

Agriculture and Agri-Food Canada (AAFC)
Occupational Health and Safety Policy Committee (Policy Committee) Meeting

MINUTES OF MEETING HELD SEPTEMBER 18, 2008

K.W. Neatby Building, Central Experimental Farm, Ottawa, Ontario

Attendees:

Employee Representatives

Co-Chair: Glenn Miller, Agriculture Union, PSAC
Delmer Holmstrom, PIPSC
Fabian Murphy, Agriculture Union, PSAC
Darryl Lee McKenzie, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Gaston Mercier, PIPSC

Management Representatives

Co-Chair: Rosalie Burton, DG Performance Excellence, Human Resources Branch
George S Brown, Manager, PFRA & E
Jim McKendry, Director, Integrated Services, Assets
Stephen Bolsco, Director, Science Operations, Science Bureau, Research Branch
Denis Petitclerc, Associate DG, Science Bureau

Technical Advisors

Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC
Bob Neilson, National Training Coordinator, OHS
Corrie Boyce- HR Advisor- Workplace Accommodation -recorder

Guests:

Regional OHS Coordinators

Darryl Graham,
Graham Curry
Lynelle Peters
Joanne Morin
Mike Langmo
Jeff Bryant
Nicolas Auclair
Ken Eskdale

Regrets:

Lynden Hillier, DG Asset management
Marie-José Poirier, HR Consultant

Please Note:

Items are recorded in the order of the agenda for clarity purposes.

Items 1 & 2**Introduction and approval of agenda and minutes of the previous meeting - Chair
Updates to Items not included separately in agenda**

Some revisions were requested to the previous minutes including

- Correction of the date to June 11-12, 2008,
- “Employer” Representatives to be changed to “Employee”,
- CRW to be spelled out in full,
- Addition of the phrase “ adequate number of individuals ; therefore, each worksite should identify qualified people” to the Accident recording/ reporting investigation section, and,
- Adding OHS 301 review to the Action items

Action Items	Person Responsible	Deadline
OHS 301 Review- signature page to be completed	Bob to forward electronically for next meeting	Rosalie brought forward a draft
Revisions of previous minutes to reflect Committee input	Bob	

Item 3**Business arising from the Minutes****A. Implementation Plan Items**

- Bob advised that the dates may have to be amended on some items to reflect resource allocation
- Need to develop a Communication Plan

Accident Recording/ Reporting/ Investigation

- Bob is close to bringing the draft to the Committee
- Recommend Internal Notification Procedures to be added as an annex draft to committee in next few weeks
- Draft procedures and annex to be completed in the next two weeks (Oct 30) via teleconference
- Once approved the revisions will be needed for the OHS318 Accident Investigation module
- Copies of the draft will need review with Managers.
- Bob is looking at the need of a Central Registry for accident reports. PeopleSoft will manage the files so it needs to be determined what to do with the hard copies. An option: The reports could be maintained within each region by our Regional Coordinators.
- Bob will come forward with a proposal for record keeping at the November meeting.
- Rosalie requested that a review of the reporting requirement occur at the next Policy Committee meeting
- Bob advised that we need to consider the internal and external reporting processes as part of this OHS Program.
- The question arose on who should be trained in OHS318 Accident Investigations- should it be the whole committee as the whole committee signs off on reports - motion agreed.

Committee AGREED/ PASSED

First Aid

- 95% of the deliverables are right in the code- our challenge is capturing the information
- Bob anticipates providing a draft to the Committee by December.
- The defibrillator policy will follow the first aid policy

Workplace Inspection

- Regional Coordinators meeting was held to address this initiative
- AAFC needs to capture 50% of the OHS Program activities (data) for internal and external reporting in the Hazard Registry (under development) and through the link to workplace committee database in PeopleSoft
- Bob has until mid- October 2008 to go through revisions from previous day's meeting and he will further define the Hazard Registry and what People Soft can do at November meeting
- Bob will get back to the Committee by the end of October to ensure the Committee has time to refine the documents by next policy meeting

Action Items	Person Responsible	Deadline
Make revisions from Sept 17 meeting, define the Hazard Registry and determine capabilities of PeopleSoft and forward to Committee electronically	Bob	End of Oct 2008
Revisions of previous minutes to reflect Committee input	Bob	

Emergency Evacuation Plans

- The training strategy and draft to be presented to Policy Committee at the end of October. This will include scope, introduction and roles and responsibilities
- The primary audience for the training are the fire wardens, however all occupants are to be trained on the evacuation plans.
- For buildings not controlled by AAFC, the owners of the buildings must have their own plans which we must evaluate regularly and ensure that all staff is receiving training on the building evacuation plan.
- There may be some discrepancies as building owners may follow provincial regulations where we are required to follow federal regulations. Therefore we will have to ensure that our plans are relative to respective jurisdiction.

OHS Orientation

- This item will take more time that was originally anticipated – as there are many business activities to consider for an OHS Orientation plan
- Bob will forward the program update at the November meeting
- The front of all AAFC core learning courses will have slides/ pages containing standardized topics such as Conflict of Interest, Official Languages, Values and Ethics and OHS
- This wording is different from the letter of offer wording.
- The wording for the OHS section that will be included in all AAFC core learning courses was presented to the Committee and improved.

Committee AGREED/ PASSED**Website**

- The intent is to have easier access - there are currently too many steps to get to the OHS info
- George Abraham (Communication) suggested that OHS information be included as a feature button on the home page and he will action this item
- In addition it was recommended to remove all minutes (NCR) and any site specific information from the national web site.

Action Items	Person Responsible	Deadline
OHS to be Feature button	George Abraham (CCT)	
Remove local information/minutes	Bob	

Communication

- Natalie Turcotte will be replacing George Abraham as the HR Communications Advisor
- Natalie should be invited to the next Committee meeting to hear from the members what their communication needs and concerns are.
- George will follow-up with communication to ensure all OHS projects are either completed or transferred to Natalie

Action Items	Person Responsible	Deadline
Follow-up with Comm. On OHS items	Bob	
Invite Natalie to November meeting	Bob	

Lab Safety Program

- There have been some glitches with the website- Natalie Ritchot is currently addresses these
- The next stage will include Fume Hood Safety
- The framework is in place and Natalie continues to work on the program
- Concerns were raised that bringing in " new" participants late in the process would delay finalization
- Final package is to be distributed to Policy Committee for secretarial approval (by e-mail)- Policy Committee members are to review package and validate
- A sub- committee composed of Natalie Richot, Darrell Lee McKenzie and Gaston Mercier is to be developed to evaluate other ongoing training modules

Action Items	Person Responsible	Deadline
Package to be approved secretarially	Policy Committee OR Lab training working group	October 06/08

Job Hazard Analysis (JSA) Training Program

- Regional Coordinators to deliver this training- train the trainer session held September 15.
- This is a key assessment tool to prevent hazards
- Communication to launch the training to be drafted for the management streams - managers can coordinate with the regional coordinators
- Target the workplace committees first then all supervisors and employees. Training to be launched January 09.

Workplace Violence Prevention Program

- Acts of Intimidation module proposed to be incorporated into Creating a Respectful Workplace course
- The pilot of the updated course is to be presented on Sept 23 in Ottawa- Bob will be a facilitator
- Pilot includes an introduction to the OHS committee and the relevant policy, information on workplace violence and a case study
- Bob will bring the feedback on the pilot back to the Policy Committee
- The code doesn't require a survey but we must determine means to identify contributing factors and a survey would be a possible means for this process.
- Discussion was held on the feasibility of using a tool published by Canadian Centre for Occupational Health and Safety (CCOHS) called the " Sample Hazard Assessment Questionnaire and the Sample Inspection Form"
- It was suggested that the first section of this tool - the questionnaire- could be distributed to employees and used to gather information from employees on their experiences
- The second section of the tool - the inspection form -could be distributed to regional committees for them to complete appropriately. This would give regional committees some awareness of the risks within their areas.
- Using these tools together can satisfy several of the requirements- it would highlight risks and we could put in place corresponding preventative measures, it would highlight areas that need change,
- The Policy Committee advised that definitions would have to be clear to ensure that we are receiving consistent information and this tool contains definitions earlier in the document that the Policy Committee could tailor to AAFC.
- Before these tools are implemented they will have to be reviewed by: The Inclusive Management Team, Values and Ethics, Employment Equity-Diversity team, the Official Languages Team and presented at a monthly HR- Union consultations meeting.
- The working group will reformulate the next steps based on all the relevant information discussed

Action Items	Person Responsible	Deadline
Feedback on pilot provided to Committee	Bob	
Forward the entire tool to Policy Committee	Michele	
Determine if Central Agencies are doing similar initiative	Bob	
Working group to bring back new draft	Bob	

Ergonomics

- Bob continues to participate on the Ergonomic Interdepartmental Committee
- Bob will change timeframe on this item to ongoing

Action Items	Person Responsible	Deadline
Change time frame for ergonomics to ongoing	Bob	asap
Other OHS Programs		

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B. Non Employees working at AAFC Facilities and OHS Training

- The issue is complicated by various agreements and various categories
- The HR team had a meeting with Research to ensure that non-employees understand either English or French, understand the Values and Ethics code and that their supervisor ensures they have the OHS training
- It was proposed that Marilyn Galliot be invited to a meeting - she can give the Policy Committee a progress report- she is working on a draft document on language requirements?
- The question was asked whether there was a reporting process to the Research Managers so that they can investigate further/ act on these situations in regards to language issues.
- All issues within a research centre fall eventually to the Research Manager to address. The Research Manager is responsible for ensuring that the language tests have occurred. Any gaps in this process should be brought to senior management
- A new procedure was started in the Research Centres this summer. Now whoever wants a foreign student gets the AR signed by their Manager before securing security clearance, the individual must get their research agreement signed by their university. The letter of invitation is then sent out and they can apply for their visa. This new process is a great improvement. It is currently in the monitoring stage and enhancement / refinement will occur at a later date is warranted by research.
- The Policy Committee asked if the volunteer agreement has a clause referencing meeting language requirements - Denis will check
- The Policy Committee suggested that outlining roles and responsibilities should be built into OHS orientation for supervisors
- It was discussed that managers and supervisors have a duty of care that includes employees, students, volunteers and other guest workers
- The Policy Committee would like to review the current process for bringing in guest workers - pick out a recent process and use as an example

Action Item	Person Responsible	Deadline
Research current documents	Denis	
Invite Marilyn Galliot to next meeting to walk Policy Committee through process Invite Joanne Boisvert	Bob	

C. Departmental Lab Safety Program

- Bob is working with Natalie Ritchot on this initiative
- There is no formal link with regional structure
- Bob is going through how governance will work- we need people to implement this
- Natalie had prepared a chart of OHS contacts which will be posted on the web

Action Items	Person Responsible	Deadline
Update status to the Committee	Bob	November meeting

D. Chemical Inventory System- Stephan Bolsco

- This is now in the procurement process- in order to get a firm for the pilot you must first spec out the entire roll-out i.e. the number of chemicals involved
- The result of a survey of volume was started and the results are almost finalized. Need to determine- how many items? Same families? This was a bar coding exercise and migration examination.
- They expect negotiation on the contracting items to be completed before the end of September and the deadline for implementation will be Dec 2008.
- The upside of mapping out the entire exercise before the contracting process can begin is they are now in a good situation for the roll-out.
- One month after the pilot (December 08) is completed the roll out can begin.
- A signed contract is in place with Chemwatch. They are preparing an implementation plan, communication plan and a training plan
- They will announce in the centres before the end of October
- Now that the MSDS are available electronically we will need to asses the requirement for maintaining hard copies at each site?
- One concern raised is what do we do if the system goes down?
- Sites could download the info to disc on site and would therefore have access if the system goes down. This process would vary by site. This would allow us to have a database in the event of an emergency. But do the emergency personnel want all the details on each chemical as normally they only need the various classification of chemicals.
- Chemwatch is outside the AAFC network so questions raised- if a building is shut down employees should bring a laptop outside to access info.
- Sites should continue to hold onto their paper copies for the next three months (to Jan 1, 2009)

E. OHS Training

- The current priority is completing the OHS301 and OHS302 on roles and responsibilities and the OHS 501 on Hazard Prevention Regulations
- In July EC received the OHS training for Senior Managers
- A training report will be sent to Branch Heads in October to identify who has not been trained
- The Policy Committee requested a list of all the courses and the dates that they were approved by the Policy Committee- Marie Josée is currently working on this and Bob will forward to the Policy Committee once completed.

Action Items	Person Responsible	Deadline
Distribute List of OHS Courses to Policy Committee	Marie-Josée and Bob	

F. Hazard Prevention Program

Steps

1. Planning
 2. Implementation
 3. Getting Programs completed
 4. Monitor
 5. Evaluate
- There were delays on this item due to summer holidays etc. - the timetables have been adjusted to reflect resource allocation
 - The Job Safety Analysis is now completed (as per consultation with HRSDC- the next step will be to monitor and evaluate
 - Some programs will trigger reporting

- We should utilize the models in PeopleSoft - initiate accident reports in system (currently have 92)
- Now we need to go back to 2005, 2006, 2007 and load them in to facilitate more accurately the identification of trends- L&D is inputting previous records- there has been some difficulty determining information from the forms to input
- Bob will come back to Policy Committee with analysis of trends - goal is to have this completed by Dec Policy Committee meeting.
- Bob to draft one pager communication on job safety analysis for distribution among management streams

Action Items	Person Responsible	Deadline
Load historical data and analyze trends	Bob	
Draft one pager on job safety analysis for management streams- forward to Policy Committee	Bob	

G. Chemical Spill Response (CERT)

- The Working Group (Jeff Bryant, Glen Miller, Gaston, Fabian, Bob)has finalized the documents and they are currently with translation
- Developing the CERT Program has identified some gaps within current programs
- This item will need managerial review (science, assets & PFRA & E)
- Management must consider the response times for a Haz Mat team that is capable of responding appropriately

H. Drug and Alcohol Policy

- Bob Contacted AAFC Legal Services - Tom McMahon
- Tom confirmed that by not pursuing a new policy in regards to OHS implications that there is no legal implication for the department
- Item is to be closed

Action Items	Person Responsible	Deadline
Remove item from agenda	Bob	asap

I. Use of Government Vehicles

- The Policy Committee will invite subject matter experts (Lorraine Burnett and Normand Lacroix) to present the Business Fleet Management Policy that was recently presented to CSSB.
- The Policy Committee is asked to develop specific questions beforehand and forward to Jim so that Lorraine and Normand can address them fully at the meeting
- One question raised is what is the policy/ procedure for repair vs replacement

Action Item	Person Responsible	Deadline
Invite Lorraine Burnnett and Normand Lacroix to next meeting	Bob	

Item 4

Potable Water

- Rob May presented the program overview for Potable Water
- Rob reports AAFC is leading all depts. in “due diligence” for potable water
- Last week an information meeting was held in Summerland with AAFC facility Managers “from the west”
- A session will be held in November, 2008 for facility Managers “in the east”
- Frequency of sampling is expected to go up after these information meetings
- If a water quality problem arises - the facility Manager must advise of how they anticipate resolving it. Every sample and action is documented. Re-sampling occurs at each step and the result must be ok before analysis of the following step occurs.
- Sites on municipal water will test monthly and sites that are using Microsystems will test twice a year and after a major weather event.
- Training on how to sample water is provided through a “How to Sample Water Video” that was developed with other departments and distributed to all individuals responsible for water sampling within the department.
- If the sample provided to the lab fails the lab will notify and follow up with the site to address problem
- The Policy Committee requested frequent reports even if there was no issues identified
- The Policy Committee recommended that Potable water should be a standing item on all OHS meeting agendas
- Presently, Rob tracks how many managers are trained. It was suggested that a course code be established to allow tracking in PeopleSoft.
- An updated deck will be distributed at the next meeting to include August 2008 data.
- More significant improvements are expected after the roll out of water quality implementation plans in Nov and Dec 2008.
- Rob advised that WaterTracks, a private company is contracted by the department. Water Tracks has strict controls on how this info is received and stored.

Policy Committee AGREED/ PASSED

Potable water will become a standing item on all OHS committee regular meetings. Potable Water testing results are to be presented even if no incident has occurred.

Action Items	Person Responsible	Deadline
Establish course code for training- Marsha Firth	Bob	
Distribute training video to all Policy Committee members	Rob	
Provide deck updated to August 2008 Policy Committee members	Rob and Jim	Next meeting
Add standard item on reporting on potable water quality to monitor progress to the terms of reference of all local and national OHS Committee meetings.	Jim	

Item 5
New draft TB policy on OHS

- Bob will incorporate the feed back from the Policy Committee
- This item is due by Oct 4, 2008

Action item	Person Responsible	Deadline
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Incorporate Policy Committee's feedback	Bob	Oct 4, 2008
Item 6 Accountability Grid on Accident Reporting		
<ul style="list-style-type: none"> Need to develop an internal reporting structure to ensure appropriate resources in place and guidance for Managers during unwanted events Bob recommended this procedure be included within ongoing policy revision The lack of appropriate notification has been identified as a diligence gap Policy Committee agrees the document needs to be reformatted within the new revisions 		
Action items	Person Responsible	Deadline
Reformat document as a procedure	Bob	November
Forward to Policy Committee for review	Bob	November
Item 7 Internal OHS Complaint Resolution Process - Ken Waldie		
<u>Summary of Flowchart presentation</u> <ul style="list-style-type: none"> Intent is to resolve issues at the lowest level possible and as quickly as possible <p>Steps</p> <ol style="list-style-type: none"> employee complains to supervisor supervisor and employee try to resolve complaint If not resolved, complaint is referred to OHS rep. complaint is investigated jointly Investigators inform employee and employer of results if complaint is justified employee advised investigators of its solution if not resolved, employer or employee can refer complaint to Health and Safety officer at HRDC The Health and Safety Officer investigates <p><u>Response of Policy Committee to Flowchart</u></p> <ul style="list-style-type: none"> Add the qualifier "ASAP" to Step 2 After Step 2 switch "Success" to "No further action required" Add "without delay" to the Employer bubble for Box 6 - "... the employer shall inform the investigators in writing, without delay..." Flowchart should be date stamped and indicate that it has been approved by the Policy Committee Bob suggested that a template/form could be developed for Step 3. This is not required in the Act but will assist the Policy Committee in its annual reporting requirement to HRSDC and TB Ken's document was created with the purpose of informing employees but the addition of a form could broaden the use of this document as a communication / education tool. Bob suggested that this document could be a key culture change piece in the department as it promotes a "key communication forum", and could be printed as poster or pamphlet This document would be a tool for worksites to maintain consistency in this process <p><u>Document Tracking system used by the Policy Committee</u></p> <ul style="list-style-type: none"> Questions on the document tracking system used by the policy committee also arose from this presentation. Every document should be date stamped and indicate that it is approved by the Policy Committee 		

- Does the Policy Committee have a reference number system to track all the documents?
- Is there a naming convention?
- Bob advised that this is under development
- Ken to develop naming convention framework - (generic names/ to be used and replaced late where required) - Bob will provide Ken with required info
- This framework will provide a good process for review- continuous improvements

Action Items	Person Responsible	Deadline
Revisions recommended by Policy Committee to be incorporated	Ken Waldie	- some completed during course of the discussion
Reporting Requirements to be sent to Ken to incorporate	Bob	
Reporting Template developed for Step 3	Policy Committee	
Sketch out framework for naming convention	Ken	
Populate naming convention framework with Policy documents	Bob	

Item 8 -ADDED TO AGENDA Fume Hood Testing

- How are we ensuring that they are operating properly? Installed properly? Tested adequately?
- Jim advised that an inventory was completed of all the fume hoods within the department (AAFC has 600 coast to coast)
- A working group was developed to look at testing standards for fume hoods - challenging project as the standards will be different for older vs. newer hoods
- It was suggested that a member of the Policy Committee could be on that working group that will develop a testing standard and an implementation plan
- Terms of Reference will be developed and sent to Bob for the Policy Committee

Action Item	Person Responsible	Deadline
Add member of Policy Committee to Working group	Jim	
Terms of reference to be sent to Policy Committee	Bob	When available

Item 9 AAFC - ADDED TO AGENDA Scent Sensitivities Toolkit

- Policy Committee reviewed the toolkit and responded that this is a positive initiative
- Policy Committee recommended a reference to chemicals not just scents
- Policy Committee was concerned about relying on the Duty to Accommodate to address the issue of scents in the workplace and felt the toolkit will provide additional means of action
- Education is the key objective
- The finalized toolkit will be posted on Agrisource

Action item	Person responsible	Deadline
Provide input to Bob on this toolkit	Policy Committee members	Oct 26, 2008

Get Legal opinion on this toolkit and our obligations	Bob to forward to Tom	asap
Item 10 Next Meeting and Secretarial Approvals		
<ul style="list-style-type: none"> Meeting to be November 18 and 19, 2008 Rosalie requested that it be held at 560 Rochester to allow easier admin support It was agreed to discuss/ approve specific items secretarially (those items that were near completion and had been discussed at a previous meeting) Bob to identify agenda that lists all teleconference subjects and deadline dates as soon as an item is ready to go At the next HRUC meeting they will be a presentation with Creating a Respectful Workplace which incorporated Violence in the Workplace. 		
Action Items		
Items to be forwarded to Policy Committee and approved secretarially		
	How to be communicated	Deadline to Bob by
CRW course	By e-mail to Bob	Middle of October
Scent Free toolkit	By e-mail to Bob	
Lab Safety Program	By e-mail and teleconference	
Accident Reporting	Bob to pull draft together and get input by e-mail Then hold a teleconference which must include the two co-chairs	
Identify agenda that lists all teleconference subjects and deadline dates		
Item 11 Governance		
<ul style="list-style-type: none"> How do we get feedback from OHS courses? - Bob can provide a summary of the course evaluation during revision discussions i.e. 301, 302, 303 The OHS500 (JSA) and the OHS318 (Accident Investigations) evaluations will be forwarded Bob has received positive feedback from the Regional Coordinators. People Soft OHS Workplace Committee module can track activities and generate reports Currently the regional OHS coordinators are sent minutes Policy Committee was advised that EC has requested quarterly reports through CSSB 		
Action Item	Person Responsible	Deadline
Provide feedback on process for evaluating OHS activities within AAFC	Bob	
Item 12 TB Conference in St Saviour		
<ul style="list-style-type: none"> Discussion was held on who is attending this conference from the Policy Committee Bob, Fabian and the seven regional coordinators are to attend Michele will attend on behalf of the Policy Committee 		
Item 13 X Number of Days Accident Free signs to post around department		
<ul style="list-style-type: none"> Policy Committee advised that they do not recommend using this approach as the signs become a 		

deterrent to employee reporting an accident/ incident

- It was suggested that a better option may be to have a sign for “ X Number of Hazards identified by Employees to date”

Action Item	Person Responsible	Deadline
Go back to EC with alternate recommendations as above	Rosalie	

Roundtable Comments

- Good Meeting
- All items should be implementation / revision dated
- Looking forward to getting items “ out there”
- Encouraged - the reports look good
- Good to have regional coordinators at the meeting
- Policy Committee has moved more in the last two years that the previous five
- Regional coordinators found it educational and it helps them to understand the structure
- Should hold monthly meeting to speed up progress
- Agenda should include who will be speaking and how much time will be required
- Meeting was informative
- Accountability and communication important
- The training the previous day was good
- Level of cooperation and knowledge in the Policy Committee is impressive
- Agendas are long- how can we parcel items and use technology to speed up the process

End of Minutes

Agriculture and Agri-Food Canada (AAFC)
Occupational Health and Safety Policy Committee Meeting

Summary of Action Items from meeting held September 18, 2008

K.W. Neatby Building, Central Experimental Farm, Ottawa, Ontario

Introduction and approval of agenda and minutes of the previous meeting - Chair		
Updates to Items not included separately in agenda		
Action Items	Person Responsible	Deadline
OHS 301 Review- signature page to be revised by Bob based on Policy Committee's comments	Bob to forward electronically	Rosalie brought forward a draft
Revisions of previous minutes to reflect Policy Committee input	Bob	
Item 3 Business arising from the Minutes		
Implementation Plan Items		
Workplace Inspection		
Action Items	Person Responsible	Deadline
Make revisions from Sept 17 meeting, define the Hazard Registry and determine capabilities of PeopleSoft and forward to Policy Committee electronically	Bob	End of Oct 2008
Revisions of previous minutes to reflect Policy Committee input	Bob	
Website		
Action Items	Person Responsible	Deadline
OHS to be Feature button	George Abraham (CCT)	
Remove local information/minutes	Bob	
Communication		
Action Items	Person Responsible	Deadline
Follow-up with CCT on OHS items	Bob	
Invite Natalie to next meeting	Bob	
Lab Safety Program		
Action Items	Person Responsible	Deadline
Update Committee on posting	Bob	November meeting
Workplace Violence Prevention Program		
Action Items	Person Responsible	Deadline

Feedback on pilot provided to Policy Committee	Bob	
Forward the entire tool to Policy Committee	Michele	
Determine if Central Agencies are doing similar initiative	Bob	
Working group to forward draft	Bob / Fabian	November meeting
Ergonomics		
Action Items	Person Responsible	Deadline
Change time for ergonomics to "ongoing"	Bob	asap
Non Employees working at AAFC Facilities and OHS Training		
Action Item	Person Responsible	Deadline
Does volunteer agreement reference meeting language requirements	Denis	
Invite Marilyn Galliot to next meeting to walk Committee through process Invite Joanne Boisvert	Bob	
Departmental Lab Safety Program		
Action Items	Person Responsible	Deadline
Inform Committee of web posting	Bob	November meeting
OHS Training		
Action Items	Person Responsible	Deadline
Distribute List of OHS Courses to Policy Committee	Marie-Josée and Bob	
Hazard Prevention Program		
Action Items	Person Responsible	Deadline
Load historical data and analyze trends	Bob	
Draft one pager on job safety analysis for management streams-forward to Policy Committee first	Bob	
Drug and Alcohol Policy		
Action Items	Person Responsible	Deadline
Remove item from agenda	Bob	asap
Use of Government Vehicles		
Action Item	Person Responsible	Deadline
Invite Lorraine Burnnett and Normand Lacroix to next meeting	Bob	
Potable Water		
Action Items	Person Responsible	Deadline

Establish course code for training- Marsha Firth	Bob	
Distribute training video to all Policy Committee members	Rob	
Provide deck updated to August 2008 Committee members	Rob and Jim	Next meeting
Add standard item on reporting on potable water quality to monitor progress to the terms of reference of all local and national OHS Committee meetings.	Jim	
New draft TB policy on OHS		
Action item	Person Responsible	Deadline
Incorporate Committee's feedback and submit via ADM-HR	Bob	Oct 4, 2008
Accountability Grid on Accident Reporting		
Action items	Person Responsible	Deadline
Revise document as a procedure	Bob	
Forward to Committee for input	Bob	November meeting
Internal OHS Complaint Resolution Process		
Revisions recommended by Committee to be incorporated	Ken Waldie	- some completed during course of the discussion
Reporting Requirements to be sent to Ken to incorporate	Bob	
Reporting Template developed for Step 3	Committee	
Sketch out framework for naming convention	Ken	
Populate naming convention framework with Policy documents	Bob	
Fume Hood Testing		
Action Item	Person Responsible	Deadline
Add member of Committee to Working group	Jim	
Terms of reference to be sent to Committee	Bob	When available
Scent Sensitivities Toolkit		
Action item	Person responsible	Deadline
Provide input to Bob on this toolkit	Committee members	Oct 26, 2008
Get Legal opinion on this toolkit and our obligations	Bob to discuss with Tom	Oct. 30, 2008
Next Meeting and Secretarial Approvals		
Action Items		
Items to be forwarded to Committee and approved secretarially		
	How to be handled	All input is to be sent to Bob by

Creating a Respectful Workplace course	By e-mail to Bob	Middle of October
Scent Free toolkit	By e-mail to Bob	
Lab Safety Program	By e-mail and teleconference	
Accident Reporting	Bob to pull draft together and get input by e-mail Then hold a teleconference which must include the two co-chairs	
Identify agenda that lists all teleconference subjects and deadline dates	Bob	As items are ready
Governance		
Action Item	Person Responsible	Deadline
Provide feedback in regards to the evaluation process for training	Bob	
Item 13		
X Number of Days Accident Free signs to post around department		
Action Item	Person Responsible	Deadline
Go back to EC with alternate recommendations per Policy Committee	Rosalie	