

## **NOSH PC Minutes of Meeting, January 24<sup>th</sup>, 2013**

159 Cleopatra Drive, Ottawa, ON  
Boardroom 207

### **Employee Representatives**

#### **PIPSC**

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

#### **PSAC**

- Bob Kingston (Co-Chair) (until morning break)
- Marlene O'Neil
- John Langs
- Jose Evangelho
- Raphaël Tarasco

#### **Secretariat**

- Sharon Drolet

### **Employer Representatives**

- Stephen Norman (Co-Chair)
- Dani Srour (until 14:00)
- Wendy Bray (from 14:00)
- Carolyn Inch (until 13:00)
- Sylvia Flemming (from 13:00)
- Brenda Dagenais
- Jennifer Corley

### **Regrets**

- Colleen Barnes

### **Guests**

- Suzanne Nadeau, Atlantic OHS Advisor
- Irma Adriazola, Quebec OHS Advisor
- Marie-Andrée Morin, NHQ OHS Advisor
- Craig Houghton, Ontario OHS Advisor
- Tara Garratt, Western OHS Advisor
- Paul Langan, Laboratories OHS Advisor
- Owen Bale, Operations Branch OHS Advisor
- Amanda Hutchings, NHQ OHS Assistant
- Pamela Tapley, Health Services Program

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

## **1. Welcome by Chairperson Stephen Norman**

## **2. Review and adoption of minutes from October 25, 2012**

Terry Petrow remarked that the minutes were just received by members for review.

**Action: COHS** to send minutes in a more timely fashion.

Bob Kingston does not remember any discussion regarding the Health Services Medical Protocols.

**Action: Brenda Dagenais** to review notes including Co-chair meeting.

## **3. Signing of minutes of last meeting, October 25<sup>th</sup>, 2012**

**Action: Secretariat** to revise minutes as per above.

## **4. Review and approval of agenda**

**Action: Secretariat** to revise agenda to reflect two last minute briefing note submissions, Ergonomic Assessment Reports and Use of Formaldehyde and one pressing issue regarding the flooding and employees being displaced in the NCR.

## **5. Review action items from minutes of October 25<sup>th</sup>, 2012**

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

Brenda Dagenais provided an updated on the Workplace Violence Prevention Policy, which shall be formally issued shortly. After discussion at the last NOSH, the draft policy was tabled and/or discussed at various levels of the Agency's Governance and consultation process, including the Human Resources Branch National Union Management Consultation Committee on November 19, 2012; the Human Resources Corporate Management Committee on November 27, 2012, and the Extended Senior Management Committee on December 6, 2012. It has now been approved by the President, and will be signed off and issued imminently.

Brenda Dagenais indicated that comments were invited throughout the above process, and the majority of all comments/feedback have been incorporated into the final version of the Policy which was shared at this meeting. Bob Kingston pointed out several additional changes to the language of the Policy that PSAC had requested that had not been incorporated in to the final version of the Policy, and Brenda Dagenais advised that this Policy is intended to be an initial starting point to meet our legal obligations and ensure employees know of their rights, responsibilities and options relating to workplace violence, and she advised that Management and the Union have "agreed to disagree" on certain interpretations at this time. She confirmed that the Policy is moving forward at this time in response to certain Directions from HRSDC and the Agency's immediate requirement to comply with Part XX of the COHS Regulations and issue a policy, but that further comments/input from stakeholders and interested parties remained welcome.

For the record, Bob Kingston noted that turning back the clock again to where we were eight years ago " was a waste of time". Both PIPSC and PSAC indicated that the policy that the Agency is tabling does not comply with the Canada Labour Code, COHS Regulations, Part XX and as such both bargaining agents would instruct their members not to comply with the policy. Marlene O'Neil also noted that no discussions/communications were held with the local or area Workplace Committees.

Brenda Dagenais confirmed that the overarching matters of policy interpretation were scheduled to be discussed within the next couple of weeks at an upcoming meeting with the NOSH Co-Chairs, President of CFIA, Senior Representatives of HRSDC and TB, and the VP HR, which would hopefully help resolve some of the fundamental differences in opinion between the Parties on the issues of violence and harassment in the workplace.

The table confirmed that manager and employee awareness are critical and B. Dagenais advised that a communication and education plan were being developed and would be shared with the NOSH. PSAC objected that the NOSH Committee was to participate in the development of training materials and not simply review.

**Action: COHS** to develop a plan of action for the roll-out of the Policy including developing awareness of both employees and managers.

**Action:** Meeting between TBS, HRSDC, CFIA, PSAC and PIPSC to discuss and resolve policy issues related to the prevention of violence in the workplace by February 28, 2013.

## **b) Building Emergency Management Directive**

After much review, the Directive is almost ready. It is with translation. Tracking sheet is available on RDIMS #3405682

### **Next Steps:**

- List of senior officers/contact information to be created by CMB by next scheduled for April 25. The list will be used to help the policy committee with communication, if necessary during an emergency.
- National Infobulletin to be sent with information and instruments on February 11, 2013.

### **Business Continuity Plans (BCP)**

A note will be going out for all BCPs to be updated nationally.

## **c) Appointments to OHS Committees**

Changes to the form still need to be made before it can be distributed through the OHS Governance and posted on Merlin.

**Action: COHS** to adjust the form as needed, devise a communication plan and set a date for distribution by April 24, 2013.

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

Due to pressing matters since the last NOSH PC meeting, the 2<sup>nd</sup> draft memorandum describing a National approach for "Lock Out Tag Out" procedures had not been sent to the NOSH PC and Area OHS Advisors for consultation.

**Action: COHS** will compile and send out comments received to NOSH PC and OHS Advisors by April 12, 2013

**COHS** will work to have national approach ready for distribution June 1, 2012

## e) Personal Protective Equipment: Prescription Safety Glasses

The final draft of the Memorandum regarding Prescription Safety Glasses is complete and has been translated. No further comments were brought to the table.

Memorandum will be sent out for distribution to Managers and through the OHS Governance by March 31, 2013.

**Status: Closed**

## f) Defensive Driving

Corporate Management Branch contacted the Agency's National Vehicle Committee that is overseeing the Ground Transportation Management Strategies and was informed that a meeting is scheduled for early Fall. A request has been made by CMB for information on all accidents including fender benders for the NOSH PC members to review.

The NOSH PC previously identified the following questions and is seeking the information to answer them:

- 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.

**Update:** Claude Lévesque provided information responding to the initial questions above, confirming an accident rate of approximately 10% (which was consistent whether or not employees had taken defensive driving training), and that 50% of the accidents were at no fault of the CFIA driver. The Committee requested that additional information/clarification be presented at the next meeting including answers to the following further questions:

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?

It was indicated that there is an online course used in both Ontario and Atlantic Areas (Green Driving). The course is provided based on HOIRs.

**Action: Sylvia Flemming** to forward the answers to the questions to Jennifer Corley by February 1, 2013 who will distribute to the Policy Committee for review.

## g) Review of Proposal to Assess Potential Hazards for Ship Inspection

Owen Bale and Jennifer Corley are co-leads of a national working group that was established to address training issues for the AGM program. Three sub-committees were formed to help organise the issues. These three groups address boarding, rescue and training. As the group started to make progress, the confined space issue from the grain program was passed to the national team. The goal of the team is to ensure we have updated regional JHAs, safe work procedures and a national training plan available to all inspection staff dealing with ships.

A conference call of the boarding group was held on January 14<sup>th</sup> where discussions took place regarding the slow progress on the file. Discussions are still ongoing on boarding methods (ship's ladder, gangway, combination and helicopter) and whether or not to ban certain methods. As a result, the Atlantic area has changed their AGM procedure to lessen the potential risk.

On the confined space issue, an updated scope of work was done (the original scope was rejected by the OHS due to feasibility issues) and the consultant is now compiling information and will complete a ship inspection shortly. We hope this new study will resolve all the outstanding issues in regards to whether or not a ship's hold may be a potential confined space. A confined space directive is in the works as well and will help resolve this issue for several different programs.

Bob Kingston indicated that he had requested to be included in this working group and to date has not been advised of planned meetings, etc.

#### **Next Steps:**

- Meeting of Ship Inspection Working Group to solidify deadlines on work plan in early February 2013.
- The scope of the group will have to be redefined.

**Action: COHS** will work with Operations and Management to provide an update at the next NOSH meeting.

### **h) Employee Well-Being & Organizational Change**

At the last meeting, PSAC recommended a communiqué be drafted and sent through OHS Governance to seek feedback on increased workloads, employee stress etc., as a result of the budgetary reductions.

During the review of the draft Memorandum, C. Inch asked whether the NOSH's concern was just for mental health and well being or also for potential physical aspects the situation may take on individuals as well. M. O'Neil echoed that question and advised that Managers need to take into consideration the actual workload of employees and their wellbeing, and not just the position.

As a result, it was decided the committee would hold off on sending the communiqué and develop a template with specific questions to help structure the request for feedback. This would make the information received from employees more valuable. The goal would be to even out the workload and make it fair for everyone.

Another important aspect brought up was 'Survivors Guilt', meaning those employees not affected by DRAP who may feel they should be thankful and not complain about the added workload and stress.

It was agreed that this exercise would concentrate on the effects of DRAP.

#### **Actions:**

- **Marlene O'Neil and Sam Barlin** to develop a process to collect information. PSAC advised that they could have a framework in place by beginning of March 2013.
- **Jennifer Corley/PSAC/PIPSC** to work together to come up with questions by the end of March 2013.
- **COHS** to share the proposed process and questions with the NOSH PC members in advance of the next NOSH PC meeting.

## 6. Standing Items

### a) Employee Assistance Program

Sharon Drolet is working on the development of the EAP Program and contract and will be meeting with Shepell next week to discuss matters such as the various services available to employees, and how best to survey employees regarding the services received. There are some indications that the current EAP client satisfaction survey does not provide a great deal of useful or helpful information, so we are looking at revising the tool to get a more accurate review of services.

**Actions:** COHS to provide update at next meeting.

### b) Health Services Program

#### Occupational Health Directive & Medical Immunization Protocols

A working group has been developed and is scheduled to meet February 4, 2013, to review, consult and update the occupational health directive and medical immunization protocols.

Pamela Tapley, Health Services Program Coordinator will be meeting with the Chief Medical Director at Health Canada on January 30, 2013 to discuss occupational requirements for various work categories.

**Actions:** COHS to provide update at the next meeting.

### c) OHS Governance (Workplace Committee Structure)

**Action:** COHS to send ToR for the Brooks, AB – site of the XL beef health and safety committee to NOSH PC members for their consideration.

**Status:** Closed

### d) CFIA National OHS Summary

**Bob Kingston** and **Owen Bale** have been asked to come back to policy committee to propose best practices for local OHS committees to consider when reviewing Hazardous Occurrence Investigation Reports (HOIR). These best practices will be a tool associated with the upcoming development of the HOIR training by the **Training Sub-Committee**.

**Action:** **Bob Kingston** and **Owen Bale** to send a draft to be circulated to NOSH PC members by March 2013.

### e) CFIA Mandatory OHS Training

#### Training Sub-Committee

An employee orientation was given in Rigaud, QC in mid October by Owen Bale and early January by Craig Houghton. The training and format was well received, however, some tweaking is required. Developing an on-line training is being considered.

Due to pressing matters since the last NOSH meeting, the **Training Sub-Committee** did not meet to review the OHS orientation package, however, consultations are taking place between the Learning Division and the National OHS Team in order to come to a consensus on content and potential design. The e-learning module would be used by all new employees.

**Action:** **Training Sub-Committee** to provide status at next NOSH meeting on the OHS orientation package.

## Hazardous Occurrence Investigation Reports (HOIR)

HOIRs need to be properly completed in order for the HRSDC Report to accurately capture all incidents. Union says training is of paramount importance to ensure a consistent approach and message is being conveyed for filling out HOIRs.

**Action:** The **Training Sub Committee** will prepare a complete list of the Sub Committee and Working Group (s) members and their contact information for March 12, 2013

## f) Indoor Air Quality (IAQ) Investigation

A Working Group is to be established to review the 'Lessons Learned' meeting minutes from Courtney Park.

CMB has been advised that PWGSC will begin to regularly monitor IAQ for leased facilities under the CFIA Real Property portfolio and other government departments.

**Update:** There has been improvement in communication between Management and the Work Place Health and Safety Committees / Representatives and things are moving forward. When the Working Group meets, an update will be provided to the NOSH PC.

## 7. New Business

### a) Disability Management Initiative (DMI)

B. Dagenais gave a presentation on the Disability Management Initiative (DMI) and passed on regrets from Christine Leong, the WWRD Lead in this project who was unfortunately unable to attend the meeting personally. The potential concept of a DMI for the Agency has been presented to HRCMC and Senior Management Committee (SMC) whom have strongly endorsed the concept and asked that a draft program be developed for potential review and approval. There are currently two employees in the Workforce/Workplace Relations Directorate (WWRD) assigned to this initiative, which is a key component to wellness. The goal is to foster a healthier workplace, and proactively assist in related employee issues such as facilitating Return to Work and Accommodation, etc. SMC suggested a more positive and proactive name for the program and initiative given the potential negative perception of "Disability Management" and COHS invited comments/ideas from the Committee.

One key concern is that employees who are on long term sick leave often fall "off the radar" and lose contact with the workplace; as with many organizations, there has been little or no communications with these employees and little awareness as to what support can be provided to them. Moving forward, the Agency would like to take a more supportive and proactive approach to these cases and work on education, training and awareness initiatives.

B. Kingston objected to the fact that the program concept had been tabled at HRCMC and SMC without prior Union or NOSH consultation. B. Dagenais confirmed that the discussion at those Committees had been only to seek approval in principle for a "DMI" program to be developed and to confirm whether or not it should be a priority for the Agency given limited HR and other resources. SMC's response was very positive, so now the DMI team will begin consultations with various stakeholders and key individuals, including NOSH and the Bargaining Agents, regarding the potential scope and elements of the program (for e.g. a potential centralized accommodations budget to facilitate approval of accommodations as opposed to needing to seek individual managers' approval; widespread awareness and education for managers and employees, the mental health peer support program pilot, etc). B. Dagenais confirmed she was seeking NOSH PC endorsement of the program at this time and inviting comments from the table. As per previous HRSDC request, PSAC asked that matters relating to health and safety be tabled at NOSH before they go to SMC.

The Committee endorsed the concept of a DMI program in principle. Next steps will include: identification of stakeholders; provide any available statistics concerning DMI to send to stakeholders prior to consultations; launch consultations with as many stakeholders as possible during time frame to send to NOSH; current aim is to complete consultations by March 31, 2013.

**Action: DMI/B. Dagenais** to prepare a consultation plan using the designated template and send it to NOSH PC by end February 2013 for comment by the Committee on a priority basis.

## **b) Industrial Ergonomic Study at Establishment 10 - Meat Processing Plant - Montreal West**

Briefing Note from Raphaël Tarasco, PSAC

The ergonomic study was performed on September 20, 2012 and the OHS Committee still has not received a copy of the report. They have received numerous replies such as:

1. Management did not want to share the report with the committee;
2. The report was not done properly; and
3. The report was still not received.

J. Corley advised that she had been working with the Quebec area on this case, and reinforced to Management the requirement to share all relevant documentation with their OHS Committees, including drafts of such ergonomic reports. In this particular case, the initial first draft of the Report did not address the scope of work required as per the HRSDC request and the assessor was asked to go back and review the various requirements of the report and prepare a complete report which they then planned to share.

The committee discussed and agreed that it is required as per CLC 135.(7)(e) to share all reports with the OHS committees and representative and explained the potential value added they may have in reviewing these reports .

**Action: COHS** to send a broader communiqué from top down concerning this matter and to also clarify the difference between an individual ergonomic assessment and an industrial assessment. **Communiqué to be sent by end of February 2013.** **COHS** to follow up specifically with the Service Provider right away.

## **c) Use of Formaldehyde**

Briefing Note submitted by Raphaël Tarasco, PSAC

Quebec Area is still using formaldehyde for preparation of some animal health samples. Raphael indicated that other areas are using safer alternatives. Mr. Tarasco would like to see a communiqué sent by the NOSH PC advising employees not to use formaldehyde and to consider other less harmful chemical substitutes. The committee discussed this and related issues, including the need to review chemical usage and provide safety training.

### **Actions:**

- **Programs Branch** to review program manuals and documentation for references to formaldehyde
- **Programs Branch** to consider whether safer alternatives are available (in consultation with subject matter experts).

If safer alternatives are available and fit-for-purpose then NOSH PC suggested that program manuals and operational procedures be revised to incorporate them.



## d) Individual Ergonomic Assessments and Worksite Committees

Briefing note from Marlene O'Neil, PSAC

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

### Actions:

- **Marlene O'Neil** to forward e-mail to Brenda Dagenais from Nadine Dubé informing managers to share these reports with their Worksite Committee.
- **COHS** to provide M. O'Neil with a list of all ergonomic assessments done in the NCR since January 2012 based on the information/records available.
- **COHS** to send a national communiqué regarding this matter by the end of February 2013

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

M. O'Neil advised that as a result of a broken water sprinkler and discharge of standing (dirty) water in the Skyline building in the NHQ on January 22<sup>nd</sup>, 12-24 employees were directly displaced. The issue was brought forth to the committee in order to discuss national best practices when responding to these types of incidents. It was also a reminder that emergency protocols are critical to Building Emergency Response Teams.

**Action:** **COHS** and **CMB** to work with AAFC prior to the next NOSH meeting to: (1) consider how health and safety committees will be involved, and (2) develop best practices for dealing with these types of incidents.

## 8. Discussion with National OHS Team on Priorities

With the OHS Amalgamation almost complete, the Area OHS, NHQ and the Laboratory OHS Advisor were in Ottawa to meet face-to-face and to participate in the NOSH PC meeting as guests. Moving forward, the integration as a National Team will allow the group to build more efficient OHS services. Jennifer Corley indicated that the team is striving to improve processes and consultation moving forward rather than focus on the past. Discussions took place around the gaps in the framework or problems with the program as it exists currently (training, etc.) as the problems stem from a lack of education and understanding of OHS Evaluation. Paul Langan, Laboratory OHS Advisor gave a presentation on the successes behind the Lab Safety Manual and what constitutes a Continual Performance Review.

National OHS Team Action Plan moving forward:

- Build a framework for the National OHS Program
- Areas to conduct Continual Performance Review to identify gaps both in the area and nationally
- Nationalize OHS Tip Sheets and accessibility
- Develop an action plan for training.

**National OHS Team Recommendations for NOSH:** That the content of the list of Action Items be reviewed. Many items are not being completed for various reasons and may not still be a productive use of time or resources.

**Action:** The **NOSH Policy Committee** committed to reviewing and reducing the Action Items and to focus on those remaining to ensure that they are still relevant, and are being addressed in an appropriate and timely manner. Ideally, action items should be on the agenda for no more than two meetings, unless otherwise agreed.

## 9. Roundtable

Stephen Norman, as Employer Co-Chair, advised that over the last year and a half, there has been a fair amount of progress made at NOSH in the areas of communication, and steps the OHS team has made in moving forward. He reviewed in detail a list of the original objectives of the NOSH, and highlighted the accomplishments to date.

Stephen Norman advised that, after almost three years, he has decided it is now time to step down from the Committee as Employee Co-Chair, but will continue to be a member. A new Employer Co-Chair will be named in the coming weeks. He thanked all for their work on the Committee.

Ayman Soryal reinforced the need to collaborative and open discussion, and need to look forward in lieu of revisiting concerns about the past. He confirmed he was pleased to join the Committee in his new role as PIPSC's National Consultation Chair and looked forward to working with the Committee.

The National OHS Team thanked the Committee for the opportunity to personally attend the NOSH and participate in the discussion, and for the direction provided for the way forward.

Marlene O'Neil requested that a current list of NOSH sub-committee and working group members be compiled by COHS and circulated to NOSH PC members.

Next meeting to be held on April 25, 2013

Date: \_\_\_\_\_

Employee Co-Chair

Date: \_\_\_\_\_

Employee Co-Chair

Date: \_\_\_\_\_

Employer Co-Chair

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

\_\_\_\_\_  
**Ayman Soryal (PIPSC)**

\_\_\_\_\_  
**Stephen Norman (CFIA)**