

CFIA National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, April 29th, 2010
1050 Courtney Park Drive, Mississauga, ON
Iredale Boardroom

Employee Representatives

- Howard Willems
- Zeljko Ruzicic
- Bob Jackson
- Denis Sicard
- Bob Kingston (co-chair)
- Eric Jackson
- Tom Wright (co-chair)

Employer Representatives

- Catherine Airth for Vance McEachern (co-chair)
- Ginette Workman
- Colleen Barnes (Teleconference)
- Stephen Norman
- JP St-Amand

Secretariat

- Vera Pasic
- Jennifer Corley

Absent

- Wendy Bray

1. Welcome by chairperson

Bob Kingston welcomed the committee members.

2. Signing of minutes of last meeting, January 26th, 2010

3. Review of agenda

4. Review of action items from minutes of January 26th, 2010

a) CFIA Mandatory OHS Training

Learning Division has gathered all historical data from the PeopleSoft OHS Course clean-up project and the results were presented with the following recommended approach, due to multiple codes for National training activities it was suggested that the existing codes would remain in the system to allow for historical data and that new training codes would be coded and provided by Learning Policy, Planning and Measurement Division to ensure consistence at National and Regional levels for OHS training.

Hazard Prevention Program (HPP) E-learning is expected to be launched on *Campusdirect* by May 3rd. This mandatory training for all employees is expected to be completed by June 30, 2010.

Managing for Success (MFS) on-line OHS section has been reviewed and the following updates will be incorporated in the new training module, Treasury Board Secretariat (TBS) guide to the *Canada Labour Code Part-II*, links for additional information and reference of the Treasury Board Secretariat (TBS), National Joint Counsel (NJC), and Human Resources Skills Development Canada (HRSDC).

Job Hazard Analysis (JHA) on-line development is underway with the Learning Division; classroom material will be discussed at the next training sub-committee meeting.

Workplace Inspection (WPI) and Hazardous Occurrence Incident Reporting (HOIR) will be discussed at the next training sub-committee meeting, recommendation from the NOSH PC members would be to follow the same format as the JHA module (both on-line and classroom) The classroom portions can be combined into 1 ½ day session to cover JHA, WPI, and HOIR.

WHMIS on-line course that is currently in use by the Science Branch has been reviewed, the recommendation from the NOSH PC is to continue to utilize this training for the Agency as a whole, and the next step is to determine cost and the intended target audience for funding and planning purposes. This topic will be discussed at the next training sub-committee meeting.

Action: At the next NOSH PC meeting the Learning Division will present the PeopleSoft codes by Program/Category. Bob Jackson to provide an up-date from the training sub-committee meeting.

b) OHS Governance (Workplace Committee Structure)

On February 11, 2010 the focus group met to discuss the first segment of this project, which was to determine standard terms of reference for the Area and Regional Committees, membership requirements, frequency of meetings and a communications protocol. The recommendations from the focus group were presented in early March to the Sub Committee Human Resources (SCHR) and were accepted.

The Executive Director, Workplace Relations Division, in conjunction with Public Affairs Branch, developed a communication strategy that contained a summary of the recommended governance from the focus group.

A draft announcement titled OHS Governance for Area, Regional and Local Work Place Committees/Representatives details three areas of formalization, they are, direction to the governance structure and membership requirements for OHS committees; establishment of an operations protocol between OHS committees; establishment of a response to workplace OHS issues, which will be shared with employees and managers

involved in OHS committees/representatives. A shorter version of this announcement will be sent to all employees informing them of this formalized OHS Governance.

It was agreed that Corporate OHS Office and National Operations Directorate would assist management with the creation of new Area and Regional Committees, and provide assistance to existing committees with the new procedures governing operations protocol.

Action: The draft announcement for the OHS Governance for Area, Regional and Local Work Place Committees/Representatives was presented and accepted by the NOSH PC Members. Corporate OHS Office to write the shorter version of the formalized OHS Governance and will provide an up-date on the status with of the new structure at the next NOSH PC Meeting.

Status: Move to standing items

c) Fire Arms in Slaughter Establishments

Memo to the President regarding the Use of Firearms in CFIA Inspected Slaughter Facilities dated March 5, 2010 was shared with the NOSH PC members.

It was noted that third party operators seeking to use, or to continue to use, firearms in their establishments will have until June 30, 2010, to inform the CFIA how they will enter compliance, and until December 31, 2010 to develop Standing Operations Procedures (SOPs) and implement necessary infrastructure (e.g. bullet-resistant viewing portal or a closed-circuit TV cameras).

Action: Colleen Barnes to provide the revised Meat Hygiene Manual of Procedures Chapter 12 chapter, Annex A, which references the Slaughter Specific Parameters to the NOSH PC members and verify the number of establishments that will need to comply with this direction.

d) Campylobacter

As a means to ensure national consistency, development of a generic job hazard analysis (JHA) for poultry slaughter inspection, hazard tip sheets, and safe work procedures is underway with the draft implementation plan stemming from the working groups to be presented at the next NOSH PC Meeting. A list will be generated with the employees that were provided JHA training.

Once all three sites have conducted the review, consolidation of the three JHAs into a generic document will be generated; target date for completion is early summer.

Action: Stephen Norman and Tom Wright to provide an up-date at the NOSH PC Meeting.

e) Security Threats

Finance, Administration and Information Technology (FAIT) Branch has been consulting with various stakeholders on the draft Guideline on the Prevention of Violence in the Work Place and the draft Violence Prevention in the Work Place Policy. Both documents were provided to the NOSH PC members for their review.

Discussion ensued regarding the draft Preventing Harassment in the Work Place Training which is being lead by Human Resources Branch on the correlation of three prevention documents; it was agreed that a sub-committee would be formed with all stakeholders to review all three documents to ensure consistency and completion in a timely manner.

It was agreed that a sub-committee will meet on May 25th to review the documents and make recommendations to the Senior Management Committee.

Action: Howard Willems (NOSH PC) and Lynn Burge (CFIA Corporate Labour Relations) will co-lead the sub-committee and provide an up-date at the next NOSH PC Meeting.

f) CFIA National OHS Summary

Hazardous Occurrence Incident Reporting (HOIR) for 2010 are being collected by the Area OHS Advisors, various formats were presented to NOSH to determine which format best suits the Agency's reporting needs. One format was agreed to by the members.

Action: Area OHS Advisors will provide HOIR data entry from January to end of June prior to each NOSH PC Meeting.

Status: Move to Standing items

g) Pregnant Employees

After further discussion, with Operations Executive Directors and Human Resources Advisors, it was agreed that the current approach should re-assignment of Pregnant employees becomes necessary is being dealt with as per the CLC Part-II and appropriate action based on the employee's doctor's advice.

Status: Closed

h) H1N1 Pandemic

Jean-Pierre St-Amand indicated that the E-Learning Module on Business Continuity Planning for H1N1 Human Pandemic for Managers was launched and successfully completed, and the Agency will continue to be vigilant in their roles and responsibilities in the event a human pandemic is declared.

Action: Jean-Pierre St-Amand agreed to up-date the NOSH PC should another situation arise.

Status: Closed

i) Hazardous Occurrence Investigating and Reporting (HOIR) for Alberta

National Operations OHS assisted the Area/Region with the review of the HOIR in Alberta. The report Review of H1N1 Exposure Event: Red Deer, Alberta, April 28th, 2009 document provided a more thorough exploration of the events that took place, root issues, lessons learned, recommendations, implementation plans and evaluation.

Action: Since an investigation still needs to be conducted, National Operations with the assistance of Bob Jackson or Howard Willems will arrange a day at the worksite to

provide training on the HOIR module and a practical exercise to incorporate the generation of the investigation report.

Action: Operations Branch to up-date on the HOIR Training module and a practical exercise at the next NOSH meeting.

j) Assurance of Voluntary Compliance (AVC)

The AVC document was reviewed and accepted by the NOSH PC members. Suggestion that these procedures be incorporated into the Managers Training, also to allow for accessibility this document will be placed on the new OHS Web site.

It was also discussed that the AVC procedures will be sent to all Committees via the Communications Protocol that has been established by the OHS Governance.

Action: Corporate OHS Office to forward document by way of Communications Protocol.

Status: Closed

k) Seven Day Work Week in Microbiology Labs

Summary of Discussions and Decisions of the Consultative Working Group for Seven Day Work Week Initiative in the CFIA Food Microbiology Laboratories dated April 9, 2010 was shared with the NOSH PC Members.

Health & Safety Committees at each of these sites will continue to be involved before implementation of the new 7 day work week. Further consultation with the NOSH PC is ongoing.

Action: Stephen Norman will provide an up-date at the next NOSH PC meeting.

l) Third edition of the Laboratory Safety Manual

Third edition of the Laboratory Safety Manual (LSM) is scheduled for completion this Fall. NOSH PC members requested to have an opportunity to review the manual over the summer and provide comments back by end of August.

Action: Stephen Norman will provide the LSM for NOSH review.

m) Invitation to invite the President to a NOSH PC meeting

Due to scheduling conflicts, Madame Swan will not be able to attend the July NOSH PC Meeting. Invitation for the October meeting has been noted.

Action: Colleen Barnes to send a formal invitation.

n) Re-Opening of Slaughter Establishment

Operations Branch has confirmed that Nature Valley horse slaughter establishment in Neudorf, Saskatchewan is not scheduled to re-open at this time.

Action: Should this establishment be scheduled for re-opening Operations Branch will inform the NOSH PC Members.

Status: Closed

5. Standing Items

a) CLC Legislation Reading

Reviewed Regulation Part XX, Violence Prevention in the Work Place.

Members discussed the importance of Managers and OHS Committee members understanding their role within this regulation. The following documents, once approved, will provide both groups with a level of assurance: Guideline on the Prevention of Violence the Work Place, Violence Prevention in the Work Place Policy and Preventing Harassment in the Work Place.

Action: National Joint Council will be reviewed at next NOSH meeting.

b) Employee Assistance Program

Overview of Shepell FGI's New Employee Assistant Program's Statistical Report for the National Occupational Safety and Health (NOSH) committee's meeting in April 2010 was provided with supporting documents related to Third Quarter Report from April 1, 2009 to December 31, 2009.

Action: First Quarter Report will be provided at the next NOSH PC Meeting.

c) OHS Website Up-Date

Demonstration of the revised web site was provided to the NOSH PC Members. This site will provide new links such as; CFIA OHS Governance, CFIA OHS Training Strategy, Program and Reporting procedures and information within the CFIA Hazard Prevention Program.

Action: Draft OHS web site to be sent to OHS Network and NOSH PC members for comments, due back by end of June.

d) Training for NOSH PC Members for 2010

Scheduled training and dates are as follows:

- January 25th Hazard Prevention Program - *COMPLETED*
- April 28th Workplace Inspection Tour - *COMPLETED*

Schedule changes:

- July 7th Work Place Inspection Training and Workplace Hazardous Materials Information System (WHMIS)
- October 19th Hazardous Occurrence Investigating and Reporting and Health Directive Workplace Hazardous Materials Information System

e) CFIA OHS Policy Structure and Six Directives

Consultation of the Health Services Directive and Emergency Measures Directive is scheduled for early summer with the NOSH PC Members and the OHS Network.

Action: Ginette Workman to provide an update at the next NOSH PC meeting.

f) Health Services Update

The New Health Service Delivery Module for the Agency was presented and supported by SCHR in February. In March, Senior Management Committee (SMC) accepted the new module, the next step is to secure associated funding. Once funding has been secured Workplace Relations Division will proceed with staffing positions.

Action: Ginette Workman to provide an up-date at the next NOSH PC Meeting.

6. New Business

NOSH PC Plans and Priorities for 2010-2011

NOSH PC Members discussed Plans and Priorities for 2010-2011.

Action: JP St-Amand and Jennifer Corley to draft the NOSH PC Plans and Priorities for 2010-2011. PSAC and PIPSC members from NOSH will be named prior to the next NOSH meeting to participate in the development.

7. Round Table

CFIA Practical Guide to OHS

The CFIA Practical Guide to OHS was launched in 2002 to assist CFIA managers, supervisors and employees in fulfilling their responsibilities to protect the safety and health of all personnel. The guide had numerous legislative references, policies, directives, standards and guidelines from a wide array of sources.

NOSH PC members deliberated if the CFIA Practical Guide to OHS should be revised to incorporate new legislation and new CFIA directives. The revised guide, located on the new OHS web site, would be a reference tool for all employees. It was suggested that a revised CFIA Practical Guide to OHS be drafted in PDF and reviewed by the OHS Network.

Action: Corporate OHS Office to lead this initiative.

Development of New OHS Sections from Policy and Program Branch

NOSH Members requested that when Policy & Programs Branch develops new programs that have OHS related manual sections and/or directives that they send these sections through Corporate OHS Office, who will ensure that consultation takes place with the NOSH PC and the OHS Network

Action: Colleen Barnes to forward this message to Managers in Policy and Programs.

Weatherill Listeriosis Report: Aircard (aka rocket stick)

Final Report of the Independent Investigator into the 2008 Listeriosis Outbreak.

Following the 2008 outbreak, each of the key federal organizations (Health Canada, the Public Health Agency of Canada and the Canadian Food Inspection Agency) involved in the event prepared 'lessons learned' reports. The objective of these reports was to assess the respective organizations' performances in the outbreak, to identify any weaknesses, and to develop action plans to address these shortcomings.

Health Canada, the Public Health Agency of Canada, the Canadian Food Inspection Agency, and Maple Leaf Foods have all developed plans that identify the work in progress to meet the recommendations set out in their lessons learned reports.

Chapter 5 - To consolidate the Canadian Food Inspection Agency's inspection responsiveness

9.: The Canadian Food Inspection Agency should equip its inspectors with modern technology (e.g. e-note pad) to increase their efficiency.

IM/IT is leading an Inspector Mobility Project project. This project focuses on determined viability, from both a technical and financial perspective using mobile data connectivity solutions through the use of USB rocket sticks connected through a laptop (PCMCIA) port. Operations Branch is working closely with IM/IT in the development of a Business Case to adequately equip CFIA Inspectors.

Feed Inspector - Personal Protective Clothing-Cleaning of Laboratory Coats

Discussion took place regarding various cleaning practices for Inspectors cleaning their Laboratory Coats as per the NJC directive.

Action: Operations Branch to confirm the procedures that Inspectors are taking for cleaning Personal Protective clothing and report back at the next NOSH PC Meeting.