



## NOSHPC Minutes of Meeting, July 26th, 2012

960 Carling Avenue, Ottawa, ON  
Building #22, Boardroom 314

### Employee Representatives

#### PIPSC

- Tom Wright (co-chair)
- Terry Petrow
- Zeljko Ruzicic

#### PSAC

- Bob Kingston (co-chair)
- Marlene O'Neil
- Jose Evangelho
- Sam Barlin

### Secretariat

- Jennifer Corley
- Vera Pasic

### Employer Representatives

- Stephen Norman (co-chair)
- Colleen Barnes
- Claude Levesque
- Mark Willcox
- Wendy Bray (a.m. only)

### Regrets

- Ken Randa
- Debbie Cunningham
- Brenda Dagenais

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1. Welcome by chairperson
  2. Signing of minutes of last meeting, May 10, 2012
  3. Review and Approval of agenda
  4. Review of action items from minutes of May 10, 2012
  5. Standing Items
  6. New Business
  7. Teleconference with Area OHS Advisors
  8. Round Table
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## 1. Welcome by chairperson Stephen Norman

## 2. Signing of minutes of last meeting, May 10th, 2012

## 3. Review and approval of agenda

## 4. Review action items from minutes of May 10th, 2012

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

On May 24<sup>th</sup>, 2012 a meeting took place with the NOSH Co-Chairs, Workplace Relations, Policy and Programs, COHS and Gérard Étienne Vice-President of Human Resources to review the approach for "Respectful Workplace Policy" and determine a path forward. It was agreed that:

**(1) NOSH Co-Chairs** would provide the VP of Human Resources with further clarification regarding the proposed role of OHS co-chairs in "case management", the nature of consultation with OHS committees, the level of co-chairs, and the process to develop a list of competent persons.

**(2) The VP of Human Resources would** meet with representatives from Treasury Board Secretariat and HRSDC to discuss Violence Prevention Program requirements (according to COSH Part XX) and the Respectful Workplace Policy proposed by CFIA's NOSH Policy Committee.

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

### Building Emergency Management Directive

A draft directive will be sent to COSH then to NOSH PC for review and comment.

**Action: Corporate Management Branch** will send the 2nd draft to NOSH PC for distribution and review (via COHS), then consider the comments. CMB to provide an update at the next meeting.

### Appointments to OHS Committees

There are a number of questions regarding the new "Notice of Appointment" e-Form for Health and Safety Committee Member/Representative. A draft questions and answers document will be sent to NOSH PC members by COHS by August 1, 2012. The questions and answers will be discussed at the October NOSH meeting then posted on Merlin for reference.

**Action: COHS** to forward Q&A to NOSH members by XXX DATE. Discussion to take place at the next meeting regarding the Q&A.

### 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 August 30, 2012 for review. **COHS** will provide an update at the next meeting.

## Personal Protective Equipment: Prescription Safety Glasses

Due to pressing matters since the last NOSH meeting, the 3<sup>rd</sup> draft of the Memorandum regarding Prescription Safety Glasses had not been sent to the NOSH PC and the Area OHS Advisors for consultation.

**Action: COHS** will compile and send out comments received to NOSH PC and OHS Advisors by August 30, 2012 for review. **COHS** will provide an update at the next NOSH meeting.

## Auto Safety re Hybrids and Electrocution Risk

Sam Barlin reported back that the log books have been updated to include this information.

**Status: Closed**

## Defensive Driving

Corporate Management Branch contacted the 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.

**Action: Corporate Management Branch** will review accident reports and HOIRs pertaining to vehicle accidents. **CMB** to report back on their analysis at, or before, the next NOSH meeting.

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

COHS and National Management Services held a meeting on July 5, 2012 to discuss options in resolving the on-going problems that are being faced by Inspectors.

It was agreed that Owen Bale and Jennifer Corley will visit the port of Montreal (mid August) to obtain and report on:

- Background information available to the Inspectors
- Review what procedures are missing in order for the inspectors to evaluate a possible confined space and any hazards that may be present
- Modify the draft Confined Space Directive

Ray Knight and Tara Garratt will meet in Vancouver (August) to complete similar exercise.

**Action: COHS** will provide an update at the next NOSH meeting

## 5. Standing Items

### Employee Assistance Program

It is now confirmed that Corporate OHS has taken over the administration of the Agency's EAP Program. At the May 10<sup>th</sup> meeting the NOSH PC discussed best practices proposed by a NOSH sub-group for raising awareness of Employee Assistance Program (EAP) services.

Due to pressing matters since the last NOSH meeting COHS was not able to accomplish the action item listed below, a full report of the action items will be provided at the next NOSH meeting.

#### Actions:

- **COHS** will distribute EAP Balancing Act Newsletters to all employees nationally through Z-list messages. COHS will advise OHS Governance in advance that the messages will be disseminated nationally on an ongoing basis.
- **COHS** will send a message to Area OHS Co-Chairs advising them of the number of Wellness sessions that are available and requesting that they sign up.
- **COHS** to advise OHS governance that Workplace Wellness should be added as standing item for discussion at all levels of OHS committee meetings.
- **COHS** to contact Shepell.fgi to request that their user survey be revised to include a comment box to complete when respondents are dissatisfied and wish to suggest improvements.

### Health Services Program

#### Health History Form

COHS and AIM have had discussions on the current health history form used by AIM and as such, will be adopting the Health Canada style form (Occupational Health Assessment form) which is familiar to employees.

#### Medical Protocols

Medical protocols are being developed (Rabies, Anthrax, Tuberculosis, Tetanus and Diphtheria).

#### Health Services Directive

A working group has been established by COHS to discuss and provide input into the new Directive. Once a draft is completed, the Directive will go through the normal OH&S governance and consultation. Medical protocols will be part of this Directive.

**Action:** **COHS** to provide up-date at the next meeting.

### OHS Governance (Workplace Committee Structure)

The review of the Quebec Regional OHS Committees Terms of Reference has not been completed.

Once the Area and Regional Terms of Reference review has been completed, it was agreed that a template would be sent to the Area OHS Committees requesting up-dates as per the OHS Governance structure.

COHS proposed a template for OHS Minutes to NOSH PC members for consideration. The idea is that a standard template should be adopted by Area, Regional and local committees. A standardized template is already in place in laboratories and may be considered as a model.

### **Actions:**

- **COHS** to provide an update at the next meeting on the Quebec Regional OHS Committees Terms of Reference and on the draft OHS Minutes template.
- **Bob Kingston, Tom Wright and Colleen Barnes** will draft a template for the Area OHS Committees by the end of August. The purpose is to identify the information that NOSH PC needs from Area committees on a quarterly basis to monitor the OHS program.

## **CFIA National OHS Summary**

Due to pressing issues since the last NOSH PC meeting, members were unable to review all documents submitted and develop a first draft.

### **Actions:**

- **Marlene O'Neil and Stephen Norman** will propose best practices by end of August to assist local OHS committees to gather the information required to complete the annual HRSDC report.
- **Bob Kingston** and **Owen Bale** to propose best practices for local OHS committees to consider when reviewing Hazardous Occurrence Investigation Reports. A draft will be circulated to NOSH PC member prior to the next meeting.

## **CFIA Mandatory OHS Training**

### **Training Sub-Committee**

Due to pressing matters since the last NOSH meeting, the **Training Sub-Committee** did not meet to review the OHS orientation package.

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

### **Hazardous Prevention Program (HPP) e-Learning**

**Action:** The **Training Sub-Committee** will consider the approach that was used to roll out the HPP training and develop recommendations for the delivery and tracking of future OHS e-learning modules.

## **Working Alone Directive**

The Working Alone Directive has gone through the OHS Governance; next step is to have the directive posted on Merlin.

**Action: COHS** to post Working Alone Directive on Merlin.

## **Indoor Air Quality (IAQ) Investigation**

The NOSH Co-chairs were provided the Memo from Dr. Bill Teeter, the Action Plan and the Recommendation Report for their review prior to the NOSH meeting. No concerns were noted.

Corporate Management Branch indicated that PWGSC has provided written assurance that a maintenance program is in place and appropriate logs will be provided. CMB's ongoing plan is to have our accommodations manager do regular checks to confirm that this is happening.

NOSH PC members discussed the meeting that took place with Management and Committee members from Courtney Park and would like to close this file once they have reviewed the "Lessons Learned" meeting minutes.

It was agreed by all that CFIA should recognize the Courtney Park employee OHS committee members for their perseverance and hard work.

**Action: COHS** to provide the Lessons Learned Meeting document to the NOSH PC.

## Testing New CSA Type 2 Hard Hats

Operations Branch has indicated that Ontario has listed these new CSA hard hats in their inventory for purchasing.

**Status: Closed**

## 6. New Business

### CFIA National Health & Safety Program

NOSH PC members were provided the "Continual Performance Review Booklet" that was developed as a self-audit tool for OHS Advisors and OHS Committees to evaluate compliance with national priorities. It was suggested as a starting point that this audit tool be rolled out to the Area OHS Committees for completion, with guidance from the Area OHS Advisors.

**Action: COHS** and the **AOA's** to work with Area OHS Committees to complete the Continual Performance Review.

### Tour of Ottawa Carling Laboratory

The Co-Chairs of the Ottawa Carling Laboratory, Robert Lemieux and Stephen Norman, provided an overview of their Committee and its objectives for 2012-2013. The presentation was followed by a laboratory tour led by OHS employee representatives Jessica Bosley, Mylène Deschênes and Hilda Antony as well as Stephanie Morrow, QA Officer/Safety Coordinator.

## 7. Teleconference With Area OHS Advisors

**In attendance:** Suzanne Nadeau (Atlantic Area), Irma Adriazola (Quebec Area), Eli Lakkis (NHQ), Owen Bale (Operations), Craig Houghton (Ontario Area), Paul Langan (Laboratories) and Tara Garratt (Western Area).

### Discussions that took place:

- **OHS National Priorities**  
An update was provided by NOSH Co-Chairs on the July 25 presentation to Senior Management Committee regarding the NOSH Committee's recommended OHS priorities.  
  
NOSH Workshop on July 27, 2011: Reviewed the progress since the workshop and next steps for NOSH members, COHS and Area OHS Advisors.
- **Workplace Inspection Directive**  
It was suggested that the Workplace Inspection Directive be developed before training is considered.
- **Quarterly Report from Area OHS Advisors**  
The Area OHS Advisors prior to each NOSH meeting will provide COHS with the following: what is going well in their area; any "best practices" their committees have developed; and any concerns that the NOSH PC should be aware of.

## **8. Round Table**

No items reported.

Next meeting to be held on October 25<sup>th</sup>, 2012