

National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, January 26th, 2010
159 Cleopatra Drive, Ottawa ON
Room 207 (Boardroom)

Employee Representatives

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

Employer Representatives

- Vance McEachern (co-chair)
- Ginette Workman
- Colleen Barnes
- Stephen Norman
- Claude JG Levesque (for JP St-Amand - a.m. only)
- Jean-Pierre St-Amand (p.m. only)
- Wendy Bray (p.m. only)

Secretariat

- Vera Pasic
- Jennifer Noël-Livernois

Invited Guest

- Mark Dean
- Nicola Sullivan
- Andrée Delisle

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1. [Welcome by chairperson](#)
 2. [Signing of minutes of last meeting, November 10th, 2009](#)
[Signing of the Terms of Reference for the NOSH PC](#)
 3. [Review of agenda and Secretariat notes](#)
 4. [Review of action items from minutes of November 10th, 2009](#)
 5. [Standing Items](#)
 6. [New Business](#)
 7. [Round Table](#)
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1. Welcome by chairperson

Vance McEachern welcomed the committee members.

2. Signing of minutes of last meeting, November 10th, 2009 Signing of the Terms of Reference for the NOSH PC

3. Review of agenda and Secretariat notes

4. Review of action items from minutes of November 10th, 2009

a) CFIA Mandatory OHS Training

The Peoplesoft OHS Course Clean-up was presented by Learning Division; OHS training and the method by which it is being tracked from Operations Area OHS Advisors and Science Branch has been completed, content was merged into one document and provided to Corporate OHS Office, the next steps will be focusing on the National course content to determine which training will move forward. Consultation with the OHS Network and NOSH PC will take place on the overall National Training Plan for OHS.

When the National Training plan is approved the Learning Division will recommend/implement according structure and all applicable historical data will be merged into the new approved National course code. The OHS National Training Plan will then be incorporated into the PeopleSoft Course Code Catalogue which is currently with the Learning Division. This document will outline all PeopleSoft codes by Program/Category along with instructions on how to use the codes.

The HPP e-learning module content is complete. Mary Brodhead's group will now complete the narration phase and prepare it for uploading to CampusDirect. The module will be ready to be launched by the end of March.

The JHA e-learning module content is ready for narration and will be the next priority. The classroom portion for the JHA is a practical exercise in Job Hazard Analysis. Bob Kingston and Owen Bale will review the practical exercise for the in-class portion of the JHA training to ensure completeness prior to the next NOSH PC meeting.

At the next Training Sub-Committee in February, the issue of providing Train the Trainer for JHA in-class training will be addressed to ensure capacity is available.

It was discussed that a broader measure to communicate and track the participation in the training modules will be determined. The goal would be to provide information regarding the target audience for each training module, how the participation will be monitored as well as a specific plan to time-phase the e-learning modules and in-class modules.

In order to facilitate dissemination of the issues discussed, two documents will be created; a high-level document to be distributed to Senior Management which will provide information on the OHS Training Initiatives in broader terms and another which will be used for dissemination Agency-wide. The documents will be drafted by Corporate OHS with the help of Bob Jackson by the first week in February. Once approved by the NOSH PC co-chairs, the memos will be sent to the VP HR and it will be further distributed via the OEC. Vance McEachern requested that Ginette Workman and Omer Boudreau be

scheduled to the OEC meeting to present information on the Mandatory OHS Training initiatives.

Next modules:

- Workplace Inspections
- Hazardous Occurrence Incident Report
- WHMIS

Action: An update on the HPP training module, JHA and next modules; Workplace Inspections, Hazardous Occurrence Incident Report and WHMIS and Information of communication strategies will be presented at the next NOSH PC meeting by Bob Jackson.

b) OHS Governance (Workplace Committee Structure)

The OHS Committee Governance data was sent to Corporate OHS Office, an analysis of the data was presented. Recommendations to move forward were discussed and it was determined that there are two segments to this project. The first of which is determining standards for the terms of reference, membership requirements, frequency of meetings and communications. The second is the full listing of employees and locations as well as definition of the type of committee representation.

Action: A focus group consisting of union and management will meet at the beginning of February to collaborate on the first segment of this project, which are the terms of reference, membership requirements, frequency of meetings and communications to take place between the committees.

The recommendations from the focus group will be presented to the Sub Committee Human Resources (SCHR) in March, with the target date for completion and presentation to Senior Management Committee (SMC) in early April.

c) Fire Arms in Slaughter Establishments

The Memorandum called "OHS and Fire Arms in Slaughter Establishments" was sent out to the Executive and Regional Directors. The Meat Hygiene Manual of Procedures Chapter 12 (Humane handling of food animals in abattoirs), Annex A (Slaughter specific parameters) is being reviewed by the President's office. This document specifies that by June, establishments equipped with Fire Arms will need to have a plan to address the safety requirements as stipulated.

Action: Colleen Barnes to update the NOSH PC via the Secretariat once the documents have been approved.

The Secretariat will forward a copy of the reminder email sent by Operations to the NOSH PC members.

d) Securing of Filing Cabinets

Jean-Pierre St-Amand updated the NOSH PC members that the securing of the filing cabinets is complete. This issue is now closed.

Status: CLOSED

e) Campylobacter

Specific Poultry slaughter inspection sites still need to be confirmed; the following sites have been suggested, they are: Maple Lodge in Ontario, Marvid Poultry in Quebec and Sunrise Poultry in British Colombia.

A review of the action plan that was presented which outlines the following: Reviewing the current job hazards analysis (JHA) and safe work Practices (SWP) at each work site, this will be conducted by the Work Place Health and Safety Committee, the Area OHS Advisor and supervisory staff. Prior to the review of a list employees with JHA training will be noted.

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 will provide an up-date at the next NOSH PC Meeting.

f) Security Threats

Due to ongoing security threats to CFIA employees in slaughter establishments CFIA ATIP's office was asked to provide an awareness session regarding The *Access to Information Act (ATIP)* and the governing principles of this Act to the NOSH PC Members.

The governing principles of this Act are: Government information should be available to the public (i.e., any Canadian citizen, permanent resident of Canada, or person or corporation present in Canada). Necessary exemptions to the right of access should be limited and specific. Decisions on disclosure of information should be reviewed independently of government.

There are certain exemptions and exclusions allowed by ATIP Legislation which can be located on Merlin at the "Access To Information and Privacy (ATIP) Services."

Jean-Pierre St-Amand informed the committee that security is working closely with ATIP office to assist management and employees should an issue arise that requires both branches to become involved.

Currently, a draft document called "Guideline on the Prevention of Violence in the Workplace " is underway and will be shared with the OHS Network and the NOSH PC members, and therefore recommend to Senior Management.

Action: Jean-Pierre St-Amand to provide an up-date on the "Guideline on the Prevention of Violence in the Workplace" at the next NOSH meeting.

g) CFIA National OHS Summary

Corporate OHS Office continues to compile the Hazardous Occurrence Investigation Report data for 2009. An in-depth analysis of the Agency's activities will be presented to the NOSH PC in the National OHS Summary report.

HOIRs for 2010 are being collected by the AOA's and various formats will be presented by Operations at the April meeting in order for the NOSH to determine which format best suits the Agency's reporting needs.

Action: Corporate OHS Office to present the National OHS Summary at the second quarter meeting in April. Operations to present HOIR reporting formats for NOSH approval.

h) Pregnant Employees

After further investigations into the issues with pregnant employees it was determined that Operations Branch, through the Operations Executive Committee (OEC) and Labour Relations (LR) would work together to resolve any new issues and/or concerns.

Vance McEachern requested that this topic be closed with the understanding that the OEC and LR will notify the NOSH PC should any OHS issues related to this topic have a national impact that would require the committee to be involved, but the NOSH PC would like an update regarding the discussion that Vance had with the OEC.

Action: Vance will provide the NOSH PC with an update regarding the discussion he had with OEC regarding pregnant employees.

i) Ergonomics – Extended use of laptops

The draft letter reminding co-chairs of local Workplace Health and Safety Committees to address ergonomic needs at their meetings was sent to the NOSH PC Co-Chairs for their review. The draft letter was discussed among the NOSH PC members with the recommendation to make this letter official.

Jean-Pierre St-Amand also indicated that ergonomic issues will be addressed by the generic administrative JHA being created by his group.

Action: Draft letter was approved by the co-chairs, the letter will be tabled at OEC and disseminated via the Area OHS Advisors to the co-chairs at the area, regional and workplace committee levels.

On the OEC agenda, NOSH will now be a standing item in order to facilitate these discussions and the dissemination of information.

Status: Closed

j) H1N1 Pandemic

In preparation of a potential H1N1 human influenza pandemic, the CFIA has a comprehensive business continuity planning program to ensure its state of preparedness and readiness in the event of an operational disruption and/or interruption due to employee absenteeism in the workplace. Status from the December report indicated that a high percentage of employees have completed the voluntary E-Learning Module for Managers on HR Issues for H1N1 Human Pandemic. A reminder will be sent to employees that have not completed the e-learning training module to take the opportunity in order to promote awareness and sensitivity to the potential H1N1 human influenza pandemic.

Identifying back-ups for the National Incident Commander of the National Business Continuity Planning governance structure has been completed, a back-up plan has been developed in the event that the President and/or the Executive Vice-President is unable to perform his/her duty during a BCP event.

The next phase of the E-Learning Module for Managers on Business Continuity Planning for H1N1 Human Pandemic will be launched. Managers will be trained on their roles and responsibilities in the event a human pandemic is declared in their respective Area, Laboratory or NHQ location.

Action: Jean-Pierre St-Amand to provide up-date at the next NOSH Meeting.

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

National Operations OHS will assist the Area/Region with the review of the HOIR in Alberta. The review will be on the issues raised, lessons learned and preventive measures in order to move forward. The report will include: a background of the incident; timelines of all actions, notifications and reports; root causes of incident, and how the Area will move forward in order to avoid a similar incident in the future.

Action: Operations Branch to up-date at the next NOSH PC meeting.

l) Assurance of Voluntary Compliance (AVC)

It was noted that a number of AVC's have been issued by HRSDC this past year. Once an AVC is issued it is the Agency's written commitment to meet the outstanding requirements within a specified period of time. It was also noted that the AVC's, once issued, are dealt with and kept at the local level. In order to assist Management and Workplace Committees when issued an AVC the procedure will be written and placed on Merlin.

Bob Jackson has drafted the AVC procedures to be placed on Merlin.

Action: All AVC's that are issued and the written commitment from Management that will be sent back to HRSDC, will also be sent to Corporate OHS Office in order to brief the NOSH PC Members of the action(s) that will be taken by Management.

The draft letter will be sent out to NOSH PC members. Comments are due back by the end of January.


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5. Standing Items

a) CLC Legislation Reading

It was determined that the best approach for this item would be to divide the acts and regulations in sections and review an assigned section. Additionally, the legislation reading will be completed at the half day training sessions, held prior to each quarterly NOSH PC meeting.

Action: Review Section 20 (workplace violence and workplace inspections). At the third quarter meeting, in July, the NJC Directives will be reviewed.

b) Employee Assistance Program

A presentation was made by Nicola Sullivan and by Caroline Boehme of EAP. The presentation included usage statistics on the new Shepell-FGI contract as well as usage for the last 3 years.

NOSH PC recommends that EAP become a standing agenda item for regional and area committees.

Action: The NOSH PC requested that the statistic including population percentages be included in order to provide a clearer picture of the usage stats. The updated presentation will be attached to new minutes, if available. If not, a written update will be provided for the next meeting.

Additionally, the Secretariat will forward information on Regulation 20, Harassment in the Workplace, to EAP.

EAP will provide an update as to the availability of wellness session in the areas.

c) OHS Website Up-Date

An update was provided to indicate that the NOSH portion of the Merlin web site was modified to include links to the CCOHS and HRSDC web sites, as per the request on the September 30th minutes.

One sample of an OHS Newsletter was received. It was suggested that the news items could come from the Area, Regional and National level and could be coordinated through a representative of Public Affairs.

The NOSH PC was informed that an invitation by the NJC will be extended for three spots at the annual CCOHS conference being held March 8-9th.

Action: NOSH PC requested that a link to the Transportation of Dangerous Goods (TDG) be included on the OHS web site as well.

The discussion of a NOSH Newsletter on Merlin was put on hold for the moment pending resources.

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
- July 7th: Hazardous Occurrence Investigating and Reporting and Health Directive
- October 19th: Workplace Hazardous Materials Information System

e) CFIA OHS Policy Structure and Six Directives

Corporate OHS provided an update on this item: The revised CFIA OHS Policy has been fully consulted on by all stakeholders and has been reviewed by Legal. The next steps are to have it presented at SCHR, then SMC. The HPP and Training Directives were completed, however due to additional comments received during the meeting, the

comment tracking sheet will be verified. The next two directives are Personal Protective Equipment (PPE) and Incident Reporting.

Action: Ginette Workman will provide an update on this item at the next NOSH PC meeting.

f) Health Services Update

The Health Services working group concluded their meetings in December 2009, their final recommended option will be presented to SCHR on February 2nd. It is expected that the recommendation will go forward to SMC.

Action: Ginette Workman to present the recommended option from the working group and provide an up-date at the next NOSH meeting. The deck that will be presented at SCHR on February 2nd will be shared with the NOSH PC via the Secretariat by the end of January.


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6. New Business

Seven Day Work Week in Microbiology Labs

Science Branch is considering the implementation of a seven day work week in Food Microbiology Labs, in order to address the need for more rapid turnaround of samples and the provision of more timely analytical information. The seven targeted laboratories each has a proactive Occupational Safety & Health Program, which includes requirements to address situations of employees working alone.

Prior to the NOSH Meeting a briefing note was provided to the NOSH PC Members which provided the recommendations to move this file forward. Science Branch requested that the NOSH PC members recognize that the current Lab Safety program addresses the OHS requirements of this initiative; that instructions to each Workplace OHS Committee to discuss the initiative with the objective of reviewing their JHA's and weekend work procedures and advise each Workplace OHS Committee to develop a communication sheet for affected employees to emphasize the OHS Weekend Work Procedures will take place.

Action: NOSH PC members were in agreement with the recommendations of the action plan from the National Laboratory Safety Coordinator. Science Branch will provide an update at the next NOSH meeting.

7. Round Table

Third edition of the Laboratory Safety Manual

Third edition of the Laboratory Safety Manual is being developed and will be sent to the NOSH PC Members for review in September 2010 to be released in the fall. Prior minutes indicated that the manual had been developed, which was erroneous.

Action: Stephen Norman will provide updates to the NOSH PC as required until the projected completion date.

Invitation to invite the President to a NOSH PC meeting.

It was noted that past Presidents of CFIA had been invited to participate at the NOSH PC meetings which provided an opportunity to present a summary of National OHS issues with the recommendations and outcome that were brought forward by the NOSH Members.

Action: The NOSH PC co-chairs will send a formal invitation requesting Madame Swan to attend a meeting which will provide the NOSH PC members and Madame Swan an opportunity to discuss OHS initiatives for CFIA.

Re-Opening of Slaughter Establishment

Discussion took place regarding the possibility of Nature Valley horse slaughter establishment in Neudorf, Saskatchewan re-opening.

Should this establishment be scheduled for re-opening, Operations Branch will discuss with the Management at this location the safety risks and those risks that need to be eliminated or controlled to the greatest extent possible. Training on dealing with animal rights activists would be part of the basic training for this facility given their history.

Jean-Pierre St-Amand will have a Threat & Risk Assessment (TRA) conducted prior to the establishment opening. He has agreed to assist the Management and the local WP committee with recommendation from the TRA.

Action: Vance McEachern to provide an up-date before the establishment re-opens, including the Occupational Health and Safety steps taken regarding risk and the discussions held with management. Jean-Pierre St-Amand to provide an up-date on the TRA that will be conducted.