

National Occupational Health and Safety Policy Committee (NOSH PC) Minutes of Meeting, January 23rd, 2014

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Members

PIPSC

- Ayman Soryal (Co-Chair)
- Zeljko Ruzicic

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- Rick Cormier
- Jose Evangelho

Employer Members

- Gérard Étienne (Co-Chair)
- Brenda Dagenais
- Marc Sabourin
- Nancy Fahey for Wendy Bray
- Colleen Barnes
- Liz Foster
- A. Craig Houghton

Secretariat

- Sharon Drolet

Absent

- Terry Petrow

Guests

- Kerry Piccolotto
- Danielle Caron

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

1. Welcome by Chairperson

Welcome by Bob Kingston. He suggested a round table considering all the new faces. Marlene O'Neil participated via telephone.

2. Review and approval of Agenda

Agenda was approved.

3. Review and adoption of Minutes from October 24, 2013

Comments provided by Bob Kingston via e-mail were incorporated. Minutes were approved.

A reminder was given by Ayman Soryal that minutes are to be sent out within three (3) weeks to the Co-chairs. The NOSH PC members will then be given one (1) week for review. If further changes have been recommended by the members, the minutes will be returned to the Co-chairs for their final review and approval before sending through OHS Governance and hence posted to Merlin.

It was suggested that signature stickers be prepared for each of the Co-chairs to be placed on the formal minutes once the minutes have been approved and a confirmation e-mail has been received. This is the practice in the Ontario Area. All agreed.

4. Signing of minutes of last meeting (October 24, 2013)

Minutes from October 24, 2013 were signed by the PSAC and PIPSC Co-Chairs.

5. Review action items from minutes of October 24, 2013

a) Violence Prevention Program and Harassment in the Work Place Prior to January 26, 2012

Brenda Dagenais informed members that there has been a delay in posting to Merlin due to some issues with Public Affairs.

Action:

- **OHS & Prevention** to send the revised list of the FAQ's to the NOSH PC.
- **Brenda Dagenais** to send a copy of the cover message for the posting to Bob Kingston for comments by January 31, 2014
- **Bob Kingston** to send any comments to OHS & Prevention by February 14, 2014.

c) Appointments to OHS Committees

Prior to January 26, 2012

The revised 'Notice of Selection and Appointment – Health and Safety Committee Member/Representative' form was circulated to all PC members. It was explained that the 'Day in a Life' form is to accompany the Appointment to OHS Committee form to ensure Supervisors are aware of the new member's expectations.

Action:

- **NOSH Secretariat** to send the revised form along with a Day in a Life to all PC members.
- **OHS & Prevention** to determine where the form will be located for accessibility.
- **OHS & Prevention** to rollout the new form via OHS Governance one week after translation has been received.

d) Employee Well-Being & Organizational Change

Since January 24, 2013

Brenda Dagenais has asked Marlene O'Neil to resend her the documentation.

Action:

- **Brenda Dagenais** to provide comments to Marlene O'Neil within one working day of receipt of the documents.
- **Marlene O'Neil** to incorporate comments and send to the Co-Chairs.

e) Use of Formaldehyde

Since January 24, 2013

The draft national guideline was shared with the PC members. It will be recommended that everyone use the 250 or 500 ml format. It was confirmed that inventory has already been received by OHS & Prevention.

Bob Kingston asked that in the communiqué a reference be made to the CLC, Part II, 125.1 as well as a reminder that everyone should always be looking for a less toxic alternative

Action:

- **OHS & Prevention** to disseminate the guideline once translation has been received.

Status: CLOSED

f) Ergonomic Assessments and Worksite Committees

Since January 24, 2013

Marlene O'Neil stated that she had no response from the e-mail she sent concerning this matter. It was agreed that all reports need to be 'stored/filed' in a common place such as with the Workplace Inspection Reports.

It was suggested that the Ergonomic Reports be sent to the Supervisor, Employee and one other central location.

At the same time, discussion was had concerning all OHS files and the accessibility to those documents when people leave.

A protocol should be developed for all OHS files.

Gérard Étienne is prepared to provide the support necessary to accomplish this.

Action:

- Marlene O'Neil, Craig Houghton, Sharon Drolet, Marc Sabourin, Kerry Piccolotto, Jose Evangelho and a representative from ATIP to come up with recommendations and report back at next meeting.

g) NOSH PC Terms of Reference (ToR)

Since April 25, 2013

Action:

- **Brenda Dagenais** to incorporate the proposed changes from prior discussions by February 7th, 2014 and send to NOSH PC for comments.
- **NOSH PC** to review revised ToR and return by February 21, 2014.

h) Update Merlin NOSH PC Minutes

Since July 11, 2013

Minutes must be posted in a timely fashion. José Evangelho suggested that the minutes be sent via Z-List message.

Action:

- **OHS & Prevention** will bring minutes for posting up-to-date.

i) Automated External Defibrillators (AEDs)

Since October 24, 2013

Craig Houghton has received information and will put together a package to be sent to the NOSH PC members prior to next meeting.

Bob Kingston reiterated that Treasury Board has no formal opinion on the issue. Some departments have a uniform policy and some leave it up to each worksite. Anyone interested should do a Risk Assessment.

Craig Houghton suggested that the money would be better spent in training employees in First Aid instead.

Kerry Piccolotto advised that the NOSH PC from Agriculture and Agri-Foods Canada (AAFC) provides templates and business cases that are reviewed by the PC members.

The NOSH PC decided that there would be no National approach at this time. They will, however, provide tools to conduct an assessment. These assessment tools will be provided to worksites to allow them the opportunity to evaluate their needs. Results will be reviewed by OHS & Prevention and will be presented to the NOSH PC.

Action:

- **OHS & Prevention** to formulate a response and send out.

j) Tuberculosis

Since October 24, 2013

Ayman Soryal stated that a specialist in this field should be a part of this sub-committee. Craig Houghton is to take the lead of this sub-committee.

Action:

- **Brenda Dagenais** to obtain names of TB experts from Colleen Barnes and provide them to Ayman Soryal by February 7, 2014.

k) Hydrogen Sulfide (H₂S)

Since October 24, 2013

Bob Kingston suggested that we include poultry facilities and not limit the JHA to hog and beef facilities.

Ayman Soryal pointed out that the original complaint came from four (4) hog plants.

H₂S is a potential problem in all barn facilities with large animals.

Craig Houghton reiterated that we need to put the pressure back on the 3rd Party and hold them responsible to correct the problem.

The PC agreed that Craig Houghton would participate in this sub-committee.

Action:

- **Bob Kingston** along with the sub-committee to identify sites to analyze between now and the next Co-chair meeting.

l) Scents in the Workplace

Since October 24, 2013

There were no comments received from the draft "Scents in the Workplace" guideline that was circulated. It was suggested that a reminder concerning "No Scents" be added to Agendas, calendar invitations, training notifications, etc.

Action:

- **OHS & Prevention** to look at a communication strategy and send to NOSH PC by February 28, 2014.
- **NOSH PC** to provide comments to OHS & Prevention within 2 weeks of receipt.

6. Standing Items

a) Employee Assistance Program

The RFP has been posted and will close on March 3rd, 2014.

The Committee discussed a suggestion that the new supplier be invited to the May 1st, 2014 NOSH PC meeting to give a presentation and the Committee agreed.

Awareness is an important key to the success of this program. A promotion plan is to be developed to ensure that all employees are aware of the services available to them and that they all have good experiences.

Actions:

- **OHS & Prevention** to monitor progress of the RFP with Procurement and update Committee of any delays, if necessary.
- **OHS & Prevention** to develop an effective promotional plan in collaboration with the new service provider and the NOSH Sub-Committee.
- **OHS & Prevention** to arrange for the new EAP Supplier to present at the May 1, 2014 NOSH PC meeting.

b) Health Services Program

The question was raised whether CFIA employees were aware of the change in name from AIM Health Group to Workplace Health and Cost Solutions (WHCS). OHS & Prevention confirmed that the changes are reflected on Merlin.

Now that the Health Services Program is up and running, members discussed removing this as a Standing Item. The Committee agreed that the Health Services will be revisited as an Agenda item at the July 2014 meeting.

Action:

- **OHS & Prevention** to send a communiqué to all CFIA employees advising of the name change from AIM to WHCS.
- **OHS & Prevention** will ensure to include Health Services in the July 2014 Agenda.

c) CFIA Mandatory OHS Training

The issue of the link from Merlin to MyAccount not working was raised. It was confirmed that there is no problem with the link.

A list of employees for the Competent Person Training was distributed. Anyone with changes/additions to the list is to communicate directly with Craig Houghton or Brenda Dagenais.

An electronic copy of the list was also sent to all members.

The deck concerning the strategy for OHS training across the Agency was endorsed by HRCMC.

Action:

- **OHS & Prevention** to draft a communiqué regarding the plan for Mandatory OHS Training to be sent to the NOSH PC by February 28, 2014 for review and comments.
- **NOSH PC** to provide comments within two weeks, or by March 14, 2014.

d) Disability Management Initiative (DMI)

Brenda Dagenais stated that the report from Labour Canada had still not been received. It was agreed that she will use the NOSH PC as leverage to obtain the report.

Action:

- The report will be reviewed by Brenda Dagenais and the Sub-committee and will then be sent to the NOSH PC.

e) NOSH PC Five Priorities – Presentation to SMC July 2012

The NOSH PC priorities were redistributed to NOSH PC members to ensure the Committee is still on track.

Gérard Étienne suggested returning to SMC to provide an update.

Ayman Soryal agreed stating it would be an opportunity to make the President aware and clear on the priorities.

All members agreed it would be of value to have the Co-chairs return to SMC.

Mr. Étienne also mentioned that within talent management the CFIA could also identify those who could take on OHS.

Nancy Fahey stated that Senior Management need to be reminded of their legislated responsibilities. As HR is hosting the March Executive Town Hall meeting, Gérard Étienne has proposed to include OHS on his Agenda.

Action:

- **NOSH PC Members** to review the NOSH PC five priorities and return any comments within three (3) weeks or by February 14, 2014.
- **Gérard Étienne** to arrange for the Co-chairs to present at SMC.

f) Mental Health Strategy – Peer-to-Peer Pilot Since July 11, 2013

The subject of Mental Health and a Peer-to-Peer program has been brought to the NOSH PC. Everyone agreed that we are in need of a Mental Health Program in which Peer-to-Peer is an element. Gérard Étienne agreed to bring all matters concerning this topic to the NOSH PC first.

Question from Gérard Étienne is should HR take on this initiative and invest resources as well as capital. Also, what do we do moving forward with the Peer-to-Peer pilot?

A presentation was given by Danielle Caron explaining how she and Jeff Froggett came to work together and what her involvement is with the Peer-to-Peer pilot. She discussed her research and findings from speaking with other organizations and her dedication/passion towards this program.

A hearty discussion amongst the members took place.

It was suggested that the Agency go in two directions: One to help those who have already been identified and secondly to use the PS Survey to predict trends and to identify problems and do something about them.

Managers/Supervisors must learn to not only ask about work related issues to find the root cause and to reassure the employee that there is no shame in coming forward. Training for managers in Duty to Accommodate was also suggested to help with the cultural barriers.

There are never bad ideas – some ideas will mature and some will not. We must always encourage and support our employees.

G rard  tienne suggested that we either put together a Sub-committee to put together a framework or that he provide resources with this task to report back to the NOSH PC.

Bob Kingston suggested that we include psychological stress in part of the Job Hazard Analysis (JHA) module to identify 'work related' stressors.

Question from Mr.  tienne: Do we have the capacity to get the work done?

We should engage all Regional, Area and National OHS Committees in developing strategies / best practices as well as how to incorporate Peer-to-Peer as a tool within a Mental Health Program.

During this conversation discussion arose concerning capturing/dedicating time in work planning to OHS. Bob Kingston suggested that 10% of overall time is a realistic amount that should be incorporated in work plans.

Question was raised: How much time should managers allow for 'other duties' including OHS? How much time is acceptable? What are our legislative obligations (i.e. must dos and nice to do). Share the work load. Not always the same person doing all the tasks.

It was suggested to explain to the Executive Committee that it is important to change the culture surrounding OHS.

A yearly work plan meeting was recommended.

Action:

- **G rard  tienne** to take the lead on developing a plan for the next co-chair meeting.
- **NOSH Secretariat** to include date first discussed at the NOSH PC to the title of the minutes where possible.

g) Prevention Violence in the Workplace – Competent Persons

Since July 11, 2013

Discussed in CFIA Mandatory OHS Training in 6 c) above

h) Workplace Violence Prevention Policy

Since July 11, 2013

Marlene O'Neil has not yet had the opportunity to work on the Domestic Violence piece. She has asked for the support of the Co-chairs to reach out to her manager to allow Marlene a couple of days to work from home on this topic.

Liz Foster has agreed.

Note that G rard  tienne had offered to provide support.

Action:

- **Marlene O'Neil** to update at next meeting.

7. New Business

a) Presentation of Science Branch yearly analysis summary of hazardous occurrences reports

A handout was circulated to all PC members. A presentation was given via teleconference by Paul Langan, National Laboratory Health and Safety Coordinator. There was some discussion from the presentation. Members were glad to see that "Near Misses" were being reported.

There was some concern raised that Facilities employees entering the Labs are not abiding by Occupational Health and Safety protocols. Marc Sabourin suggested that the level of communication needs to improve to ensure that all Facilities Management (FM) employees are

aware of all policies and safety measures. They are obligated to respect all policies and guidelines of the Science Branch were it concerns the health and safety in the labs.

An incident with an autoclave door was also reported. Nancy Fahey expressed concern that she (Corporate Management Branch) was not aware of this incident.

Question was directed to Paul Langan as to how hard it was to have the labs report on near misses. Paul responded it took about 10 years and he has given many examples of near misses for the labs to refer to.

b) HOIR's not being completed for Harassment/Violence in the workplace complaints/grievances and not recorded HOIR summary report or on the HRSDC annual report.

Rick Cormier stated that the Atlantic Area has not completed Hazardous Occurrence Incident Reports (HOIR) for harassment/violence and they are also not on the Employer Annual Hazardous Occurrence Report (EAHOR). Looking for a recommendation/direction from the NOSH PC.

Craig Houghton clarified that neither grievance nor harassment are to be included – only violence.

Action:

- **OHS & Prevention** to draft a reminder concerning this subject to be sent via OHS Governance by February 28, 2014.

c) Safe Work Practices – Annual Testing of Mature Artificial Insemination (AI) Bulls Utilizing Various Housing Systems

Ontario Central Region Policy Committee and Southwestern Region Policy Committee developed a Safe Work Practice that came out of an investigation. This document was rolled out across the Ontario Area. This has been brought forward to the NOSH PC to share information.

Action:

- **OHS & Prevention** to disseminate to all Area Policy Committees to share with their Regions.

d) Sick Leave Notes requested by Employer may put employees and patients at risk for illness' and are tying up doctor's valuable time.

There are no guidelines available to managers when an employee is sick. Does a manager have the right to send an employee home if they arrive to work sick and there is a risk to their colleagues of becoming ill as well? There are concerns that this will become a Labour Relations issue if managers send sick people home.

Bob Kingston advised that if a grievance were filed by an employee who had been advised to go home due to illness, this would normally not be supported by PSAC.

After some discussion, it was decided that this topic was twofold:

1. The issue of sick notes; and
2. Employers sending sick employees home from work.

The Committee agreed that the issue of sick notes was one for Labour Relations and would be brought up at the next NUMCC.

It was also noted that especially in the case of the Inspectors, they are reluctant to miss work.

Action:

- **Brenda Dagenais** to place the item of sick notes on the next NUMCC agenda.
- **OHS & Prevention** will draft a communication strategy regarding employers sending sick employees home from work. The communiquéé is also to include a reminder that any outbreaks or health trends should be reported to their OHS Committee. The draft is to be shared with the NOSH PC before sending.

8. Roundtable

Marlene O'Neil brought up the issue of the substantial moves to 1400 Merivale. There has been no OHS consultation/involvement.

Action:

- **Brenda Dagenais** will look into this and contact Wendy Bray.

Liz Foster expressed that we should use these kinds of examples (as mentioned by Marlene above) when going to SMC to discuss awareness.

Gérard Étienne spoke about the opportunity of having a PHD student come in and take a look at our accommodations in meat slaughter plants and to determine the risk factors associated with these jobs. It was recommended that this topic be placed on the Agenda for next meeting. Mr. Étienne to bring this up at the next Co-chair meeting.

A reminder from Bob Kingston to share all Directions from HRSDC with the NOSH PC.

Next meeting to be held on May 1, 2014

Date: 2014-02-27

Employee Co-Chair

Date: 2014-02-24

Employee Co-Chair

Date: 2014-02-24

Employer Co-Chair

Signature on file

Bob Kingston (PSAC)

Signature on file

Ayman Soryal (PIPSC)

Signature on file

Gérard Étienne (CFIA)