

NOSH PC Minutes of Meeting, April 25th, 2013

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Representatives

PIPSC

- Ayman Soryal (Co-Chair)
- Terry Petrow
- Zeljko Ruzicic

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- John Langs
- Raphaël Tarasco

Secretariat

- Sharon Drolet

Employer Representatives

- Gérard Étienne (Co-Chair)
- Stephen Norman
- Wendy Bray
- Theresa Iuliano (a.m. only)
- Mark Willcox for Debbie Cunningham
- Brenda Dagenais
- Jennifer Corley

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review and adoption of minutes from October 25, 2012 and January 24, 2013
 4. Signing of minutes of last meeting, October 25, 2012 and January 24, 2013
 5. Review of action items from minutes of January 24, 2013
 6. Standing Items
 7. New Business
 8. Round Table
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1. Welcome by Chairperson Bob Kingston

Bob Kingston suggested a round table to welcome new members. Mr. Kingston advised the Committee that Mr. O'Donnell, the scheduled guest from Human Resources and Skills Development Canada (HRSDC), would not be able to attend.

2. Review and approval of Agenda

Bob Kingston requested changes to the order of items – Review and Approval of Agenda, Review and adoption of Minutes, Action Items.

Mr. Kingston also indicated that there are Governance issues in Alberta and he will discuss them under Standing Item – OHS Governance.

Action: Secretariat to make amendments as discussed.

3. Review and adoption of Minutes from October 25th, 2012 and January 24th, 2013

Remove Sam Barlin from attendees in the January 24, 2013 minutes. Minutes to be deemed adopted after that revision.

Action: Secretariat to revise minutes as per above.

4. Signing of minutes of last meetings (October 25th, 2012 and January 24th, 2013)

Minutes for both October 25th, 2012 and January 24th, 2013 were signed by Co-Chairs.

5. Review action items from minutes of January 24th, 2013

a) Security Threats (Violence Prevention Program and Harassment in the Work Place)

Brenda Dagenais noted that the meeting between TBS, HRSDC, CFIA, PSAC and PIPSC to discuss and resolve policy issues related to the prevention of violence in the workplace took place February 15, 2013. Bob Kingston advised ongoing deliberations will continue.

Action: NOSH PC would like to form a Working Group to provide advice re: roll-out of the Policy. **PSAC** and **PIPSC** to provide names to Brenda Dagenais by May 31, 2013 to participate in the Group to develop a plan of action for the roll-out of the Policy, including developing awareness of both employees and managers.

b) National Building Senior Officers

Wendy Bray distributed a list of senior officers by building for the NCR as well as Science Branch laboratories.

Action: Wendy Bray to solicit names for alternates as well as to secure senior officers in all remaining CFIA building locations across the country.

c) Appointments to OHS Committees

Changes to the form have been completed. Would like to compare revisions to the NOSH PC ToR to ensure there is no impact on the form. The form will be available in Desktop eForms.

It was agreed that until the revised form is available, Committees should continue to use the existing form.

Action:

- **COHS** to adjust the form as needed and send to NOSH PC members once the revisions, if any, have been completed.
- **COHS** to communicate with the Forms Team to develop and create the form in form filler.
- **COHS** to devise a communication plan and set a date for distribution by May 31, 2013.

d) Lock Out Tag Out (LOTO) Notice to Industry

Owen Bale is working on the final version (considering input from the National OHS Team and the NOSH PC) which are due back to Owen Bale by May 24, 2013.

Bob Kingston noted to ensure the procedures included, but not limited to, other equipment/tasks such as grain elevators, etc.

Action:

- **COHS** to compile comments received and send final draft for approval by June 1st, 2013.
- **COHS** to send communiqué via OHS Governance advising Committees that LOTO is coming and to request that the members begin discussions on how they are going to monitor this program.

e) Defensive Driving

Sylvia Flemming sent an e-mail which was forwarded to the NOSH PC Members on April 22, 2013 answering the questions raised from past meetings.

- Are there fewer vehicle accidents after employees have taken the training?
- Should defensive driving training be mandatory for employees who drive fleet vehicles?
- When an analysis of available information has been completed, it may be beneficial to develop "best practices" for vehicle training.

1. Are there fewer accidents in areas where employees took defensive driving training?
2. Of the percentage of accidents, do we know how many involved temporary vs. indeterminate employees? (i.e. should we spend more time training our temporary employees?)
3. What exactly does the "10%" reflect or measure?
4. Are we sure the accidents are being reported to the OHS Committees?

The results from the information collected were inconclusive concerning the rate of accidents for those whom had taken Defensive Driving Training vs. those who had not. There was no clear indication from the information provided that this training reduces the accident rate.

Committee has agreed to defer this item and revisit at the January 2014 meeting. A notification is to be sent through OHS Governance requesting OHS Committees to discuss this topic and emphasize the importance of completing HOIRs. OHS Committees will be asked to report back on this topic for the January 2014 meeting for review by the NOSH PC regarding any required next steps at that time.

Action:

- **COHS** to send an e-mail via OHS Governance by May 17, 2013 relaying the information as discussed above and emphasizing the importance of being vigilant about completing HOIRs.
- **OHS Committees** to have discussion concerning this topic at their regular meetings, to review HOIRs for root cause and maintain accurate accident statistics up until December 2013. OHS Committees will be asked to report to the NOSH PC on these statistics at the January 2014 meeting.
- **NOSH PC** to revisit this item at the January 2014 meeting.

Status: Bring forward at January 2014 meeting.

f) Review of Proposal to Assess Potential Hazards for Ship Inspection

Jennifer Corley summarized the meetings held to date. She confirmed that a private company was solicited to conduct a table top exercise and on-site visit, and to assess the current guidelines and protocols. The working group is awaiting the final report. It is anticipated that the members will meet to discuss the report by May 31st, 2013 along with Bob Kingston. An update to the NOSH PC will be sent after this meeting.

The Policy Committee members discussed the size and competency of this working group. Bob Kingston noted that some key players with knowledge and experience are missing from the group. There are a lot of names on the list that have never stepped foot on a ship to conduct an inspection. Jennifer noted that this has been a good developmental experience and learning curve for this group and that the members have learned the importance of good dialogue.

A concern was also raised by the Policy Committee about the amount of time this has taken and that there is no final product ready to support our inspectors with Ship season upon us. Committee also asked if there was an interim plan in place until such time as the review is completed.

Action:

- **COHS** to arrange a meeting with the Working Group to discuss the final report and recommendations by May 31, 2013.
- **COHS** to provide an executive summary and recommendations from the Working Group to the NOSH PC prior to the July 2013 meeting.

Goal: NOSH PC to discuss at July 2013 meeting and close this Action Item.

g) Employee Well-Being & Organizational Change

Marlene O'Neil indicated that the framework was discussed with Bob Kingston but is not ready to share yet. In light of Sam Barlin's departure from the Agency, John Langs will be working with Marlene.

Marlene also indicated that the CUPE site has good overviews concerning this topic and that the recent PSAC Conference also had many speakers and discussion concerning the same.

A basic draft has been completed.

Actions:

- **Marlene O'Neil and John Langs** to finalize the draft framework by June 1st, 2013.
- **Marlene O'Neil and Jennifer Corley** will meet by June 30th, 2013 to discuss before meeting with Ayman Soryal (PIPSC) and Brenda Dagenais.
- Presentation to be given to the NOSH PC by next meeting.

h) Industrial Ergonomic Study at Establishment 10 - Meat Processing Plant - Montreal West

Jennifer Corley provided the definitions (as per our Health Service Provider – AIM Health Group) of a Workplace Ergonomic Assessment and an Industrial Ergonomic Assessment.

The PC also wanted to reiterate the requirements under the *Canada Labour Code*, Part II, Sections 135 and 136 concerning the participation of OHS Committees / Representatives.

Action:

- **COHS** to send out a clarification e-mail distinguishing the differences between the two types of Ergonomic Assessments via OHS Governance by June 30, 2013.
- **COHS** to send a draft of the e-mail concerning the participation of the OHS Committees to the NOSH PC May 17, 2013.

i) Use of Formaldehyde

At the January NOSH meeting the use of formalin by inspectors to submit samples for laboratory analysis was discussed. The concern was that formalin should be replaced by newer safer alternatives to eliminate the risk of exposure. The topic was discussed again at the April 25 NOSH meeting and the key issues were confirmed, as follows:

1. For which types of samples are inspectors still required to use formalin?
2. Are less toxic alternatives available and fit-for-purpose?

Actions:

- **Programs and Science Branch** to determine if formaldehyde is still required and have alternatives been considered and fit-for purpose by end of May 2013
- **COHS** to send via OHS Governance a request for inventory and usage advising OHS Committees that the use of formaldehyde is being reviewed by end of May 2013.

j) Individual Ergonomic Assessments and Worksite Committees

Worksite Committees/Representatives are entitled to receive copies of Ergonomic Reports for their review, to follow-up with employee and employer, to identify trends and to help justify costs.

COHS distributed a proposed solution for the recent issues raised in the NCR. In brief, it was agreed that CFIA Health Services would send an e-mail to the Requesting Officer (Manager/Supervisor) with a copy to the employee for each request for an ergonomic assessment. The e-mail will explain to both the employer and employee that the OHS Committee has a right to a copy of the report under the CLC. The NHQ Area Advisor will send a report identifying the employee, the date of the request for the ergonomic assessment and the name of the Requesting Officer (RO). The OHS Committee will then contact the RO to obtain a copy of the report should they wish to receive one.

There was request to quote CLC, Part II, Section 135.(7)(e) in the e-mail.

Actions:

- **COHS** will implement this new procedure immediately.
- **NHQ Area Advisor** will send a report to the appropriate OHS Committee including the name of the RO at the end of each month.

Status: Closed

k) Protocols for Dealing with facilities issues that impact workplace health and safety – Skyline Complex

Wendy Bray clarified that the Branch Accommodation Representative (BAR) is only a portal for communication purposes. AFC sits on the Skyline OHS Committee. AAFC has been asked to provide an update to Wendy as to their progress on lessons learned from the recent flood incident. They will also be discussing this with the local CFIA OHS Skyline Committee.

Marlene O'Neil indicated that the Skyline Committee has not yet done anything and that they are in the process of completing the first HOIR to identify problems and recommend solutions.

Action: COHS to send a communiqué via OHS Governance advising them to review the COHS Regulations, Part 17.

Status: Closed

I) Discussion with National OHS Team on Priorities

The National OHS Team is currently conducting a review for compliance with the CFIA OHS policy and directives. Evaluations are due by end of April. The team will review and evaluate the OHS program and come up with 1 to 3 manageable priorities for this fiscal year.

Action: COHS to present 1 to 3 priorities that can be accomplished by March 31, 2014 at the next NOSH PC Meeting.

6. Standing Items

a) Employee Assistance Program

A copy of the annual statistical report from Shepell.fgi was distributed. Concern was raised that after 6 sessions, employees were being referred to outside professionals within their community. It was agreed that Shepell will be asked to follow up with these employees after the referral to ensure they have been taken care of.

The PC also requested Shepell to provide some analysis of the stats along with the report that would be of more use to managers, etc. Gérard Étienne indicated that the analysis should be done in house and that HR Branch would be responsible for this task.

The topic of Wellness Sessions was raised. Sharon Drolet indicated that for this contract year (September 1, 2012 to August 31, 2013) COHS was able to secure 100 free wellness sessions and that they have all been used by committees and groups across the Agency. The subject of employees working in 3rd party establishments was raised stating that these employees are often not able to benefit from these types of sessions due to their work schedules.

The Committee Members also raised concerns about specific needs of various organizations requiring EAP Assistance in the form of counselling sessions/workshops and the fact that this financial obligation is the responsibility of individual managers. This led to the discussion of the Request for Proposal (RFP) process that is currently in the early stages. Committee has recommended that the CFIA ensure that Diversity Training is also included in the new contract.

With the current contract expiring on August 31, 2013, the NOSH PC has requested that members from the bargaining agents along with an employer representative provide advice to the CFIA re: the RFP process and continue to input on the development and growth of the EAP.

Actions:

- **COHS** to send an e-mail to all Area Committee Co-Chairs and to the NOSH PC to solicit concerns, ideas, wish lists concerning both the individual employee assistance services and the wellness portion of the program by May 17, 2013.
- **COHS** to set up a meeting with the EAP NOSH PC representatives (John Langs – PSAC, Terry Petrow – PIPSC and Wendy Bray – Employer) once comments have been received.
- **COHS** to send copies of the national quarterly reports to the NOSH PC members when they are received.

b) Health Services Program

Occupational Health Directive & Medical Immunization Protocols

The meeting scheduled for February 4th, 2013 with the working group was cancelled. Jennifer Corley to inquire re: status and progress of these meetings.

A concern was raised as to why urine testing is being requested. Jennifer Corley stated that urine testing is NOT required and to advise CFIA Health Services should this type of testing be requested of an employee.

The subject of Pre-Placements and the need for them was raised. Science is looking for guidance to determine when a Pre-Placement is necessary as Operations seems to routinely send all of their recruits.

It was explained that Pre-Placements should be given based on the JHA which should determine the risks and if medical monitoring is necessary.

Next Steps:

CFIA Health Services in conjunction with the working groups is to develop and finalize the CFIA OHAG, a revised Health Services Directive along with tools and guidelines.

Actions:

- **CFIA Health Services** to schedule meetings for the working groups.
- **COHS** to provide update at the next meeting.

c) OHS Governance

Bob Kingston indicated that there were a couple of issues with regards to the OHS Governance. There are problems with the Area OHS Committee in Calgary.

Action: Brenda Dagenais to speak with COHS and resolve.

Also in Edmonton, employees are having difficulty communicating with Senior Management. These employees are relocating and are looking to have their OHS Committee do a workplace inspection in the new venue prior to moving. The CFIA is reportedly stating that it will be done after the move.

Action: Wendy Bray to follow up with the Committee and update **Brenda Dagenais** for further follow-up, if necessary.

Marlene O'Neil made mention that the NHQ OHS Committees are not receiving correspondence from OHS Governance.

Action: COHS to ensure to copy Marlene O'Neil on all OHS Governance correspondence until such time as the NHQ Area OHS Committee has been established.

d) CFIA Mandatory OHS Training

Training Sub-Committee

After the July NOSH PC meeting, the Training Sub-Committee agreed to postpone meetings until the New Year. Owen Bale will be sending out invitations for regularly scheduled meetings.

The PC suggested that all members have an alternate so as not to delay progress any further. It was also suggested that the membership be reviewed to ensure that the right people are sitting at the table.

Action:

- **Owen Bale** to send out invitations for regular meetings by the end of May 2013.
- **COHS** to forward a calendar reflecting all committee meetings by June 30, 2013.

Hazardous Occurrence Investigation Reports (HOIR)

Bob Kingston reported that a draft checklist is now ready for consultation. This is a guide for OHS Committees to assist them in what they should be looking for when reviewing HOIRs. It was also noted that the definitions for Qualified Person and Representative are directly from HRSDC. Some internal CFIA documents state that an HOIR must always be completed by the Supervisor. The report is actually to be completed by a 'Qualified Person' who will not always be the Supervisor, according to Bob Kingston, and, in some instances, this may actually be a conflict.

Bob Kingston indicated that the NOSH PC should agree to finalize and close this item by the next meeting.

Action: Bob Kingston to send the draft checklist to the NOSH Secretariat to be circulated to NOSH PC members and OHS Governance by May 3, 2013.

Action: COHS to provide analysis from the 2012 Employer Annual Hazardous Occurrence Report (EAHOR) stats prior to next meeting.

e) Disability Management Initiative (DMI)

Brenda Dagenais reiterated that SMC has approved this initiative in principle. She distributed a hand out presenting the planned consultation schedule.

Action:

- **Brenda Dagenais and DMI Team** to finalize consultations by June 30th, 2013.
- **DMI Consultation Sub-Committee** (Brenda Dagenais, Marlene O'Neil and Ayman Soryal) to meet and discuss.
- **NOSH PC** to provide comments on the consultation plan by May 10, 2013.

7. New Business

NOSH PC Moving Forward

Gérard Étienne, newly appointed Employer Co-Chair, presented his views on the vision of the NOSH PC moving forward.

Mr. Étienne wanted to particularly thank Stephen Norman for his exemplary role as Employer Co-Chair and noted that it would not be a light task following in his foot steps.

He reminded members that this Committee is established for the Employer and the role of the NOSH PC is to make recommendations, provide advice and guidance to the President (whom is ultimately responsible) and to oversee OHS governance for the Agency.

Mr. Étienne also made reference to the eight requirements of this committee as per the Canada Labour Code advising that the Policy Committee appears to be dealing with issues that should be dealt with at the Local, Regional and/or Area level – it is time to push back and make those committees accountable for those issues. Should issues brought to this Committee to be sent back down, the Policy Committee will follow up to ensure they are being dealt with. It is inferred that the NOSH PC, in particular it's co-chairs, are always available for advice and consultation.

He also indicated that it was time to review the five priorities that were presented to the SMC last July 2012 and to determine if they were still the Committees priorities and to prepare to report back on the progress to SMC.

He suggested that the Co-Chairs should be meeting on a regular basis between quarterly meetings to discuss agenda and action items and ensure the meetings are more efficient and effective – most importantly to ensure agenda is in tune with the five priorities.

Housekeeping

In order to assist this Committees efficiency/effectiveness and to continue in the positive manner of this meeting, the following 'housekeeping' items were discussed:

1. Eliminate last minute 'table drops' to allow members to review materials prior to meeting.
2. All documentation should be sent to member at least one week prior to the quarterly meeting date.
3. Documentation should be send with RDIMS access.
4. Make minute headings more specific. Ensure they are reflective of the topic at hand. This will allow the Committee to 'close' more items on the agenda. With generalized headings, items are remaining on the agenda far too long.
5. Add a column to the Action Plan to reflect the initial date brought forward to the NOSH PC.

Action: Co-Chairs to determine how they can have regular meetings outside the quarterly NOSH PC meetings.

NOSH PC Terms of Reference (ToR)

The Terms of Reference were reviewed by the members. Changes were discussed.

Action: COHS to revise ToR document as per discussions and resend to NOSH PC members by May 3rd, 2013 for final review.

NOSH PC Five Priorities – Presentation to SMC July 2012

The NOSH PC five priorities were circulated and revisted. It was decided that this should become a standing item on the Agenda that would follow immediately after the morning health break.

Action: Stephen Norman to reformat the five priorties to allow for consultation and send to NOSH Co-Chairs.

Action: NOSH PC to discuss five priorities at next meeting to determine if they are still valid.

In order to provide SMC with a status update by July 2013, the OHS team will need to work together by e-mail and conference calls.

Sub-Committees / Working Groups

Jennifer Corley distributed a list of the Sub-Committees and Working Groups along with their membership.

It was clarified that a Sub-Committee has continual participation and a Working Group is for a specific task and limited in duration.

Discussions also took place concerning the effectiveness of these Committees / Groups. Suggestions were made to ensure there is a chair assigned and that the appropriate membership has been selected to be effective and efficient.

Alternates should be designated for each member so as not to delay the progress of the Committee/Group.

NOSH PC representative were confirmed for the following Sub-Committees:

EAP: John Langs, Terry Petrow, Wendy Bray

DMI: Marlene O'Neil, Ayman Soryal, Brenda Dagenais

Violence Prevention: Bob Kingston, Ayman Soryal, Brenda Dagenais

a) Ergonomic Assessments

Briefing Note from Bob Kingston. This is a continued discussion of briefing note from Marlene O'Neil from January 24, 2013 meeting. See minutes above under heading '5. Review of action items - J) Ergonomic Assessments'.

b) Building Emergency Management (BEM)

Briefing note from Bob Kingston. Bob Kingston raised the point that there was no role mentioned in the Directive concerning the monitoring of the effectiveness.

Wendy Bray clarified that the merging of Building Assessments with the new Directive and on site Committees is a work in progress.

Action:

- **Corporate Security** to monitor the Building Emergency Management program and report to the NOSH PC.
- **CMB** to ensure the inclusion of the role of the NOSH PC in the BEM directive.
- **CMB** to ensure when Threat and Risk Assessments (TRAs) are being conducted, there is a liaison with the local OHS Committees.

Lock Out -Tag Out (LOTO)

Briefing note from Bob Kingston. There was a concern raised regarding an industry notice was sent out to staff.

Clarification: LOTO has been sent through OHS Governance and NOSH PC for final review and comments which are due back May 24th, 2013. For further information, see '5. Review of action items – d) Lock Out-Tag Out Notice to Industry' above.

9. Roundtable

1. It was suggested that a note of thanks be sent to Sam Barlin on behalf of the NOSH PC to thank him for his participation.
2. From this discussion, Marlene O'Neil suggested that the NOSH PC develop a template for a certificate to be sent as a token of appreciation for participation on this committee. It was also suggested that the new CFIA Emblem be incorporated on the certificate as well.
3. The Globally Harmonized System (GHS) component of the WHMIS is becoming more prevalent in the workplace. Jennifer Corley referenced that CCOHS has free information/training on their site.
4. Looking to have the new Canadian Standards Association (CSA) mental health publication available to all employees. COHS confirmed that both English and french versions available on: 'O Drive:\OPS\OSH\Policies, Legislation, Resources etc\CSA Standards\Z1003 – Psychological health and safety in the workplace'. COHS will send this information through OHS Governance.
5. In order to expect Work Place Health and Safety Committees/Representatives (WPHSC) to handle their own problems, training is required.
6. The CFIA account number for WSIB should be posted somewhere on Merlin for everyone's access.
7. Skyline is looking for Committee Members. Wendy Bray, Brenda Dagenais and Mark Willcox to assist in rounding up recruits.
8. The Employer Representatives agreed that Brenda Dagenais would be the alternate for Employer Co-Chair Gérard Étienne.

Next meeting to be held on July 11, 2013

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston (PSAC)

Ayman Soryal (PIPSC)

Gérard Étienne (CFIA)