

National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, July 16, 2009
159 Cleopatra Drive, Ottawa ON
Room 207 (Boardroom)

Employee Representatives

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

Employer Representatives

- Ginette Workman
- Mary Brodhead for G. Workman (afternoon only)
- Nancy Fahey for Colleen Barnes
- Sandra Fry
- JP St-Amand
- Mark Wilcox for Vance McEachern (co-chair)

Absent

- Denis Sicard
- Colleen Barnes
- Vance McEachern

Secretariat

- Vera Pasic
- Jennifer Noël-Livernois

Invited Guest

- Karen Trousdale
- Irma Adriazola
- Mark Dean

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1. [Welcome by chairperson](#)
 2. [Signing of minutes of last meeting, January 15th, 2009](#)
 3. [Review of agenda](#)
 4. [Review of action items from minutes of January 15th, 2009](#)
 5. [New Business](#)
 6. [Standing Items](#)
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1. Welcome by chairperson

Bob Kingston welcomed the committee members.

2. Signing of minutes of last meeting, January 15th, 2009

3. Review of agenda

4. Review of action items from minutes of January 15th, 2009

a) Presentation on CFIA Mandatory OHS Training

Mark Dean from Learning Division, Human Resources Branch presented the Peoplesoft OHS course code cleanup. As a member of the training sub-committee, Vera Pasic presented updated drafts on the following OHS related material: Workplace Health and Safety Committee Training modules, Workplace Committee Minutes template, New Employee Awareness Sessions (as part of the Employee Orientation Training) and OHS Data Reporting tool.

Action: Secretariat will send out the drafts to the NOSH members and the CFIA OHS Network for comments and recommendations. Once compiled, the comments will be forwarded to the Learning Division to be incorporated into their course code realignment initiative and Corporate OHS Office will present recommendations for the OHS related material at the September 30th NOSH Meeting.

b) OHS Governance

1. In order to effectively deal with the large number of workplaces for which the CFIA has responsibility, in addition to the standard Workplace Committees and Representatives, the Agency's Committee structure will consist of one National Occupational Safety and Health Policy Committee (NOSH), as well as Area and Regional committees. This is provided for in the Canada Labour Code (sec. 34.1(3)) and explained more fully in NJC OHS Directive chapter 18. 1.10. This structure will provide for national coordination and consistency, but will also allow for Area and Regional policies and issue resolution where appropriate.
2. It was noted that some managers are reluctant to allow employees to participate in groups such as the Health and Safety Committee and the Building Emergency Response Teams (BERT). The Canada Labour Code Part II provides that the employee has the right to participate as a member of their Health and Safety Committee.

Action:

1. No further action required.
2. A BERT/Committee structure one-pager draft and template will be developed by FAIT and Corporate OHS for eventual distribution to managers after consultation with NOSH and the CFIA OHS Network.

c) Job Hazard Analysis (JHA) Project

A sub-committee was formed by Bob Kingston and Vance McEachern to combine the existing JHAs into one consistent module. A new JHA model was developed. A co-lead (union and management) pilot was rolled out in Saskatchewan which was very successful.

Action: Operations lead working group to finalize the JHA module based on the results from the pilot. Suggestions for trainers across Canada will be requested.

d) Fire Arms in Slaughter establishments

A Policy for the use of Fire Arms has been drafted and consultations are on-going with provincial partners.

Action: Dr. Richard Arsenault will be invited to the NOSH meeting on September 30th, to report on how this issue was resolved.

e) Securing of Filing Cabinets

Jean-Pierre St-Amand provided the following update on securing of filing cabinets against seismic activities Still Creek BC: Work is scheduled to start on July 30th and be completed by end of August 2009. Accommodation will confirm when the work is completed in order to advise NOSH.

Action: Final update will be provided at next NOSH meeting.

f) Emergency Operations Centre

Jean-Pierre St-Amand updated the NOSH on the Emergency Response Plan as it relates to NOSH Policy Committee members and OHS functions.

Action: Prior to the next NOSH meeting, Jean-Pierre St-Amand will provide the update on the National Logistics Plan with regard to the notification process for NOSH Policy Committee members during an emergency or high visibility issue.

g) Campylobacter

It was discussed that this item is in need of a champion to further its progress.

Action: By the next meeting, the working group will meet and provide an update with regard to the proposal, scope, timeline, cost and governance. Science and Operations have agreed to put forward a name for a champion to this cause.

h) Fleet Management Policy (closed)

i) Health Assessment (closed)

j) NOSH Committee Administration (Refusal for Paid Leave)

Ginette Workman endeavours to compile information on the practices of various government organizations with regard to attending non-CFIA OHS Training. The findings will be reported to SCHR.

Action: Confirmation of a consistent process to follow will be communicated to the NOSH Policy Committee.

k) Violence Prevent Policy (See CFIA OHS Policy Structure below)

l) Ergonomic Policy (See CFIA OHS Policy Structure below)

m) Terms of Reference for the NOSH Policy Committee

It was agreed by all that due to the amount of alternates at the current meeting, the review of the proposed draft Terms of Reference will be extended.

Discussion ensued on the addition of one more PSAC representative to the NOSH Policy Committee; no final decision was made.

Action: Proposed TOR to be finalized at the next NOSH meeting.

n) Shift Work Changes

Concerns were brought forth regarding new shift work being introduced without the proper OHS consultation taking place. An information package on the effects of shift work was provided and discussed. It was agreed that such information will be provided to the co-chairs of area and regional committees for wider distribution and dissemination. It was noted that Quebec's approach with regard to shift work changes has reflected many of the issues discussed in the information package.

Action: Operations will contact management in Quebec to discuss their procedures when discussing changes in shift work, these procedures will be discussed at the next NOSH meeting.

o) Respiratory Protection (Face Mask) for Avian Influenza

The Operations Branch procedures manual will contain an element of the CFIA's broader Personal Protective Equipment Program (PPE) including training.

Action: Standard Operating Procedures will be developed by the Operations Branch in consultation with the NOSH at the next meeting.

p) Minutes on Merlin

Corporate OHS Office provided an up-date on the website modifications to locate the NOSH Policy Committee Minutes on Merlin. As part of a wider program for the OHS website to be more visible on Merlin, Corporate OHS office will continue to work with the OHS Network and the NOSH Policy Committee.

Action: Due to the on-going work that is being conducted as part of the wider program to ensure that the CFIA's OHS site on Merlin is more efficient, this item will be moved to the NOSH minutes as a standing item.

q) Security Threats

With recent security threats to CFIA employees in slaughter plants, employees are concerned about their safety. As a result, employee representatives of the NOSH had requested that employee names be omitted from any potential ATIP document. In the event that this occurs, an injury test will be completed by the employee's managers.

Action: Secretariat will request that ATIP provide Manager's Action Request (MAR) document to provide to NOSH members. JP St-Amand will ensure that a mechanism is in place to prompt this question to a manager receiving the MAR.

r) Training for NOSH Members

Bob Kingston and Corporate OHS volunteered to present on the Job Hazardous Analysis training that will be provided to CFIA staff.

Action: Due to time restraints, this training was not provided. It was agreed by all that a half day training be provided in addition to the scheduled NOSH Meeting in September. Bob Kingston will provide the NOSH Members the power point JHA training package that participants will receive as well as the notes for the trainers.

s) Agency Hazardous Occurrence Statistics & Analysis Report for 2008

The final 2008 report was presented to the NOSH. It was agreed that further details, such as root cause analysis, etc. is required in order to provide in depth trends analysis. The report will be updated to reflect these requirements.

Action: A review of the information provided to Corporate OHS will be incorporated into the new draft HOIR 2009 report to be presented at the next NOSH meeting for consultation. A request will be sent to all NOSH Members to provide suggestions for the new in-depth trends analysis structure.

t) Pregnant Employee:

A national hazard prevention program (HPP) was present by Irma Adriaola , the focus of the presentation provided step-by-step procedures for the working group to consider when developing the HPP, suggested that a pilot program for employee's who work in slaughterhouses, including women who are pregnant or nursing be concerned. This would be done via a working group. It was also noted that perhaps a second group be set up in the west.

Action: The following names were put forth for the steering committee: Tom Wright, Howard Willems, Vance McEachern and Susan Shaw, who will lead and oversee the development of the working group.


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5. New Business

a) Health Services Update

Since 2005, the Public Service Health Program (PSHP) provided health services to CFIA through a Memorandum of Understanding (MOU) with Health Canada (HC). The MOU covered Occupational and Environmental Health Services. HC also provided emergency services (e.g.: AI Response, Tamiflu management) to the CFIA through an amendment to the original MOU.

On March 30, 2009, the Agency received written notice that Health Canada would, as of July 1st, 2009, no longer provide health services to the Agency.

In the interim, the CFIA will continue to follow the internal procedures with the exception that we will be using other recognized and accepted service providers across the country.

Corporate OHS presented the interim measures and the proposed long-term options to SCHR on June 2. SCHR requested the formation of a working group who would deliver proposed long-term recommendations by their next meeting in September.

Action: SCHR requested that a working group be formed consisting of representatives from the following groups: PSAC/PIPSC, OHS advisors, HR managers, Legal and Procurement. An update on the working groups' final recommendation will be provided to NOSH Policy Committee members at the September 30th, 2009 meeting.

b) Ergonomics – Extended use of laptops

Ontario Area Committee brought forth their concerns that the prolonged use of laptops during extended periods of time combined with improper equipment set-up has been leading to discomfort for many employees who work in the field. Additional concerns were related to the lack of ergonomic floor mats in some facilities.

Action: A reminder to Managers and Committee members of their obligations under the CLC-Part-II in regards to Ergonomics.

c) CFIA OHS Policy Structure

Corporate OHS presented the proposed OHS Program deck in which OHS would restructure its business lines.

New Direction: Revised CFIA Occupational Health and Safety Policy with several directives stemming from one policy which would allow each Branch to tailor their operational standards, guidelines and procedures. The purpose of this proposal is to establish clear methods of communication and the review of various stakeholder roles to ensure program effectiveness.

Action: Secretariat will forward the proposed deck and request comments back by the end of August. Corporate OHS will present a dashboard of the project plan at the next NOSH meeting.


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6. Standing Items

a) Legislation Reading

CLC-Part-II, section 125.1 to be read by all and reviewed together at next NOSH meeting. Due to time restraints, the reading of the CLC-Part-II, section 125.1 did not occur.

Action: Corporate OHS will provide the NOSH members an informative CLC-Part-II, section 125.1 that will provide the NOSH members an overview where CFIA is currently in relation to this section.

b) Employee Assistance Program

CFIA Employee Assistance Program (EAP) contract is set to expire on August 31, 2009. HR Planning & Program Division is finalizing the RFP and it will be posted on MERX shortly.

HR Planning and Programs Division is currently conducting the evaluation proposal and has invited a union member from the NOSH Policy committee PSAC and PIPSC to join them in evaluating the proposals. The evaluation committee is to begin its work in late July in order to have a decision in place before the expiry of the current contract with Shepell-fgi.

CFIA EAP satisfaction survey for the 2008-2009 was presented and a copy of the survey will be distributed to NOSH members.

Action: Denis Sicard has been selected from PSAC to participate in the evaluation proposal. HR Planning and Programs Division, Sharon Vien and Karen Trousdale to provide their annual report at the September 30th meeting.

c) Merlin OHS Up-Date

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

Round Table:

It was agreed by all that a half day training be provided in addition to the scheduled NOSH Meeting in September. Date for ½ day training scheduled for Tuesday September 29th in the afternoon.