

CFIA National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, January 27th, 2011
159 Cleopatra Drive, Ottawa, ON
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
- John Langs for Bob Jackson

Employer Representatives

- Ginette Workman
- Colleen Barnes
- Debbie Cunningham
- JP St-Amand
- Don Love for Vance McEachern (a.m. only)
- Mary Brodhead for Ginette Workman (p.m. only)
- Stephen Norman (Chairing for Vance McEachern)

Secretariat

- Vera Pasic
- Jennifer Corley

Guest

- Andrew R. Davis CRSP, CHSC, CRM BeeSafe Consulting Inc.

Absent

- Howard Willems
- Bob Jackson
- Vance McEachern (co-chair)

-
1. [Welcome by chairperson](#)
 2. [Signing of minutes of last meeting, October 20th, 2010](#)

3. [Review and Approval of agenda](#)
 4. [Review of action items from minutes of October 20th, 2010](#)
 5. [Standing Items](#)
 6. [New Business](#)
 7. [Round Table](#)
-

1. Welcome by chairperson

Stephen Norman welcomed the committee members and new member Debbie Cunningham

2. Signing of minutes of last meeting, October 20th, 2010

3. Review of agenda

4. Review of action items from minutes of October 20th, 2010

a) 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.

Action: Colleen Barnes and Debbie Cunningham to provide an up-date at the next meeting regarding the establishments that is under review.

b) Campylobacter

The draft Job Hazard Analysis (JHA) that has been consolidated from the four sites is currently with CFIA staff at Maple Lodge in Ontario for review. Scheduled date for completion is expected at the end of February.

It was agreed by the NOSH members that once CFIA staff at Maple Lodge have completed their review that the JHA would be sent back to the four sites for final NOSH review then senior management approval.

Action: Debbie Cunningham to provide an up-date at the next meeting.

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

Corporate OHS office released a memo to the NOSH co-chairs, Area Committee co- chairs and the Human Resources Managers regarding Harassment / Violence in the Work Place. The Manager of Corporate OHS will be the point of contact to provide clarification until the CFIA Harassment policy is amended.

In order to assist Managers and Committee members when dealing with Violence in the Work Place, documentation has been gathered that references Regulation XX, "Violence Prevention in the Work Place" and can be obtained from Corporate OHS.

The "CFIA Work Place Violence Prevention Policy" was reviewed and revised by the NOSH Members. The NOSH co-chairs will send to senior management for approval.

Labour Relations and Corporate OHS are in the process of developing a check list which will provide tools for Area committee co-chairs.

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

d) Third edition of the Laboratory Safety Manual

The 3rd Edition of the Laboratory Safety Manual will be launched after editing is complete.

Status: Closed

e) NOSH PC Plans and Priorities for 2010-2011

BeeSafe Consulting Inc. was an invited guest to the NOSH meeting. Their first report will be completed in early February with the final report expected prior to the next meeting.

Action: Corporate OHS to provide the final report at the next meeting.

f) 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, has been delayed. It was agreed that the draft memo will be provided to the NOSH co-chairs and management teams by mid February (prior to its release to OHS committees).

Action: Operations Branch to draft the memo and forward by mid February. (interim measures for co-chairs to review).

g) 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. The revised CFIA form will be forwarded to Senior Management for approval then it will be posted on Merlin.

Status: Closed

h) Unionized Employees as Management Reps on Health and Safety Committees

It was confirmed that Mr. Baker, champion for middle management, will be speaking to middle managers in February. Mr. Baker will clarify that the Agency must select persons

who exercise managerial functions as employer representatives on OHS committees. Corporate OHS should be advised of situations where it is necessary to delegate a unionized employee to represent the employer on an OHS committee. Corporate OHS will review with the assistance of the NOSH co-chairs if necessary.

Action: JP St-Amand to confirm at the next meeting that Mr. Baker discussed this issue with middle managers.

i) 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 forward draft document by mid February that provides clear direction on the areas that committees and representatives are to inspect by way of the OHS Governance Structure.


[Top of Page](#)

5. Standing Items

a) Employee Assistance Program

The Third Quarter Report which covered April 1st, 2010 to December 31st, 2010 was reviewed by the NOSH members. The National executive summary was not provided for this meeting and is expected to be provided at the next meeting. It was suggested that the monthly Balancing Act Newsletter that is offered by Shepell.fgi be incorporated in the OHS Committees monthly meetings and forwarded to employees within their building.

Action: National executive summary from Shepell.fgi will be provided prior to the next meeting.

b) OHS Website Up-Date

The OHS Website is in its final stages of completion. Phase I is expected to be posted on Merlin by April 1st.

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

c) CFIA OHS Policy Structure and Six Directives

Emergency Measures Directive is being led by FAIT and the working group will provide a first draft to the NOSH PC and OHS Network by the end of February.

Action: FAIT to provide the Emergency Measures Directive up-date at the next meeting.

d) Health Services Program

The contract for a National Service Provider is underway and is expected to be awarded by March 31, 2011. Within the service agreement a number of forms will be issued. In order to ensure that all relevant information is provided, NOSH members, OHS Network and Human Resources Managers will be asked to review the forms.

A concern was raised about the use of Fitness to Work (FTW) evaluations. The committee agreed that in many cases it may be appropriate for a family physician to complete a FTW evaluation. A message will be sent to Human Resources Managers and Management Teams to provide guidance regarding the appropriate use of FTW evaluations.

Action: Corporate OHS and Labour Relations to draft the message and provide up-date at next meeting.

e) OHS Governance (Workplace Committee Structure)

Validation of the new Terms of Reference (ToR) for the Area and Regional Committees is still underway. All signed ToR's will be forwarded to Operations Branch. Once all ToR's have been gathered, Corporate OHS and Operations Branch will validate and provide a completed report.

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

f) CFIA National OHS Summary

The Annual report for the Employer Hazardous Occurrence Incident Reporting (HOIR) is underway with the Area OHS Advisors compiling the data. Report to HRSDC is due at the beginning of March 2011.

Action: Annual report will be provided covering January 1st, 2010 to December 31, 2010.

The Area OHS Advisor will forward the quarterly report of HOIR covering the period from January 1st, 2011 to March 31st, 2011.

g) 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.

The 2nd 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 24th 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 will be completed after the OHS Awareness training module has been completed.

The HPP E-Learning on *Campusdirect* training has reached 70% completion. A memo has been sent to the Executive Directors and the Vice Presidents of each Branch requesting that completion of this mandatory training be completed.

Action: Corporate OHS to send OHS Awareness material to the Training Sub-committee for review.


[Top of Page](#)

6. New Business

Working Alone Policy

NOSH members discussed the need for a Working Alone Policy. Corporate OHS office will draft a Working Alone Policy and have the NOSH members and the OHS Network review.

Action: Corporate OHS office to forward draft Working Alone Policy to the NOSH members and the OHS Network by the end of March and have comments back prior to the next meeting.

7. Round Table

a) Interpretation of Scales of Entitlement

Reimbursement for Employees who occupy positions where Mandatory protective footwear is required was discussed. The Agency will provide protective footwear by various means, such as directly purchasing boots / shoes using standing offers or reimbursing employees directly who have purchased the boots / shoes themselves.

Memo dated October 25, 2007 from Operations Branch entitled "Protective Foot Wear Allowance" states the following "It should be noted that the \$150.00 allowance is only a guideline. This guideline does not preclude managers and supervisors taking into account unique situations, thereby having the flexibility to approve purchases of protective footwear above the set allowance, on a case by case basis."

Action: JP St-Amand will contact Corporate Financial Systems to explain the flexibility for allowances and provide an up-date at the next meeting.

b) Indoor Air Quality (IAQ) Investigation (re-opened from July 8th, 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.

Action: JP St-Amand will contact Public Works Government Services Canada (PWGSC) to find out why these concerns have not been resolved.

c) 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 workplace 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*.

Action: Topic will be discussed at the next meeting.