

CFIA National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, July 8th, 2010
3851 Fallowfield Road, Nepean ON
Boardroom EOC 2nd Floor

Employee Representatives

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

Employer Representatives

- Vance McEachern (co-chair)
- Ginette Workman
- Bart Bilmer in a.m. for Colleen Barnes
- David Spicer in p.m. for Colleen Barnes
- Stephen Norman
- JP St-Amand

Secretariat

- Vera Pasic
- Jennifer Corley

Absent

- Wendy Bray
- Colleen Barnes

Guest

- Owen Bale

1. Welcome by chairperson

Vance McEachern welcomed the committee members.

2. Signing of minutes of last meeting, April 29th, 2010

3. Review of agenda

4. Review of action items from minutes of April 29th, 2010

a) CFIA Mandatory OHS Training

The CFIA Hazard Prevention Program (HPP) E-learning was launched May 20th on *Campusdirect*. This mandatory training for all employees was requested to be completed by June 30, 2010. Due to some technical difficulties accessing this course, another CFIA *National InfoBulletin* with instructions was sent on July 7th requesting that this training be completed by July 30, 2010.

National Operations Branch and Corporate OHS Office provided an up-date on CFIA's current National OHS Training Programs. Topics that were discussed, Area OHS Training Programs, list of OHS curriculum discussed for development, feedback from OHS Network regarding training in their area, and costs associated with developing E-learning or purchasing E-learning. Orientation training given by the Area OHS Advisors is well done but needs to be extended to employees not just the committees and employer representatives. Due to the list of OHS curriculum to be developed, it was proposed that the Training sub-committee develop new options for the NOSH PC to recommend to Senior Management. Corporate OHS were requested to take the lead in this new approach.

Learning Division sent an up-date on the PeopleSoft OHS Course clean-up project. The work is progressing on schedule and a final version of this project will be provided to the Training sub-committee to incorporate into the new approach

The basic WHMIS on-line course that is currently in use by the Science Branch has been recommended by the NOSH PC to be the Agency's basic WHMIS training

Action: Corporate OHS Office will follow up with this on-line course (WHMIS) being available to all CFIA employees. At the next NOSH PC meeting the Training sub-committee will provide their recommended training options.

Status: Move to standing items

b) Fire Arms in Slaughter Establishments

The *Policy Governing the Use of a Firearm to Stun Food Animals in Abattoirs that are Inspected by the Canadian Food Inspection Agency (CFIA)* had been provided to the NOSH PC members prior to their meeting. Discussion regarding the time lines for establishments that are seeking to continue to make use of a firearm, and establishments that are electing to discontinue the use of a firearm with proposed dates to inform CFIA were noted. It was recommended that the time lines be shortened due to the nature of the safety to CFIA employees.

Currently, firearms are being used in 17-19 plants where CFIA is present.

Action: Corporate OHS Office to send the request (for the time lines to be shortened) to the Vice-President of Policy and Programs Branch. Colleen Barnes to provide an up-date at the next NOSH meeting.

c) Campylobacter

The Job Hazard Analysis (JHA) for poultry inspection is scheduled to be completed by July 15, 2010. Each JHA will address all hazards (physical, chemical and biological hazards) including *Campylobacter spp.* The working group will consolidate the information into one working document by September 15, 2010. Occupational Safety Measures tip sheet similar to existing sheets available at O:\OPS\OSH\Info Modules will be created. Final documents will be presented to the NOSH PC for review at the October 20, 2010 meeting. The following sites have been identified for this project; Maple Lodge in Ontario, Marvid Poultry in Quebec and Sunrise Poultry in BC.

Action: Stephen Norman and Tom Wright to provide an up-date at the NOSH PC Meeting.

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

On May 25th the sub-committee met and discussed the impact of Regulation XX - and the impact of the Harassment Prevention and Violence Prevention Policies. The sub-committee will be meeting again in the Fall to continue to address outstanding issues.

At the National Union Management Committee meeting which was held on June 22, Joint Harassment Training was discussed. Based on the costing presented, Senior Management is looking for other approaches to deliver this training. PSAC and Learning and Development Division will be meeting in the near future to discuss options for a blended approach to roll out Harassment Prevention training.

JP St-Amand reported that the working group has completed its review of the Workplace Violence Prevention Policy. Next steps will be the development of supporting directives.

Action: The Training Sub-Committee will consult with Learning Division on the Joint Harassment Training and report back to the NOSH at the next NOSH meeting.

e) Hazardous Occurrence Investigating and Reporting (HOIR) for Alberta

A date has been proposed for early August to provide training on the HOIR module and a practical exercise in generating the investigation report.

Action: Tom Wright and Bob Kingston have agreed to co-deliver with Management the training on the HOIR module.

f) Seven Day Work Week in Microbiology Labs

Stephen Norman indicated that implementation of the 7 day work week has occurred and that Health & Safety Committees at each of these sites will monitor concerns and address them with the new OHS Governance communication protocol.

Status: Closed

g) Third edition of the Laboratory Safety Manual

Stephen Norman provided a review of the Third edition of the Laboratory Safety Manual (LSM) chapters. The schedule for completion of the Manual is still anticipated for this Fall. NOSH PC members will have an opportunity to review the manual over the summer and provide comments back by end of August.

Action: Stephen Norman will provide the LSM for NOSH review.

h) Invitation to invite the President to a NOSH PC meeting

A formal invitation requesting the presence of Madame Swan at the October 20th, 2010 NOSH meeting has been completed. It was agreed that a formal presentation would be conducted when Madame Swan would be in attendance; draft of the presentation was provided and reviewed by the members.

Action: Colleen Barnes to send the formal invitation to Madame Swan. JP St-Amand, Tom Wright and Corporate OHS will complete the presentation for NOSH PC members review prior to the next meeting.

i) NOSH PC Plans and Priorities for 2010-2011

JP St-Amand and Jennifer Corley provided an up-date to the NOSH PC Plans and Priorities for 2010-2011. Due to priorities of the Audit, Evaluation and Risk Oversight (AERO) Branch, it was agreed that a proposal would be written to secure the services of a consultant to provide the mechanisms that will facilitate the NOSH PC in achieving its objectives by bringing a systematic, disciplined approach to evaluate and improve systems of internal controls. Bob Jackson and Zeljko Ruzicic have agreed to participate in the plans and priorities project.

Status: JP St-Amand and Jennifer Corley to provide an up-date at the next NOSH Meeting.

j) CFIA Practical Guide to OHS

It was agreed that a revised CFIA Practical Guide to OHS will not be implemented in the new OHS Web site.

Status: Closed

k) Development of New OHS Sections from Policy and Program Branch

NOSH Members requested that when Policy & Programs Branch develops new programs that have OHS related manual sections and/or directives that they send these sections through Corporate OHS Office, who will ensure that consultation takes place with the NOSH PC and the OHS Network.

Action: Colleen Barnes provided this message to the Managers in Policy and Programs.

Status: Closed

l) Weatherill Listeriosis Report: Aircard (aka rocket stick)

IM/IT is leading an Inspector Technology Modernization Project - one of its objectives being the easy access to on-line training. The Inspection Technology Modernization Project is being formalized through the Office of the Chief Information Officer (OCIO) project management framework and the project team (comprising of Co-Project Managers from the OCIO and Operations Branch) is currently working on a Project Charter and Business Case. The issuing of rocket sticks is planned for the fall.

Action: Operations Branch to provide an up-date at the next NOSH meeting.

m) Feed Inspector -Personal Protective Clothing-Cleaning of Laboratory Coats

At the Operations Executive Committee (OEC) meeting that was held on Jan 10, 2010 discussion took place regarding various cleaning practices for Inspectors cleaning their Laboratory Coats, work clothing and Personal Protective Equipment as per the NJC directive. Operations Branch confirmed that some of the employees are taking dirty work clothes home or are cleaning them at public facilities; **this is contrary to OHS requirements**. The employer needs to ensure cleaning/laundrying of potentially dirty clothing is completed in the workplace or under contract to reduce the perception of biological waste entering the public treatment system and to ensure the protection of our employees. JP St-Amand indicated that he will look into a national dry cleaning service and report back at the next NOSH meeting

Action: Operations Branch to support existing dry-cleaning/laundry arrangements; and Work with Corporate OHS to develop a Directive for Cleaning of clothing and personal protective equipment.

5. Standing Items

a) CLC Legislation Reading

Due to pressing NOSH issues the review of the National Joint Council has been moved to the next meeting.

Action: National Joint Council will be reviewed at next NOSH meeting.

b) Employee Assistance Program

HR Planning & Programs provided figures from Shepell FGI's annual report which covers the period between April 1, 2009 to March 31, 2010. The report includes information on utilization, emerging issues, and CFIA client profile. Number of Client Satisfaction Surveys returned was low which may have reflected the EAP User Survey-Year to date Aggregate Responses indicating mostly disagree or strongly disagree.

It was suggested that a representative from Shepell FGI be invited to each Area and Regional Committee meeting to provide a breakdown of the emerging issues within their area and how to address them as a committee

Action: HR Planning & Programs will continue to review program statistics to assess trends and potential issues of concern and report back to the NOSH PC at the next meeting on the Number of Client Satisfaction Surveys Returned and the responses provided.

c) OHS Website Up-Date

The review of the new OHS web site has been completed by all stakeholders. Next steps will be for all approved OHS documents to be sent to the web team to launch.

Action: Bob Jackson has agreed to continue to support Corporate OHS Office until the launch of the full website is complete.

d) Training for NOSH PC Members for 2010

Scheduled training and dates are as follows:

- January 25th Hazard Prevention Program - **COMPLETED**
- April 28th Workplace Inspection Tour - **COMPLETED**
- July 7th Work Place Inspection Training - **COMPLETED**
- October 19th Hazardous Occurrence Investigating and Reporting

e) CFIA OHS Policy Structure and Six Directives

With the launch of the new OHS Web site the revised CFIA OHS Policy and the four Directives that have gone through consultation will be incorporated.

The Health Services Program was finalized in May. It was suggested that once the newly formed Health team are in place that the Health Evaluation Directive would be led by them.

It was agreed that the Emergency Measures Directive will be led by FAIT since they are the lead for the Emergency Response Plan, Suspicious packages and Bomb Threats.

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

f) Health Services Update

The New Health Service Delivery Module for the Agency was approved in May by the Senior Management Committee (SMC) and funding has been secured by Workplace Relations Division. Next steps will be working with Classification to staff the various positions.

Action: Ginette Workman to provide an up-date at the next NOSH PC Meeting.

g) OHS Governance (Workplace Committee Structure)

On May 14th, 2010 the CFIA OHS Governance for Area, Regional and Local Work Place Committees/Representatives was sent to the Vice-Presidents, Operations Branch Executive Directors, Area OHS Advisors within Science, Operations and FAIT, and Co-chairs from all levels of CFIA Health and Safety Committees. On going assistance and direction to all levels of OHS Committees will be provided via Corporate OHS Office.

Most recent request was made to the Area and Regional Committees to forward their new Terms of Reference (signed) and the names of the co-chairs to the Area OHS Advisors. This information will allow the NOSH to approve the TORs and to allow Corporate OHS to begin using the new governance structure to share information.

To assist committees with the Communications with NOSH PC, Area, Regional and Workplace Committees/Representatives a template has been developed entitled Issues that require direction. Information generated from this template will be required in order for the NOSH PC to make a recommendation to Senior Management on issues that have National impact.

Action: Corporate OHS to forward Issues that require direction message and template to all Committees with the request that the communication protocol be adhered to.

h) CFIA National OHS Summary

Hazardous Occurrence Incident Reporting (HOIR) from January 1st, 2010 to June 30th, 2010 was gathered by the Area OHS Advisors, and a National report was provided by National Operations OHS. No emerging trends were reported and training provided when recommended by committees.

Action: Next report will be from January 1st to September 30th, 2010.

6. New Business

Indoor Air Quality (IAQ) Investigation

Due to Air Quality concerns at 1050 Courtney Park Drive East, Mississauga an employee exercised their right to refuse work under Section 127.1(8) of Part II of the Canada Labour Code. Human Resources Skills Development Canada (HRSDC) Labour affairs investigated and advised the employee that there was no danger.

However, five Directions were issued to the Agency by Human Resources Skills Development Canada (HRSDC) as a result of work refusal investigation. The minutes of the team that conducted the investigation were provided and a copy of the Direction was sent to the Policy Committee for their information and action as appropriate.

JP St-Amand indicated that he will contact Public Works Government Services Canada (PWGSC) to advise them of their obligations under the CLC Part II as well as providing the necessary maintenance schedules for building systems.

Recommendation from the Investigating team requested the development of a national program for the investigation of indoor air quality complaints as per the direction received from HRSDC.

Action: NOSH PC reviewed all relevant documents. HRSDC had indicated in their Direction that the Policy Committee action as they deem appropriate. NOSH PC has stated that no action is required at their level by this direction. They have however requested that should indoor air quality in office buildings require testing that CFIA follows Health Canada's Indoor Air Quality in Office Buildings: A Technical Guide. This will assist Management and Workplace Committees when conducting their investigations as per *COHS Reg Sec.2.27*.

CFIA Hazardous Occurrence Investigation Reporting Template

CFIA has received several Assurance of Voluntary Compliance (AVC) and verbal comments from HRSDC due to missing information on our current HOIR form.

Part 15.8(1) of the COHSR states that the employer needs to complete the form attached in the appendix of the Regulation (HRSDC Form Lab1070).

Recommendation is to adopt the HRSDC form to ensure that CFIA is in compliance with the COHSR requirements.

Action: NOSH PC recommends that CFIA adopt the HRSDC form.

Status: Closed

7. Round Table

NOSH Membership Review

The NOSH PC will review membership at the next meeting. Should current members wish to resign names of new members need to be brought forth for consideration.