

Minutes
National Occupational Safety and Health
Policy Committee Meeting
January 27th, 2012
159 Cleopatra Drive, Ottawa, Ontario
Boardroom 207

Employee Representatives:

PIPSC

Tom Wright (co-chair)
Zeljko Ruzicic
Terry Petrow

PSAC

Bob Kingston (co-chair)
Marlene O'Neil
Raphael Tarasco
Sam Barlin

Secretariat:

Jennifer Corley
Sharon Drolet

Guests:

Lynn Burge, Corporate Labour Relations Manager
Gérard Étienne, Vice-President, Human Resources

Employer Representatives:

Stephen Norman (co-chair)
Colleen Barnes
Debbie Cunningham
Mark Willcox
Nancy Fahey for Wendy Bray (a.m.only)

Regrets

Wendy Bray

1. **Welcome by Chairperson Stephen Norman**
2. **Signing of minutes of last meeting, October 27th, 2011**
3. **Review and approval of agenda**
4. **Review action items from minutes of October 27th, 2011**

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

The NOSH policy committee was advised by VP, Human Resources, Gérard Étienne, that he was unable to approve the draft Respectful Workplace Policy as it stands. He explained that the policy should be split in two – one for violence – one for harassment. Debbie Cunningham indicated that Operations Branch agreed that the policies should be separate. Bob Kingston noted that Mr. Étienne should have consulted with the NOSH PC before making his decision. The NOSH PC will provide a justification document to Mr. Étienne explaining the reasons why the two policies were combined.

Concern was expressed by the NOSH that a policy which is aligned with the Canada Occupational Safety & Health Regulations, Part XX, must be finalized as quickly as possible.

Action: Colleen Barnes to draft a justification document to Mr. Etienne explaining the reasons why the two policies were combined.

4 Building Emergency Management Safety Directive

The Working Group was asked to reply to the 1st draft by January 25th, 2012. Comments were sent to CMB by both Debbie Cunningham and COHS. Debbie Cunningham felt the Directive was still too focused on response to building fires. Further direction is required on the intent of this Directive.

A revised draft will be discussed at the next meeting, late January or February, depending on availability of participants.

Action: Corporate Management Branch will update working group's development of the "Building Emergency Management Safety Directive" at the next meeting.

4 Appointments to OHS Committees

While the Notice of Appointment for Health and Safety Committee Member/Representative form has gone through the OHS Governance, it has not yet been posted on Desktop eForms.

Action: Jennifer Corley to provide a status update to NOSH PC by February 6th, 2012 on the appointment form and the accompanying document that describes a "Day in the Life" of a typical OSH representative/committee member

4 Lock Out Tag Out (LOTO) Notice to Industry

The draft Memorandum describing a National approach for "Lock Out Tag Out" procedures was sent to NOSH PC and Area OHS Advisors for consultation. Comments are due back by March 1, 2012 to NOSH Secretariat.

Action: Corporate OHS to provide an update at the next meeting.

4 Personal Protective Equipment: Prescription Safety Glasses

At the October 2011 NOSH policy committee meeting, it was agreed that Corporate OHS would send a memorandum via the OHS Governance to remind Managers to reference the "Scales of Entitlement" when seeking to purchase PPE, and should these guidelines not provide clear direction then to discuss with their local OHS Committee and seek a recommendation. This item was discussed with Area OHS Advisors during the January 27, 2012 NOSH meeting and AOAs requested that NOSH provide National direction that would promote consistency across the country.

Action: Craig Houghton to develop a draft memorandum that will be sent to the NOSH Co-chairs for consideration.

STANDING ITEMS

5 Employee Assistance Program

Debbie Cunningham reported that the NOSH members who recently met to discuss the Employee Assistance Program would like to use Ontario Operations as an example of best practices to raise awareness of the EAP services among employees. Initiatives such as monthly 'Wellness Spotlights' and a 'Well-being Network' were discussed.

Concern was raised that the information gathered on the reports available from Shepell FGI was not very effective to monitor trends, etc.

Actions:

- the survey sheet used by Shepell to collect data will be requested and reviewed by **Colleen Barnes;**
- **Human Resources** will be requested to use the EAP presentation from the July 2010 (RDIMS# 2413709) as a template for future NOSH meetings;
- National best practices to raise awareness of EAP services will be drafted by **Debbie Cunningham.**

6 Health Services Program

A status update on the Health Service Program was provided by Corporate OHS. Bob Kingston indicated that managers needed to be reminded what kind of information could be requested on a medical certificate. Corporate OHS confirmed that this is already part of the Health Services information on Merlin.

Action: COHS to advise managers and employees to consult the Health Services page on Merlin when they need information because it is updated regularly.

5 OHS Governance (Workplace Committee Structure)

The Ontario Regional OHS Committees Terms of Reference were reviewed. No concerns were noted.

It was agreed that the Western Regional OHS Committees Terms of Reference will be reviewed for the next NOSH PC meeting.

Action: Corporate OHS to provide an update at the next meeting.

5 CFIA National OHS Summary

Marlene O'Neill and Pam Tapley developed a checklist for OHS Committees to use when reviewing hazardous occurrence investigation reports. Pam Tapley was to share the checklist with OSH Advisors for comment.

Action: Corporate OHS to provide comments from AOAs to Marlene O'Neill and update the NOSH policy committee at the next meeting.

5 CFIA Mandatory OHS Training

Work Place Inspection e-Learning / Hazardous Occurrence Investigation Reporting e-Learning

Training Sub-Committee will meet in February with e-Learning to provide the material for the training module.

Action: Corporate OHS will schedule the training sub-committee meeting.

WHMIS e-Learning

The full roll-out to the Agency will be delayed due to a bilingual issue with some of the instructions screens. COHS is working with KnowledgeWare to rectify the problem.

Action: The WHMIS e-Learning communiqué will be sent out by end of February 2012 by Corporate OHS.

Hazardous Prevention Program (HPP) e-Learning on MyAccount@CFIA training has Agency completion for Managers/Supervisors: 72.0% (all employees): 72.0%

Action: Corporate OHS to provide an update at the next meeting.

5 Working Alone Directive

The draft Directive will be translated then sent to the OHS Team and NOSH Policy Committee members for a six week review.

Action: Stephen Norman to send the directive for review, consolidate comments then schedule a conference call to discuss and resolve issues.

5 Indoor Air Quality (IAQ) Investigation

“Lessons Learned” meeting scheduled for November 9th, 2011 took place. Tedd Nathanson’s report and Lessons Learned Summary was provided to NOSH co-chairs for their review on January 18th, 2012. Concern was expressed by NOSH co-chairs that communication and trust between employee and employee members of the local OHS committee remains poor.

Action: Corporate OHS will request local committee members to review and comment on the proposed “Day in the Life of an OSH representative/committee member” document.

5 Testing New CSA Type 2 Hard Hats

A new CSA approved Type 2 Class E hard hat is being tested at Establishment 14.

Action: Operations to provide up-date at next meeting.

5 **Follow-up: CFIA OHS Program**

The Policy was approved by the President on January 10, 2012. A communiqué is in development and will be sent from the VP Human Resources expressing the importance placed on OHS in the Agency.

It was recommended to the VP, Human Resources Branch that a presentation to SMC be conducted as per the Action Items from this past summer's retreat held on July 27th, 2011 on the OHS Program. The VP agreed it would be appropriate and timely. The NOSH Co-chairs will present. The VP will set up the date for the presentation with SMC as soon as possible.

6 **NEW BUSINESS**

6 **Auto Safety re Hybrids and Electrocutation Risk**

A concern was raised that some hybrid vehicles presented an electrocution hazard if employees attempted to jump-start or repair a vehicle. The availability of orientation training for drivers of hybrid vehicles was discussed.

Action: Corporate Management Branch to develop a proposal to warn drivers of the hazard and advise them not to tamper under the hood.

6 **Defensive Driving**

A recent news article indicated that the CFIA was 2nd Federal Department/Agency after the RCMP for number of accidents. Further information is required to put these statistics in prospective, i.e. how many cars does CFIA have on the road in comparison with other Government departments included in this report. The availability of defensive driving training was also discussed. In some cases training is required after accidents have occurred but it is not preventive.

A report/analysis of causes of accidents, locations, etc. to be sent to the NOSH PC as soon as possible and to be discussed by the NOSH Co-chair's at their upcoming meeting.

Action: Corporate Management Branch to provide an analysis of this issue, including:

- results of any analyses that may have already been completed;
- the number of hours CFIA cars are on the road as compared to other government departments
- area/regional, urban/rural and seasonal differences in accident statistics.
- the proportion of drivers who take defensive driver training by Area and Branch;
- the availability and the effectiveness of defensive driving courses.

7 **TELECONFERENCE WITH AREA OHS ADVISORS**

In attendance: Suzanne Nadeau (Atlantic Area), Irma Adriazola (Quebec Area), Eli Lakkis (NHQ), Owen Bale (Operations), Craig Houghton (Ontario Area), Paul Langan (Laboratories) and Tara Garratt (Western Area).

Discussions that took place:

▪ **Workplace Inspections of 3rd Party Premises**

NOSH policy committee clarified that workplace inspections are required only where the Agency has control. The OHS representatives/ committee members are not expected to inspect the entire plant, only those areas controlled by the Agency.

Update on the draft Respectful Workplace Policy

It was explained to the OSH Advisors that the VP of Human Resources determined that the draft Respectful Workplace Policy must be separated into two policies.

▪ **Memorandum regarding the Scales of Entitlement**

AOAs requested that NOSH provide National direction that would promote consistency across the country.

Action: Craig Houghton to develop a draft memorandum that will be sent to the NOSH Co-chairs for consideration.

ROUND TABLE

No items reported.

Next meeting to be held on May 10th, 2012

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston (PSAC)

Tom Wright (PIPSC)

Stephen Norman (CFIA)