

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held September 22nd, 2010
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Glenn Miller, Agriculture Union, PSAC
Fabian Murphy, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Delmar Holmstrom, PIPSC
Milton Dyck, Agriculture Union, PSAC

Management Representatives

Chair: Denis Petitclerc, Associate Director General, Science Centres Directorate, RESB
Sherman Nelson, Special Advisor, AESB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Catherine Walker, Director, National Programs & Strategic Information, HRB

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Kerry Piccolotto, National Training Coordinator, OHS, HRB

Secretariat Services:

Christine Martel, Project Officer, OHS, HRB

Guests:

Mark Scriver, Human Resources Advisor

Regrets:

Michelle Coe, Agriculture Union, PSAC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Consuelo Francolini, A/DG Planning, Policy and Workplace Programs, HRB
Lynden Hillier, DG Assets Management & Capital Planning, CMB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

- Minutes were approved by Committee with one minor change.

Action¹:

- Minutes to be signed off by Co-chairs.

2. Business arising from the Minutes

a) News@work message

- News@work message can be drafted once the Ergonomic Program has been approved.

Action:

- Prepare Briefing Note for ADM-HRB
- Draft news@work message.

b) First Aid

- Feedback from Legal Services on AED use was shared with the Committee.
- Item to be added on to December Agenda for recommendation on next steps.

Action:

- Recommendation on next steps to be brought forward for the Committee's approval at the December meeting.

c) OHS Orientation Program

- The Employee Service Centre (ESC) will incorporate the OHS130 OHS Orientation deck into the AAFC One-Day Orientation Program.

Action:

- Work with ESC to finalize incorporation of OHS deck and OHS Orientation Booklet into the Departmental Orientation Program.
- Message to be sent to Local Workplace OHS Committees from the National OHS Policy Committee Co-chairs.

d) Website

- A recommendation was made to share Website updates with Local Workplace OHS Committees on behalf of the Policy Committee Co-chairs.
- Standardizing the format of all documents on the website is on-going.

Action:

- Continue gathering contact information on the Local Workplace OHS Committees.
- SWP examples to be posted on the website.

e) Budget

Action:

- Quarterly budget reports to be sent out to Committee for input.

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

- Yearly report to be compiled and presented at December meeting.

f) Job Safety Analysis

Action:

- JSA examples to be posted on the Shared Drive and OHS website.

3. Corporate OHS Policies & Programs

a) Implementation Plan

- A Risk/Hazard Analysis document was presented; the Committee agreed that this document would be used in determining priorities of programs and guidelines to be implemented and/or developed.
- Minor additions were recommended, to include the description and rationale for risk-rating.

Action:

- Revisions to be made to document.
- Validation to be done by Committee after revisions.

b) Review and Approvals Business Process

- The document was reviewed and a few changes were requested.

Action:

- Revisions to be made and document to be posted on Shared Drive.

c) Ergonomics

- The Committee reviewed an outline for a departmental Ergonomic Program; feedback was provided.
- A recommendation was made to post the Health Canada's ergonomically correct workstation set-up on the website.

Action:

- Post HC's ergonomically correct workstation set-up on the website.
- Pilot ergo-info sessions to start this fall targeting the office environment in the NCR (Rochester Building) and Winnipeg (HRB and FIPD offices).
- Framework for national rollout to be presented at the December meeting.

d) Preventing Workplace Violence

- Feedback from Legal Services was shared with the Committee.
- Discussion regarding the intersecting of this Policy and Program and the Harassment Policy took place (how to harmonize/minimize duplication).
- E-learning module to be developed.

Action:

- Revisions to be made. Policy to be finalized by Committee at the December meeting.
- E-learning module demo to be shared once ready.
- Information Briefing Note for ADM-HRB to be prepared.

e) AAFC Guidelines for Contractors/Persons Granted Access to the Workplace

- Discussion was held with respect to separating the “Contractor” portion of the document and whether this should be a Policy or a Guideline.

Action:

- Committee to provide feedback by October 8.
- Revisions to be made based on input received and business process to be followed for further review and approval.

f) Cell Phone Policy

Action:

- Committee to provide feedback by October 1.
- Revisions to be made based on input received and business process to be followed for further review and approval.

g) Occupational Exposure to Sunlight, Heat & High Humidity Policy

- Discussion was held with respect to local Greenhouse policies being identified as “AAFC Policy”.
- Review of 4 site specific polices to be carried out.
- Recommended changes to out-of-date hyperlinks were approved.

Action:

- Revisions to document to be made including identifying the date of the September meeting.

h) Accident Data Report

- The Committee reviewed the updated accident data report. It was noted that a gap exists in that investigations may not be reviewed by Local Workplace OHS Committees. It was recommended that reports be shared with the Regional OHS Coordinators the Local Workplace OHS Committees.

Action:

- Follow up with Regional OHS Coordinators regarding data entry.
- Annual report to be ready for March meeting prior to the Annual DMC update in the spring.

4. National OHS Training Programs

a) OHS Training Programs

- The Committee reviewed updated training data for the OHS Core Learning Programs. Steady progress was noted.
- Questions were raised regarding the need for refresher training for Local Workplace OHS Committees.
- Next report to include data on the JSA training.

Action:

- Review of OHS 301 to be included on March agenda.

- Conduct a needs assessment to determine applicability of webinars (to target all new/existing Local Workplace OHS Committee members).

5. Workplace OHS Committees

Action:

- Updates to the list of Local Workplace OHS Committee co-chairs to be completed in consultation with the Regional OHS Coordinators.

6. National Lab Safety Program

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

- An update on the NCBBP was provided to the Committee.

b) Lab Safety Program (LSP)

- An update on the LSP was provided to the Committee.

c) Chemical Inventory

- An update on the Chemical Inventory database was provided to the Committee.

Action:

- Annual updates to be given by the chairs of the NCBBP and LSP at the December meeting.

7. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- An update on the Fire Protection Standard and Program was provided.

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

- 1 AVC was reported. Follow-up underway.

Action:

- Update to be provided at the December meeting.

9. Communications

a) Communications Plan

- Discussion took place regarding current Communication Plan.
- The draft communiqué for “AAFC Procedures for Hazardous Occurrences Reporting and Recording” was provided to the Committee for review and approval.

Action:

- Communication Plan to be sent out to the Committee for review and updating as needed.

b) Fire Prevention Week

- Message was approved and to be published in News@Work on September 30, 2010.

c) TBS Message

- Message regarding TBS OHS Reporting Requirements was shared with the Committee.

Action:

- Briefing Note (from the ADMs -HRB and CMB) to be prepared for the DM for info.
- Required information to be sent to TBS.

d) 2011 Meeting Dates

- Meeting dates for the following calendar year were confirmed. Location of June meeting was identified as St. John's Research Centre.

Action:

- Schedulers to be sent for the 2011 meeting dates:
 - March 9
 - June 7-8
 - September 21
 - December 7

10. Round Table Discussion / New Business

a) Personal Protective Equipment

- Discussion took place regarding the current AESB guideline.

Action:

- Sherman Nelson and Andy Sears to look into this. Kerry Piccolotto to provide Canada Labour Code (CLC) related information.

b) Flu Clinics

- The Committee was advised that Workplace Flu Clinics would be financially supported again this year and that information would be communicated in early October.

c) Collaboration with CFIA

- Bob informed the Committee that he was meeting with his CFIA counterpart to look at how Accident Data and OHS-related training is tracked at CFIA.

d) OHS Policy and Terms of Reference

Action:

- Revised documents to be sent to the Committee for feedback and to be finalized at the December meeting.

11. Next Meeting

- December 8 in Ottawa.