from the NLSC and the NCBBC at the December meeting.

6. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- Denna Dougan provided an update on the fire exit signs. The Environmental Services group, who initiated the project to meet legislative requirements, was unaware of the requirement to involve the local OHS workplace committees. They are now aware of the process.
- Concerns about fire equipment testing were raised. The requirement for fire equipment testing includes hoses, which are probably not being tested at most sites.

Action:

- Fire equipment testing process to be reviewed by CMB to ensure AAFC is meeting requirements. Update to be provided at December meeting.

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

- Nothing new to report.

8. Communications

a) Interface with Local Workplace OHS Committee

- Members of the Summerland local workplace OHS committee were invited to attend the September meeting, and took the opportunity to participate when their schedules allowed.

- The importance of an effective linkage between local committees and the National OHS Policy Committee was discussed to better support department wide OHS programs and initiatives.

Action:

- The feasibility of creating a National OHS Policy Committee generic inbox, to facilitate this connection, will be explored and an update provided at the December meeting.

9. New Business

a) Workplace Violence Prevention – Post Incident Review

- A discussion took place regarding the incident at Indian Head. Linkages between Corporate OHS, Labour Relations and Departmental Security Services were discussed and a question raised whether there is a need for more guidance regarding the process.

Action:

- The WVP investigative flow chart to be reviewed and consideration given to developing a supporting addendum on the different processes and their linkages. Update to be provided at December meeting.

b) Dundurn (AESB) Fatality

- An update on the status of the investigation was provided to the Committee, including providing a copy of a Direction that was delivered to Community Pastures Program management on September 12, 2012.

Action:

- The response to the Direction will be shared with the Committee prior to the December meeting.

c) Potable Water Annual Report

- Rob May presented the annual report to the Committee.

d) Review updated Risk/Hazard Registry matrix

- A discussion was held regarding the current version of the document. A few updates were identified. A request was made to share this document, or a similar version, with local workplace committees and to post it online. This would help identify what programs are currently in place, and which risks they address.

Action:

- Update the document to reflect revisions discussed. Final version to be reviewed at December meeting.
- Post online and send to the local workplace OHS committee co-chairs from the National OHS Policy Committee co-chairs once reviewed and approved at December meeting.

e) Registry of Buildings with Asbestos

- A suggestion was made to develop a list of buildings that have asbestos and to share it with the impacted local workplace OHS committees.

Action:

- Denna Dougan to review the annual building reports to determine if asbestos is already listed on the reports, or if it can be added.

f) Fitness to Work Evaluations

- Discussion took place on the Fitness to Work process and the need to focus on JSAs, as opposed to Health Canada's former forms and processes.
- There is still a question about how best to address mental health issues.

Action:

- Review Fitness to Work Evaluation package and how to include JSAs.
- Scott Aughey to discuss the process with the Director of Labour Relations.

g) Chemical Product Inventory

- Gaston Mercier provided an update on the numbers currently in the system.
- The Phase I (Laboratory Inventory) has now been completed; the question now is what to include in Phase II. The system has good capability and could be used beyond Research.
- There was discussion on where this belongs nationally (currently linked to the NLSP). Should it fit under the new S&T Branch, particularly if it covers other assets, including those of CMB.

Action:

- Denis will raise this organizationally, under the new S&T Branch.

h) Employer Co-Chair Representative

- Denis Petitclerc announced that he was stepping down as the Employer Co-chair. Caroline Dunn, DG Workplace Relations, HRB has been named as the new Employer Co-chair. A new representative from S&T Branch will also have to be named.
- The Committee members thanked Denis for his leadership and commitment to this forum, and to the occupational health and safety agenda overall.

Action:

- The online and distribution contact list will be updated.

i) Summerland Site Tour

- A comprehensive tour of the facility was conducted (in the field and in the building), and covered many of the different programs and research being carried out at the Summerland facility.

Next Meeting

- December 5, 2012 – Ottawa, ON (NHCAP).