

**Minutes**  
**National Occupational Safety and Health**  
**Policy Committee Meeting**  
**April 28<sup>th</sup>, 2011**  
**159 Cleopatra Drive, Ottawa, Ontario**  
**Boardroom 207**

**Employee Representatives:**

**PIPSC**

Tom Wright (co-chair)  
Zeljko Ruzicic  
Eric Jackson

**PSAC**

Bob Kingston (co-chair)  
Denis Sicard  
Marlene O'Neil for Howard Willems  
Bob Jackson

**Secretariat:**

Jennifer Corley  
Sharon Drolet

**Guests:**

Omer Boudreau, Vice-President, Human Resources  
Lynn Burge, Corporate Manager, Labour Relations

**Employer Representatives:**

Steve Norman (co-chair)  
Ginette Workman  
Colleen Barnes (a.m. only)  
John Lynch for Colleen Barnes (p.m. only)  
Debbie Cunningham  
Claude Levesque for Helen Morgan  
Carolyn Inch

**Absent:**

Howard Willems

**1. Welcome by Chairperson**

Bob Kingston welcomed the committee members.

**2. Signing of minutes of last meeting, January 27<sup>th</sup>, 2011**

**3. Review and approval of agenda**

Missing item from Tom Wright re appointments to OHS committees to be included in "New Items"

**4. Review action items from minutes of January 27<sup>th</sup>, 2011**

#### 4 **Fire Arms in Slaughter Establishments**

The NOSH members were provided an up-date as to which establishments were using firearms, those that have discontinued using firearms and establishments that are non compliant.

According to Carolyn Inch, everyone is now in compliance. Some members reported knowledge of plants that were still not compliant. Carolyn to obtain a written confirmation from all concerned.

**Action: Carolyn Inch** to obtain written confirmation from AOA's and provide a report.

#### 4 **Campylobacter**

The draft Job Hazard Analysis (JHA) has been completed and ready for approval by Harpreet Kochhar. Bob Kingston advised that the draft JHA requires approval from the NOSH PC first.

I was agreed that a meeting / conference call between NOSH co-chairs and Maple Lodge will be set up the first week of June to clarify a few issues with the final draft. It will then be sent to the NOSH PC for a final review. If a consensus is reached, the NOSH PC will recommend the draft JHA be sent for approval by senior management.

**Action: Secretariat** to set up this meeting as soon as possible. **Debbie Cunningham** to provide names to Jennifer Corley; forward JHA to NOSH PC following the outcome of the meeting; prepare for approval from senior management upon recommendation from NOSH co-chairs.

#### 4 **Security Threats (Violence Prevention Program and Harassment in the Work Place)**

An update was provided to NOSH PC by Lynn Burge, Corporate Manager, Labour Relations. A draft Violence / Harassment Policy has been completed. It was decided amongst the working group, because of the overlap between the two policies that only one policy will be written covering both subjects. CFIA will be the first in the Federal Government to merge into one. HRSDC does not see a problem in doing so. The draft will be sent to all NOSH PC members who will forward their comments to one of the co-chairs. The co-chairs will meet with Lynn Burge, Jennifer Corley and Ginette Workman to review and discuss the suggested changes. This meeting is to take place on May 25<sup>th</sup>, 2011.

**Action: Lynn Burge** to set up meeting for end of May to solidify policy.

Joint Training on Current Harassment Policy

The question was also raised as to who was to be setting up the training concerning this subject. Clarification was provided noting that the area ED's are responsible.

**Action: Ginette Workman** to contact the ED's in the areas for which the training has not yet been established.

#### 4 **NOSH PC Plans and Priorities for 2010-2011**

A summary of the report from BeeSafe Consulting was presented. Comments from members included:

- Hoping for more positive comments;
- Deck provided complaints but no solutions;
- Not a very useful tool – was expecting more recommendations from the consultant;
- Agreement with centralizing OHS Advisors, etc.

In order to bring these issues forward to senior management, it has been suggested that a prioritized work plan be developed. It was also suggested to approach the work plan in two parts – NOSH and Management.

This will also impact the NOSH PC Plans and Priorities for 2010-11 and 2011-12.

It was agreed that the NOSH PC members would meet to discuss on July 27<sup>th</sup>, 2011 – one day prior to the scheduled Q3 meeting to be held on July 28<sup>th</sup>, 2011. The timing for this meeting will coincide with the Agency’s planning review scheduled for the fall.

Action: **Secretariat** to forward copy of the BeeSafe final report and to secure a meeting room for July 27<sup>th</sup>, 2011.

#### 4 **Feed Inspector –Personal Protective Clothing-Cleaning of Laboratory Coats**

The development and implementing of a National Laundry Strategy and Standard is ongoing and still expected to be implemented for 2011-2012.

The memo explaining the procedures that employees are to take, until the National Laundry Strategy & Standard is in place, is ready. The memo includes instructions to avoid washing lab coats at home and at commercial laundry mats. The Committee has asked that the words “wherever possible” be removed.

The revised draft is to be sent to the co-chairs for their recommendation for approval by senior management and distribution.

Action: **Debbie Cunningham** to forward draft to NOSH co-chairs and arrange for approval and distribution once recommendation from the co-chairs has been received.

#### 4 **CFIA Hazardous Occurrence Investigation Reporting Form**

Corporate OHS presented a consolidated version of the HRSDC and CFIA HOIR. Members made recommendations on the new version, Corporate OHS to revise and send back to NOSH co-chairs and OHS Network for review. There were final changes regarding the signatures required that will be incorporated by COHS. The HOIR will then be sent to the NOSH PC and will allow one week for comments before a final copy

is sent to senior management for approval and then for posting to replace the existing HOIR form.

Action: **Corporate OHS** to send updated HOIR draft to NOSH PC by Monday May 2<sup>nd</sup>; gather comments and proceed to obtain senior management approval and replacement of desktop form.

#### **4 Unionized Employees as Management Reps on Health and Safety Committees**

Claude Levesque was unable to confirm that Mr. Baker, champion for middle management, spoke to middle managers to clarify that the Agency must select persons who exercise managerial functions as employer representatives on OHS committees. Comment was made that there is still a general lack of awareness.

**Action:** Claude Levesque to confirm with Mr. Baker for next meeting.

#### **4 Work Place Inspections**

As previously noted, it was agreed that CFIA is required to perform monthly workplace inspections on third party premises only in areas the Agency has control over, such as CFIA workstations and office space dedicated to CFIA staff. Safety concerns elsewhere in the facility are to be addressed by the Inspector in Charge to the management of the regulated party.

**Action:** Corporate OHS to make necessary changes to Workplace Inspections National Direction draft document, get approval from co-hairs and proceed with translation.

### **STANDING ITEMS**

#### **5 Employee Assistance Program**

The National executive summary was not provided for this meeting and is expected for the next meeting in July 2011.

**Action:** **Jennifer Corley** to contact the appropriate personnel to ensure an executive summary is available for the next meeting.

#### **5 OHS Website Up-Date**

The Phase I of the OHS Website has been launched. Once the approval has been obtained by the president an announcement will be released from the VP, Human Resources.

It was suggested that this announcement come from the President and to take this opportunity for the President to include a message encouraging CFIA employees to become involved in OHS as promised in a meeting last July.

**Action: Corporate OHS** to provide up-date at next meeting.

## 5 **CFIA OHS Policy Structure and Directives**

The OHS Policy and the four Directives will be submitted to the new OHS Governance Structure for Approval

Emergency Measures Directive is being led by the new Corporate Management Branch (CMB) and has been tasked to Claude Levesque. The draft was not yet available. Jennifer Corley has agreed to work with Claude to make this a joint venture between CMB and COHS.

**Action: CMB & Corporate OHS** to provide update at next meeting.

## 5 **Health Services Program**

An update was provided concerning the contract for a National Service Provider which is expected to be awarded by May 2<sup>nd</sup>, 2011. Much work and planning will be required once the contractor has been named in order to roll this new service out across the Agency.

The concern was raised again regarding clarification re the use of a personal physician.

Corporate OHS has agreed to ensure this is appropriately addressed. NOSH will be kept informed via COHS.

**Action: Corporate OHS** to provide information on the new contractor and the new processes moving forward at the next meeting.

## 5 **OHS Governance (Workplace Committee Structure)**

Validation of the new Terms of Reference (ToR) for the Area and Regional Committees is almost complete. Most ToR's have now been received. NOSH PC has requested that all ToR's received to date be sent to the members for their review.

NCR is awaiting signature from their committee to complete.

**Action: Corporate OHS** to send an interim progress report and forward all ToR's received to date.

Task the various Area level or Co-chairs to validate the TORs.

## 5 **CFIA National OHS Summary**

The Employers Annual Hazardous Occurrence Report (EAHOR) for 2010 was sent out early March. It has been returned several times for further clarification. As soon as the final completed and accepted report has been received it will be forwarded to the NOSH PC for their information.

**Action: Corporate OHS** to forward final and accepted EAHOR for 2010 along with report for January to March 2011 when finalized.

## 5 **CFIA Mandatory OHS Training**

The Operations Branch together with Workplace Relations Division/Corporate Occupational Health and Safety has piloted the 'Job Hazard Analysis' e-learning course, review has been conducted and translation is underway. Meeting with e-learning and Corporate OHS to take place next week to discuss feedback.

The 2<sup>nd</sup> and final draft of the Hazard Prevention Program Standard was sent to the NOSH members and OHS Network with comments due back by mid February.

The **Training Sub-committee** met on November 24<sup>th</sup> and discussed the need to pilot an OHS Awareness training using Adobe Connect. Learning division has agreed to develop a pilot. The target audience would be the OHS Committees and new employees.

The **Work Place Inspection and Hazardous Occurrence Incident Reporting (HOIR)** training is currently being looked at by e-learning. An update is expected at the following meeting in July.

**The HPP E-Learning** on *MyAccount@CFIA* training is still at 70% completion due to the transition to *MyAccount@CFIA* from *CampusDirect*. An update on the status of the HPP training completed is expected to be received from the E-learning group.

A comment was made that employees are sharing the answers to the quizzes found at the end of each of the sections. Someone should be tasked with writing more questions so that the questions can be selected randomly to avoid this situation.

The issue of ensuring new employees are taking the HPP was also raised. It was suggested that it be part of an orientation to all new employees posted on the OHS website.

**Action:** Corporate OHS to follow up with Mark Dean in Learning & Development with up-to-date reporting on the HPP completion rate. Members also would like an update on whether there is a capability to pull a completion list for managers, Corporate OHS will follow-up on sending OHS Awareness curriculum prior to the next meeting.

## 5 **Working Alone Policy**

Corporate OHS office drafted a Working Alone Policy that was sent to NOSH PC members for review. This now needs to be sent to the OHS network for further review and comments returned by end of May.

**Action:** Corporate OHS office to forward draft Working Alone Policy to the OHS Network and have comments back prior by end of May.

## 5 Interpretation of Scales of Entitlement

Reimbursement for Employees who occupy positions where protective footwear is required was discussed. Until such time as a national memo revising the “guideline” amount has been sent from HR, Corporate OHS will advise Finance that the \$150.00 is only a guideline and that expenses over that amount approved by managers shall be reimbursed in full.

**Action: Corporate OHS/Ginette Workman** to finalize memo, ensure AOA’s are advised and notify Finance of the interim procedures.

## 5 Indoor Air Quality (IAQ) Investigation (re-opened from July 8<sup>th</sup>, 2010 meeting)

The Air Quality concerns at 1050 Courtney Park Drive East, Mississauga have not been resolved. The local Work Place Committee has requested that a comprehensive indoor air quality study be carried out of this building.

It was agreed that a letter signed by the NOSH co-chairs be sent to the manager in question recommending a re-test with a third party and ensure consultation and participation of the local OHS Committee.

Once this issue has been resolved, training **must** occur.

**Action: Jennifer Corley** to draft the letter for signature by the co-chairs.

## 5 Hazardous Occurrence Investigation Report (HOIR) Appointing a Qualified Person and notification to Work Place Committees and Health and Safety Representative.

In some locations managers and supervisors have been completing the Hazardous Occurrence Investigation Report (HOIR) prior to appointing a qualified person to carry out an investigation of the hazardous occurrence, and without the participation of the work place committee or the health and safety representative. This can lead to serious delays in an investigation and interfere with the qualified person’s ability to carry out a proper investigation. This issue can be dealt with primarily through training and will be discussed more thoroughly at the next meeting.

It was suggested that Management and Workplace Committees and Representatives reference the Canada Occupational Health and Safety Regulations (COHS) Part XV Reg Sec. 15.4 (1)(a)(b)(c) and the National Joint Council Occupational Health and Safety Directive 17.1 & 17.1.1.

There still seems to be some confusion in who should be completing the HOIR. In some cases, the managers are completing the form. It is noted that the “Qualified Person” must complete the HOIR. The OHS Committee should be notified and the area should be secured.

Solution being that once the revised HOIR is posted, there be an explicit step-by-step guide on how to complete the form. This should be a National approach.

**Action:** Corporate OHS will collaborate with the Area OHS Advisors to see what is already out there and will coordinate information for NOSH's review.

## **6 NEW BUSINESS**

### **Status of the JHA, WPI, HOIR training materials**

The pilot for the **JHA** is now completed and comments have been incorporated. The word "legal" was changed to "legislation" and should be changed back to "legal".

The content for the in-class training portion has not yet been written. Question raised: "Who is going to do the classroom training portion"? It was suggested that the trainers already in place for the Harassment pilot be trained to provide this training as well.

Bob Jackson volunteered to run a pilot out West first.

### **WPI**

There is already a deck in place which simulates a walk through inspection. It is missing photos from the "lab" inspection portion.

Action: Corporate OHS to follow-up with Science Branch to obtain pictures of laboratory environment

### **HOIR**

A meeting to discuss the training for the HOIR is to be set up between Bob Kingston, Corporate OHS and Carrie Walker-Boyd.

Action: Corporate OHS to set-up meeting.

### **WHMIS Training**

5,001 WHMIS on-line training licences have been purchased. It was explained that a licence is used when the testing is completed. There is no expiration date for these licences.

Corporate OHS is awaiting confirmation from IT and Web teams for the availability of the training to all CFIA employees.



Action: Corporate OHS to provide an update regarding the IT implementation plan at the next meeting.

**Fire Safety**

It is clear that CFIA is not compliant with respect to Fire Safety. This responsibility should fall under Corporate OHS and there should be annual reporting. What is the Agency doing concerning Fire Safety?

**Action: Corporate OHS** to work with CMB to devise a fire safety accountability work plan and will update at next meeting.

**Appointments to OHS Committees**

All Members of all OHS Committees are to be appointed by management. A letter of confirmation of participation on a committee should be sent to the members by management.

As an example, members of the NOSH PC are also to be appointed by the President. The NOSH PC is a management committee with the purpose of managing OHS for the Agency. Not only should each member receive a letter confirming appointment, it also ties in to management reviewing the members of the committee on a regular basis.

Currently, there is no budget set aside for NOSH or other OHS Committee related expenses.

**Action: Ginette Workman** to confirm who is paying for the travel expenses of committee members residing outside of the NCR.

7 **ROUND TABLE**

*Next meeting to be held on July 28<sup>th</sup>, 2011.*

Date: \_\_\_\_\_  
Employee Co-Chair

Date: \_\_\_\_\_  
Employee Co-Chair

Date: \_\_\_\_\_  
Employer Co-Chair

\_\_\_\_\_  
**Bob Kingston (PSAC)**

\_\_\_\_\_  
**Tom Wright (PIPSC)**

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**Stephen Norman (CFIA)**

