

# **Agriculture and Agri-Food Canada (AAFC)**

## **National Occupational Health and Safety Policy Committee Meeting**

Minutes of meeting held September 26, 2013  
NHCAP, Ottawa, ON

### **Attendees:**

#### **Employee Representatives:**

Glenn Miller, Storesperson, GPCRC-Harrow (PSAC)  
Michele Jackson (Coe), Procurement/Finance Assistant, LERC-Lethbridge (PSAC)  
Milton Dyck, Technician, SPARC-Swift Current (PSAC)  
Jane McDonald, Mass Spectrometry Technician, AFHRC-Kentville (PSAC Alternate)  
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu (PIPSC)  
Mark Grimmett, Analytical Chemist, CLRC-Charlottetown (PIPSC)  
Rolfe Antonowitsch, Partnership Specialist, RDIRS-Regina (PIPSC)

#### **Management Representatives:**

**Chair:** Caroline Dunn, Director General, Human Resources Directorate, CMB  
Alan Parkinson, Director General, Community Pastures Program, PB  
John Sharpe, Director, Integrated Planning and Reporting, STB  
Denna Dougan, Director, Integrated Services, CMB  
Ceci O'Flaherty, Director, Labour Relations, CMB

#### **Technical Advisors:**

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

#### **Secretariat Services:**

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

#### **Guests:**

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

#### **Regrets:**

Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC)

## **1. Approval of Minutes and acceptance of Agenda**

### **a) Minutes**

- June minutes were approved by Committee.

#### **Action<sup>1</sup>:**

- June minutes to be posted on the website.

## **2. Business arising from the Minutes**

### **a) First Aid - AEDs**

- The updated version of the AED Business Case template was reviewed by the Committee.
- A discussion was had around the drop in numbers of First Aid volunteers across the country.

#### **Action:**

- The Template to be updated based on discussion during meeting and to be distributed to the Committee in November for final feedback.
- Final version of the Template and message to the co-chairs of the local OHS Committees to be sent to ADM-CMB for approval.
- Once approved, message to be sent out from the NOHSPC email box.

### **b) Farm Vehicle and Equipment Training**

- The statistics and research were reviewed by the Committee.
- A discussion took place about the difficulty of implementing a national standard because of the variation of availability of courses across the country.

#### **Action:**

- Denna Dougan to review the Wintersteigers in use at Research Centres to ensure all manuals are in English or French and that the labels on the machinery is in English or French.
- Denna Dougan to have the manuals for the Wintersteigers translated if required.

### **c) Local OHS Committee Handbook**

- A draft document that was reviewed by Nicolas Auclair and Derek Wynberg was shared with the Committee.
- Some general feedback was received during the meeting, but the Committee requested more time to review.

#### **Action:**

- Document to be sent to Committee members for their feedback. Input to be returned to Christine Martel by November 1, 2013.
- Revisions will be made by Nicolas Auclair and Derek Wynberg and then brought back to the Committee at the December meeting.

### **d) Firearm Use Directive**

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<sup>1</sup> All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

- A discussion was had about addressing the legal liabilities and ensuring that employees are aware of outside risks that may apply at a local site.
- Next round of consultations (Departmental Security Services (DSS) and Legal Services (LS)) are to be done this fall.
- Revised draft document to be presented at the December meeting.

**Action:**

- Ceci O’Flaherty to bring the draft Directive to DSS and LS for their feedback.
- Revised draft document to be presented at the December meeting.

**e) Fire Protection Equipment (FPE) Training Standard**

- A draft PowerPoint deck created by Mathieu Poirier was reviewed by the Committee.
- Some general feedback was received during the meeting.

**Action:**

- Feedback to be provided to Mathieu Poirier to update the deck and send for translation.

**f) AAFC OHS Program Audit**

- The Committee recommended that the Regional OHS coordinators could be a good resource to conduct the audits outside of their regions, so it is seen as an impartial audit and that the audits could be done on a rotational, 3 year basis.
- Perception Survey, part two of this Audit Tool, is still being developed. Draft Survey to be presented to the Committee by Jeff Bryant at the December meeting.

**Action:**

- Revisions to be made to the audit tool and the documents to be translated.
- Ceci O’Flaherty and John Sharpe to discuss the possibility of assigning this duty to the Regional OHS Coordinators.
- Jeff Bryant to present the Perception Survey to the Committee at the December Meeting.

**g) Workplace Violence Prevention Policy and Regulation XX**

- Proposed changes to the Workplace Violence Prevention Policy were discussed in detail by the Committee.
- Revisions to be made prior to next round of consultations with the Integrated Resolution Network (IRN), the Human Resources Union Consultation Committee (HRUCC) and Legal Services (LS).

**Action:**

- Revisions discussed during meeting to be made to the proposed revised policy.
- Ceci O’Flaherty to bring the proposed revised policy to IRN, HRUCC and LS for their feedback

**h) JSA Database**

- In response to a question on the capacity of the JSA Database, it was clarified that it was created to handle a very large number of entries. There is no worry about having multiple JSAs for similar machines. The purpose of the database is to have the JSA specific to each piece of equipment at a specific local workplace

as there may be certain hazards associated with using it that are location specific.

- Reports can also be generated by the Regional OHS Coordinator for the number of JSA entries by site.

**i) Globally Harmonized System (GHS) / Workplace Hazardous Material Information System (WHMIS) Training**

- An email was sent to all local OHS committee co-chairs with information regarding new GHS symbols that suppliers are already using and that our employees may be handling.
- The RFP for a national training standard for WHMIS which will also cover the transition into GHS is still underway. John Sharpe is looking to put a multiyear contract together with a supplier that can meet our needs.

**Action:**

- John Sharpe to continue on the RFP.

**j) Lab Safety Orientation Package**

- Marc Savard and the Committee discussed the Lab Safety Orientation Package including the two standards.
- The Committee recommended that training scheduled in early October in Kentville and Nappan be considered as a pilot and that feedback would be brought back to Marc Savard for consideration in revisions to the Orientation Package.
- The Committee requested more time to provide feedback to Marc Savard for consideration.

**Action:**

- Orientation Package to be sent to Committee members for their feedback. Input to be returned to Christine Martel by November 1, 2013.
- Marc Savard to provide update on the package at the December meeting as part of his annual report on Committee activities.

**3. Corporate OHS Policies & Programs**

**a) Hazardous Occurrences Report**

- Report was presented to the Committee by Christine Martel and details were discussed amongst the Committee.  
Hazardous Occurrence records in PeopleSoft have been fairly consistent over the past few years (2009-2012) and appear to be trending that way for 2013. The records also reflect that the majority of our injuries are related to Field/Pasture and or Maintenance work environments, which is consistent with what we would expect for work being done in this department. Records also indicate that approximately only 20% of our reported injuries are disabling (meaning loss of time at work).

**Action:**

- Next Report to be presented at December meeting.

**b) OHS Core Learning Program Completion Rate Report**

- Report was presented to the Committee by Christine Martel and details were discussed amongst the Committee.
- The reports indicate that approximately 72% of employees have been training in OHS Roles and Responsibilities, however only 42% of employees have been trained in Hazard Prevention Program. Both courses are mandatory, and to ensure that everyone is getting trained on both matters as prescribed by the Canada Labour Code, the committee is considering combining both training requirements into one course as part of the OHS Mandatory Course Review.

**Action:**

- Next Report to be presented at December meeting.

**4. Workplace OHS Committees**

- Nothing new to report.

**5. Updates from National Safety Programs**

- Marc Savard provided an update on the activities of the Laboratory Safety Committee.
- John Sharpe provided an update on the activities of the Containment, Biosafety and Biosecurity Committee.
- John Sharpe provided an update on the activities of the Radiation Safety Committee.

**Action:**

- The three Chairs of the National Safety Committees to present their annual report to the Committee at the December meeting.

**6. Work Refusals/Emergency Response Measure**

- Nothing new to report.

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

**a) AVC – Scott Research Farm, Scott, SK**

- The AVC was reviewed by the Committee. It was noted that the investigation by HRSDC into the incident took them over one year to complete and that there is no mention of an OHS representative being present.
- It was noted that a reminder about procedures for reporting and recording of hazardous occurrences was done by Denna Dougan to her Integrated Services Management group. John Sharpe to do a similar reminder to the Directors of Operations and that a reminder could also come from the NOHSPC co-chairs to all local OHS committee co-chairs and OHS representatives.

**Action:**

- Management representative from Scott Research Farm is to contact HRSDC regarding the OHS representative being present.
- Response to AVC to be shared with the Committee.

- John Sharpe to remind the Directors of Operations regarding the procedures for reporting and recording of hazardous occurrences.
- Reminder email to be sent out to local OHS committee co-chairs and OHS representatives on behalf of the NOHSPC co-chairs.

## **8. Communications**

### **a) OHS Communications Plan**

- The draft OHS Communications Plan was presented to the Committee by Christine Martel.
- Recommended changes were discussed with the Committee.

#### **Action:**

- Recommended changes to the OHS Communications Plan to be brought back to CCB for their review and then it is to be approved.
- Request for Publishing and Creative Services (new OHS templates, Motto and Banners) to be resubmitted to CCB for creation.

## **9. Workplace Violence Cases**

### **a) Presentation of Active or Ongoing Workplace Violence Cases**

- A summary of the types of current active or ongoing Workplace Violence Cases was discussed with the Committee.

## **10. New Business**

### **a) National Fall Protection Program**

- A draft Fall Protection Program document was shared and discussed. The purpose is to aid and guide local sites and programs on how to implement such a program at their site.
- Next steps including going to the Regional OHS Coordinators for their feedback and the on to Legal Services.

#### **Action:**

- Draft Program document to be sent to Committee members for their feedback. Input to be returned to Christine Martel by November 1, 2013.
- Draft Program document to be circulated to the Regional OHS Coordinators following Committee feedback.
- Draft Program document to be circulated to Legal Services following Regional OHS Coordinator feedback.

### **b) Renewal of EAP contract - update**

- Shauna Guillemin provided an update to the Committee on the status of the renewal of our EAP contract.
- The proposal was approved by the Procurement Review Board and it will be posted for 40 days on the Government of Canada Buy and Sell website.
- The statement of work is very similar to what they had in the past. One change is that the new contract will include a definition of family member.

- Shauna Guillemin requested the Committee to provide feedback on the rating scale that should be used if there is a need to evaluate bids that are tied in terms of meeting all the requirements and are under the maximum cost structure.

**Action:**

- Request for feedback on the Rating scale to be sent to Committee members.

**c) CSA Standard Z1001 – Occupational Health and Safety Training**

- The Committee discussed the CSA Standard on OHS training.
- It was recommended that this standard be used as a best practice when reviewing our current training courses.

**Action:**

- The cost of implementing any of the recommendations in the Standard to be reviewed and considered.

**d) Amendments to the Health and Safety Committee and Representatives Regulations**

- The Committee discussed the amendments to the Regulations.

**Action:**

- Impacts to the Committee to be presented at the December meeting.

***Next Meetings***

- December 19, 2013 – via videoconference
- March 20, 2014 – Ottawa, ON (**EVENT#00489**)