

Minutes
National Occupational Safety and Health
Policy Committee Meeting
July 28th, 2011
159 Cleopatra Drive, Ottawa, Ontario
Boardroom 207

<u>Employee Representatives:</u>	<u>Employer Representatives:</u>
<p><u>PIPSC</u> Tom Wright (co-chair) Zeljko Ruzicic Terry Petrow replacing Eric Jackson</p>	<p>Stephen Norman (co-chair) Ginette Workman Colleen Barnes in a.m. only Debbie Cunningham Wendy Bray</p>
<p><u>PSAC</u> Bob Kingston (co-chair) Denis Sicard Marlene O'Neil John Langs</p>	<p><u>Absent:</u> Carolyn Inch</p> <p><u>Secretariat:</u> Jennifer Corley Vera Pasic</p>

1. Welcome by Chairperson

Stephen Norman welcomed new PIPSC member Terry Petrow.

2. Signing of minutes of last meeting, April 28th, 2011

3. Review and approval of agenda

4. Review action items from minutes of April 28th, 2011

4 Fire Arms in Slaughter Establishments

Debbie Cunningham provided the following update: January 21st, 2011 there were 55 plants using firearms. 4 plants have recently discontinued the use of firearms (3 in BC Coastal and 1 in MB). All remaining 51 plants that still use firearms are now in compliance with CFIA policy to protect our employees.

Status: Closed

4 **Campylobacter**

The conference call between NOSH co-chairs and Maple Lodge to clarify a few issues did not take place. Due to time constraints it was agreed that the NOSH co-chairs would review the JHA and submit their issues to National OHS Operations.

Action: Secretariat to review with the NOSH co-chairs and submit any issues to National OHS Operations to address. National OHS Operations to forward final version to all establishments that were initially involved. Senior Management to approve final version.

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

The draft Violence / Harassment Policy is in its final stages of completion.

Action: Corporate OHS to set teleconference in early Fall to discuss final draft with the OHS Team and NOSH co-chairs. An update will be provided at the next NOSH meeting.

4 **Joint Training on Harassment Policy**

Ginette Workman confirmed that the Pilot Session and Train-the-Trainer sessions were held in each Area.

Status: Closed

4 **NOSH PC Plans and Priorities for 2010-2011**

The NOSH PC Members held their Plans and Priorities meeting on July 27th. Report of this meeting will be provided in early August.

The OHS Team and the NOSH PC members held separate meetings to discuss the OHS plans and priorities for 2011/2012. It was agreed by both groups that developing a communication mechanism and protocols to facilitate effective communication and decision making will assist in moving directives and training forward in a timely manner. A draft was developed and is referred to as “Accountability Framework – Development & Consultation”. Once this document is approved by Senior Management the directives and training that are currently under development will be finalized according to this new framework.

Decision: Corporate OHS to forward “Accountability Framework – Development & Consultation” document to Senior Management for approval and once approved the OHS Team and NOSH PC Members will be informed.

4 Feed Inspector –Personal Protective Clothing-Cleaning of Laboratory Coats

Approved memo signed by the Vice President of Operations Branch regarding laundry practices was sent to the Executives Directors on July 20th.

The development and implementing of a National Laundry Strategy and Standard is ongoing and still expected to be implemented for 2011-2012.

Status: Closed.

4 CFIA Hazardous Occurrence Investigation Reporting e-Form

Consultation on the revised Desktop e-Form has been completed with the NOSH co-chair and the OHS Team. Phase I will be posted on Merlin with HOIR guidelines.

Status: Closed

4 Unionized Employees as Management Reps on Health and Safety Committees

At a recent Executive Director Town hall meeting, Mr. DaPont spoke of the importance of ensuring that all CFIA managers exercise their responsibilities in relation to OHS. Mr. Baker has also communicated similar messages at Management Community meeting(s).

Status: Closed

4 Work Place Inspections in Third Party Premises

CFIA is required to perform monthly workplace inspections on third party premises only in areas that the Agency has control over such as CFIA workstations and office space dedicated to CFIA staff. On June 13th national direction was provided through the OHS Governance.

Status: Closed

Status of the JHA, WPI, HOIR and WHMIS Training Materials

Job Hazard Analysis (JHA) e-Learning

The content of the national JHA training has been finalized and has been sent to the Canadian School Public Service (CSPS). An announcement will be released informing employees that this training is available.

Work Place Inspection (WPI) e-Learning

Pictures from Science Branch have been obtained and will be incorporated into the new e-learning module for WPI.

Hazardous Occurrence Investigation Reporting (HOIR) e-Learning

Currently, the development of this e-learning is on hold until the “Accountability Framework” for development of and consultation on OHS documents is approved by Senior Management.

WHMIS Training e-Learning

Corporate OHS confirmed that IT and Web teams have systems in place to ensure the availability of this training to all CFIA employees. Next steps are the coordination of the National OHS Team to be trained as Location Training Managers prior to its launch. Expectation of launch to all employees is scheduled for early October.

Action: Corporate OHS to provide an update on the WHMIS Launch at the next meeting. Bob Kingston and Owen Bale will continue working from the first draft of the JHA comments that were submitted by the OHS Team and will send second draft once accountability framework has been approved.

4 Fire Safety

As stated in the pervious minutes, Federal departments and agencies have been asked to review their performance measures for Fire Safety compliance following an audit conducted by the Office of the Auditor General. It was suggested that Regulation XVII “Safe Occupancy of the Work Place” be taken into consideration when developing the work plan.

Action: Corporate OHS and **CMB’s** Real Property and Emergency Management Group will devise a fire safety accountability work plan and will update NOSH at next meeting.

4 Appointments to OHS Committees

The NOSH members were presented a document referred to as “Notice of Appointment of Safety and Health Committee Member/Representative”. The document is intended to be used by management to appoint employer and employee representatives to OHS committees.

Next step is for the OHS Team to be consulted on this document. The NOSH PC recommended that the form be used by local and policy committees to appoint committee members.

Action: Secretariat to forward document referred to as “Notice of Appointment of Safety and Health Committee member/Representative” to the OHS Team for consultation. An update will be provided by Corporate OHS at the next meeting.

STANDING ITEMS

5 Employee Assistance Program

The National Executive Summary report was provided to the NOSH PC members prior to their meeting. Upon review of the summary the NOSH members requested more details about the summary report and more information about the EAP services that are available to employees. The NOSH PC discussed the importance of including EAP as a standing item on OHS committee agendas.

Action: Jennifer Corley to discuss with the CFIA EAP Coordinator how to improve communication with OHS Committees, including EAP usage, services that are available and sharing of tip sheets on specific topics and provide an up-date at the next meeting.

5 OHS Website Up-Date

Phase I of the OHS Website has been launched. Phase II is planned for 2012-2013.

Status: Closed

5 CFIA OHS Policy Structure and Directives

The OHS Policy has been submitted to Senior Management for approval.

Prior to launching the revised OHS Policy on Merlin the NOSH PC members requested that the OHS Policy be sent to the OHS Governance first in order that they are well informed in a timely manner.

The Emergency Measures Directive is still in draft form and the working group is expected to meet in early Fall to continue to work on this directive.

Action: CMB & Corporate OHS to provide update on the Emergency Measures Directive at next NOSH PC meeting. Corporate OHS to forward OHS Policy to the OHS Governance prior to launching on Merlin.

5 Health Services Program

The National Health Services contract has been awarded to AIM Health Group Ltd. Target date to launch the new Health Services program is September 1st, 2011. Corporate OHS is in the final stages of updating the Health Services forms that AIM Health Group and CFIA will use.

Action: Corporate OHS to provide information and Q&As in early September to managers and supervisors on the Health Services Forms and process.

5 OHS Governance (Workplace Committee Structure)

NOSH PC members reviewed the Area OHS Committees' Terms of Reference prior to the meeting. Corporate OHS has validated the Area ToR and had noted specific sections with each committee that require changes prior to the NOSH PC Members approving.

It was agreed that the Atlantic Regional OHS Committees ToR will be reviewed for the next NOSH meeting.

Action: Corporate OHS to send ToR back to the Area committees requesting amendments. Atlantic Regional OHS Committees ToR will be reviewed for the next NOSH meeting.

5 CFIA National OHS Summary

The NOSH PC Members were provided the 2010 Employers Annual Hazardous Occurrence Report (EAHOR) and the quarterly HOIR report from the OHS Team. It was noted that few near misses were reported. The need to increase reporting of near misses was discussed as a way to prevent hazardous occurrences. It was suggested that “time lost” due to injury should be tracked.

Action: Pam Tapley from Corporate OHS and Marlene O’Neil to review the EAHOR and the quarterly report then develop a proposal for improved tracking and analysis of hazardous occurrence trends. The proposal will be considered by the NOSH PC at the next meeting.

5 CFIA National OHS Training

The Job Hazard Analysis (JHA) e-Learning has been completed and will be uploaded into MyAccount. First announcement of the e-Learning will be sent through the OHS Governance by mid August with another announcement in early Fall on the National InfoBulletin.

Hazardous Prevention Program (HPP) E-Learning on *MyAccount@CFIA* training has reached 71.5% completion.

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

5 Working Alone Directive

The first draft of the Working Alone Directive has been completed.

Action: Once the “Accountability Framework – Development & Consultation” document is approved by senior Management then the second draft of the Working Alone Directive will be sent for consultation.

5 Interpretation of Scales of Entitlement

“National Direction on CFIA Guideline on Personal Protective Footwear”

Corporate OHS and Ginette Workman finalized a memo called “National Direction on CFIA Guideline on Personal Protective Footwear” which provides direction to Managers, Procurement Specialists and Accounts Payable with the purchase of personal protective Footwear.

Status: Closed

5 Indoor Air Quality (IAQ) Investigation (re-opened from July 8th, 2010 meeting)

The NOSH PC reviewed and discussed two reports (PWGSC Technical Report dated 2011-07-20; Indoor Air Quality Consultant Tedd Nathanson’s review of IAQ Assessments and Documents dated 2011-07-23) that identified significant HVAC deficiencies at 1050 Courtney Park East, Mississauga. Concerns were raised that employee representatives on the workplace OHS committee had not been permitted to adequately participate in the investigation of IAQ issues. A work refusal under CLC Part II, 128.(1)(b) was also discussed. The NOSH PC Co-Chairs held an ad hoc teleconference with Ontario Area Management to recommend the following:

- a) that the building be vacated until the IAQ issues are addressed and the worksite is determined to be safe by a qualified person;
- b) that an all-staff meeting be held off-site to provide information and answer questions, followed by regular updates;
- c) that the workplace committee be involved in all further investigations.

Action: Secretariat will provide ongoing reports regarding the IAQ to the NOSH PC Co-chairs as required. Full report will be provided at the next meeting.

5 Hazardous Occurrence Investigation Report (HOIR) Appointing a Qualified Person and Notification to Work Place Committees and Health and Safety Representative.

NOSH Committee discussed the importance of Regulation XV which references “appointing a qualified person” and “notification to the Work Place Committees and Representative”.

Section 15.4

(1) Where an employer becomes aware of an accident, occupational disease or other hazardous occurrence affecting any of his employees in the course of employment, the employer shall, without delay,

- (a) appoint a qualified person to carry out an investigation of the hazardous occurrence;

(b) notify the work place committee or the health and safety representative of the hazardous occurrence and of the name of the person appointed to investigate it; and

(c) take necessary measures to prevent a recurrence of the hazardous occurrence.

Qualified Person: Someone who, by extensive knowledge, training, and experience, has successfully demonstrated his or her ability to solve or resolve problems relating to the investigation of all accidents, occupational diseases and other hazardous occurrences in the workplace.

Action: Corporate OHS to collaborate with the Area OHS Advisors to verify steps that are currently being taken by Managers. An update will be presented at the next meeting.

6 NEW BUSINESS

6 **Lock Out Tag Out (LOTO) Notice to Industry**

An Industry Notice was sent in June 2011 by the Operations Executive Director to all Atlantic Food Processing Establishments. The purpose was to communicate the need for third parties to perform LOTO procedures on “de” energized equipment prior to an at risk inspection in order for the inspection to be carried out safely. The NOSH PC discussed whether similar notices should be sent to regulated parties in other Areas. The NOSH PC decided that the procedures should first be shared with the OHS Team to determine if similar procedures are currently being used in other areas.

Action: Corporate OHS to forward Notice for LOTO to the OHS Team and determine if similar procedures are currently being used within their area.

6 **Representation of Science Branch on Area & Regional Committees**

Science Branch has an effective OHS program and an effective mechanism to communicate issues from laboratory workplace committees to the national policy committee when required. Science Branch is not represented on Area or Regional OHS Committees and does not wish to be. NOSH PC Members discussed the issue and re-enforced that National, Area and Regional Policy Committees were Agency committees and not only Operations Branch Committees.

Decision: The NOSH PC recommended that Science Branch participate on Area and Regional OHS Committees where feasible and appropriate.

6 **Personal Protective Equipment: Prescription Safety Eyewear**

Quebec Area OHS Policy Committee requested that the issue of “reimbursement for prescription safety goggles” be considered by the NOSH PC. CFIA currently provides safety goggles that can be worn over prescription glasses. The CFIA does not typically reimburse the cost for prescription safety goggles. Personal Protective Equipment requirements are described in: *Canada Labour Code*, Part II, 125(1)(l) ; *Canada Occupational Health and Safety Regulations*, 12.6; Treasury Board Secretariat OHS

directive (NJC), 13.7.

The committee discussed some tasks where clear vision may be impeded by wearing glasses under safety goggles for an extended period of time (e.g. high heat, humidity, exertion). NOSH PC Members suggested that the OHS Team be asked to consider the number of jobs and employees where prescription safety goggles may be needed.

Action: Corporate OHS to send request to the OHS Team to research the employees that require prescription safety eyewear and report back to the NOSH at the next meeting.

7 **ROUND TABLE**

No Action Items brought forth. *Next meeting to be held on October 27th, 2011.*

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston (PSAC)

Tom Wright (PIPSC)

Stephen Norman (CFIA)