

## **NOSH PC Minutes of Meeting, July 11<sup>th</sup>, 2013**

159 Cleopatra Drive, Ottawa, ON  
Boardroom 207

### **Employee Representatives**

#### **PIPSC**

- Ayman Soryal (Co-Chair)
- Terry Petrow
- Zeljko Ruzicic

#### **PSAC**

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- John Langs
- Raphaël Tarasco

#### **Secretariat**

- Sharon Drolet

### **Employer Representatives**

- Gérard Étienne (Co-Chair)
- Stephen Norman
- Wendy Bray
- Colleen Barnes for Theresa Iuliano
- Liz Foster
- Brenda Dagenais
- Jennifer Corley

### **Guests**

- Jeff Froggett (Mental Health Strategy / Peer-to-Peer Presentation)
- Suzanne Veaudry (OHS Audit)
- Maureen Slater (OHS Audit)
- Pamela Tapley (Health Services Program Presentation)
- Owen Bale (HPP Standard)
- Marie-André Morin (Observer for Peer-to-Peer)
- Kristen Halliwell (Observer for Peer-to-Peer)
- Nici Sullivan (Observer for Peer-to-Peer)
- Andrew Tricomi (OHS & Prevention Summer Student – Observer)
- Numan Ahmed (OHS & Prevention Summer Student – Observer)

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1. Welcome by Chairperson
  2. Review and Approval of Agenda
  3. Review and adoption of minutes from April 25, 2013
  4. Signing of minutes of last meeting, April 25, 2013
  5. Review of action items from minutes of April 25, 2013
  6. Standing Items
  7. New Business
  8. Round Table
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## 1. Welcome by Chairperson Ayman Soryal

Ayman Soryal welcomed the participants and guests and encouraged positive respectful communication and set the tone for a productive meeting.

## 2. Review and approval of Agenda

Agenda approved.

## 3. Review and adoption of Minutes from April 25<sup>th</sup>, 2013

Minutes approved.

## 4. Signing of minutes of last meeting (April 25<sup>th</sup>, 2013)

Minutes for April 25<sup>th</sup>, 2013 were signed by Co-Chairs.

## 5. Review action items from minutes of January 24<sup>th</sup>, 2013

### a) Violence Prevention Program and Harassment in the Work Place

Bob Kingston and Ayman Soryal agreed to be representatives on this sub-committee

**Action:** Brenda Dagenais to send out related material by July 26, 2013

### b) National Building Senior Officers

With the more pressing issues in the Areas (flooding in Alberta, salmon in Atlantic, etc.) there will be a delay in approaching them to complete this list. Wendy Bray distributed the partial list to the NOSH PC.

**Action: Wendy Bray** to provide an update at next meeting.

### c) Appointments to OHS Committees

No space is provided on the form for the union sign-off. It was also suggested that the form have a generic title so that it may be used by various committees.

**Action:**

- **Marlene O'Neil** to send comments to OHS & Prevention by July 19<sup>th</sup>, 2013.
- **OHS & Prevention** to revise form accordingly and return to NOSH PC Co-Chairs for final approval
- **OHS & Prevention** to have the form ready (including translation) to send to the Forms Team by September 1, 2013.

### d) Lock Out Tag Out (LOTO) Notice to Industry

Co-Chairs have approved the final draft.

**Status: Closed**

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

The report has finally been received. There will be a teleconference with the Area OHS Advisors to review and then the report will be forwarded to the NOSH PC.

**Action:**

- **OHS & Prevention** to arrange a meeting with the Working Group to discuss the final report and recommendations.

## f) Employee Well-Being & Organizational Change

Marlene O'Neil indicated that the framework has been developed and is ready for discussion with the sub-committee. There are many factors to consider including stress, workload, organizational culture, etc.

### Action:

- **NOSH Secretariat** to schedule a meeting between Marlene O'Neil, John Langs and Jennifer Corley for the week of July 15<sup>th</sup>, 2013.
- Presentation to be given to the NOSH PC at next meeting.

## g) Industrial Ergonomic Study at Establishment 10 - Meat Processing Plant - Montreal West

Communications have been sent.

**Status: Closed**

## h) Use of Formaldehyde

The deadline for the Areas to submit their inventory and comments is July 12, 2013. Most have now been received. OHS & Prevention will compile the comments for distribution to the NOSH PC.

G rard  tienne has suggested that perhaps a National Directive is required. He also suggested that in order to come to some consensus that the Co-Chairs invite subject matter experts for their next call to discuss.

Bob Kingston suggested that a directive is not necessary but rather a reminder to everyone about WHMIS and proper/safe handling of this chemical. He also suggested that a reminder be sent to all concerned to be on the lookout for other substitutes.

### Action:

- **OHS & Prevention** to compile information / comments received from Areas and send to NOSH PC.
- **G rard  tienne** to potentially set up a meeting with the Co-Chairs and subject matter experts.
- **G rard  tienne** to summarize the outcome of the meeting, if held, and send to the NOSH PC.

## i) Ergonomic Assessments and Worksite Committees

Marlene O'Neil advised that there is still concern that the OHS Committees / Representatives are not implicated throughout the Ergonomic process (i.e. they are not aware of the date and time of the assessment so that they may participate in the assessment itself). As per the *CLC, Part II*, the Committees have a right to participate in the assessment.

For continuity, members are inquiring where the reports are being kept/filed. A copy should be kept on their HR file.

The NHQ OHS Committees are still not comfortable with the process by which they receive reports (i.e. NHQ OHS provides a report of those who have requested ergonomic assessments and the Committees in turn must approach the manager/supervisor to obtain a copy of the report).

It was suggested that the current process be reviewed and that it be clarified in the Statement of Work in the upcoming Request for Proposal for Health Services.

### Action:

- **CFIA Health Services** will inquire where the ergonomic assessment reports are kept.

## **j) Protocols for Dealing with facilities issues that impact workplace health and safety – Skyline Complex**

Final comments to note:

It was reiterated that Committee Members are not trained. Reports are not being completed in a timely manner and hence we are losing people who were subject to the event to assist in preparing the reports.

This is now a local Workplace OHS Committee related issue.

**Status: Closed**

## **k) Discussion with National OHS Team on Priorities**

There were 4 priorities identified for the National OHS Team, one of which is to devise a Training plan. Bob Kingston reiterated that there has been the same training plan proposed for the past ten (10) years and recommended we use the existing plan and put it in action.

Ayman Soryal agreed that this should be the approach and that it is time we start to deliver, especially to management. Tracking of training will be essential.

Gérard Étienne explained that there are three (3) opportunities to provide training:

1. At the Supervisory School there will be opportunity to address OHS.
2. Use the OHS Audit to be presented to the President. Items brought forth in the audit will be mandatory and the Agency will need to ensure training is developed.
3. Managers need to be directed from the top down. There are many organizations that are requesting mandatory training (eg. Finance, ATIP, etc.). OHS training is a legal obligation under the *CLC, Part II*.

Bob Kingston noted that the orientation presently being provided with the CORE Prep Training is a good start. We also have to include HOIR, THA/JHA, etc.

Gérard Étienne has agreed to put together a deck along with his Co-Chairs to present to HRCMC – SMC – President.

John Langs expressed the importance of ensuring the managers/supervisors day-to-day responsibilities are delegated while on training so that they may give their full attention to the training.

Marlene O'Neil suggested doing a complete inventory of available training and incorporating them in Campus Direct - MyAccount.

### **Action:**

- **Gérard Étienne** to meet with the Co-Chairs to prepare a deck to present to HRCMC.
- **Gérard Étienne** to send an update to the NOSH PC members.

## **6. Standing Items**

### **a) Employee Assistance Program**

Sharon Drolet provided an update. Comments have been received from NOSH PC, OHS Committees, DMI Team, NOSH Sub-Committee and Procurement. Natural Resources (NRCan) has shared a copy of their Statement of Work (SOW).

### **Actions:**

- **OHS & Prevention** to review the SOW from NRCan and propose final changes for review by NOSH Sub-Committee by July 18, 2013
- **OHS & Prevention** in collaboration with NOSH Sub-Committee to determine recommended evaluation criteria.

## b) Health Services Program

Pamela Tapley provided an overview of the Health Services Program 18 months after its implementation. Statistics were also provided.

Pamela also requested names for a sub-committee to start consultations concerning the Request for Proposal process for the new contract to be in place by April 29, 2014.

### Action:

- **Bob Kingston** and **Ayman Soryal** to provide names for the Health Services NOSH Sub-committee to Pamela Tapley by July 26, 2013.

## Occupational Health Directive & Medical Immunization Protocols

Medical Immunization Protocols are now complete. Meetings with the working group to develop the Occupational Health Directive are on-going.

### Action:

- **CFIA Health Services** to schedule meetings for the working groups.
- **OHS & Prevention** to provide update at the next meeting.

## c) OHS Governance

Concerning office building moves - Wendy Bray indicated that there is now a National Directive which addresses the involvement of OHS Committees right from the planning stage. Bob Kingston noted that the Committee in Edmonton was not invited to participate in the discussions / planning phase and apparently several issues identified have not been resolved.

### Action:

- **Wendy Bray** to investigate as she was not aware of this situation and report back via the NOSH Secretariat.

It was also noted that in some areas, the Employer is appointing OHS Committee members without consultation from the Bargaining Agents. It was agreed that this is not an acceptable practice.

G rard  tienne suggested deferring this discussion to the Co-Chairs call.

### Action:

- **Co-Chairs** to discuss this topic and report back to NOSH PC members.

## d) CFIA Mandatory OHS Training

### Training Sub-Committee

In order for the sub-committees to move forward, it is necessary to appoint alternates. It was agreed to accept non NOSH PC members.

### Action:

- **NOSH Secretariat** to send out a request for members to identify their alternates.

### Hazardous Occurrence Investigation Reports (HOIR)

Bob Kingston indicated that the checklist can also be used for complaints under Part XX of Canadian Occupational Health and Safety Regulations (COHSR).

### Action:

- **OHS & Prevention** to have the checklist translated and sent via OHS Governance as well as posted to Merlin.

## e) Disability Management Initiative (DMI)

No comments were received from the NOSH PC concerning the consultation plan.

### Action:

- **Brenda Dagenais and DMI Team** to roll up comments and send to the NOSH sub-Committee by August 2<sup>nd</sup>, 2013.
- **DMI Consultation Sub-Committee** (Brenda Dagenais, Marlene O'Neil and Ayman Soryal) to meet and discuss one month after comments have been sent.
- **Brenda Dagenais** to post document on an RDIMS shared folder.

## f) NOSH PC Moving Forward

Co-Chairs have been meeting regularly which helps to make the NOSH PC meetings more efficient. It was agreed that the Co-Chairs would continue this practice and will also send a brief update to NOSH PC members of decisions made or matters resolved in their calls via the NOSH Secretariat.

Competent Person Pilot Exercise: Co-Chairs have agreed to provide a list of potential names for consideration re potential participation in the Pilot. Waiting on the list from Employer. All candidates will require proper training. Once training is completed, the list can be used to assist the Employer when looking for a competent person.

Bob Kingston mentioned that there is training available through Campus Direct/My Account as well as through CCOHS. It would be of benefit to establish a list of recommended courses to provide the appropriate training required.

## g) NOSH PC Terms of Reference (ToR)

After discussion arising from the feedback received by Bob Kingston, there are a few revisions to be made to the NOSH PC Terms of Reference. It was suggested that the NOSH PC should be imbedded in the CFIA Governance.

### Action:

- **OHS & Prevention** to incorporate the proposed changes and return to the NOSH PC Co-Chairs for final approval by **August 2<sup>nd</sup>, 2013**.
- **OHS & Prevention** to have the document translated once approval has been obtained by Co-Chairs.

## h) NOSH PC Five Priorities – Presentation to SMC July 2012

Gérard Étienne reiterated the need to report back on the progress along with the successes to SMC. Stephen Norman suggested to use the document he created as a tool and to ensure the cooperation of both the NOSH PC and the National OHS Team.

### Action:

- **OHS & Prevention** to circulate Stephen Norman's document to the National OHS Team for their input by **July 19<sup>th</sup>, 2013**.
- **OHS & Prevention** to compile comments received and send to Co-Chairs for discussion at a teleconference by **August 30, 2013**.

## 7. New Business

### a) Mental Health Strategy – Peer-to-Peer Pilot

Gérard Étienne provided a bit of history on how the initiative came about. He also spoke about changing the environment for people with disabilities and how the Government is realizing the impact of mental disabilities. Jeff Froggett gave a heartfelt presentation explaining the Peer-to-Peer project and how he and Danielle Caron discussed the possibility of such a program. This presentation to the NOSH PC is to begin discussion about 'the art of the possible'.

Colleen Barnes suggested that Jeff and Danielle communicate with the OHS Community. Gérard also touched on awareness suggesting this project should be a topic at all Town Halls.

Question: How can the NOSH PC help?

Bob Kingston confirmed that as the NOSH PC was not involved in this initiative from the onset, in spite of repeated overtures from both employee co-chairs, union members would not be participating.

After some discussion, the members agreed that a clarification of the word 'participation' was required – at what point is the NOSH PC to be included?

**Action:**

- **Co-Chairs** to have further discussions on this issue and report back at the next meeting.

## **b) OHS Audit**

Suzanne Veaudry and Maureen Slater presented, for information, an outline of the CFIA's planned Audit of Occupational Health and Safety. This audit is currently being conducted by the Audit and Evaluation's Internal Audit Directorate as per the Agency's 2013/14 Risk-Based Audit Plan.

The objective of this audit is to provide assurance that the Agency has management controls in place in support of compliance with the legal requirements of the Canada Labour Code and will focus on 4 key areas believed to most affect OHS operational effectiveness: 1) OHS Committees and Health & Safety Reps, 2) Training and Awareness, 3) Hazard Prevention and 4) Laboratory Safety.

This audit focuses on the Agency's OHS controls and processes; it is not a technical review nor is it an assessment of the OHS program.

It is expected that the audit report will be tabled at Audit Committee in March 2014 for recommendation for the President's approval.

It was pointed out that this audit was being done in contravention of the Canada Labour Code sections 134.1 (4)(d), 135(7)(e), and 136(5)(g). The audit needed to have committee participation for it to have any validity and the fact that the auditors did not know this made it questionable that they were qualified to audit health and safety.

## **c) Hazard Prevention Program (HPP)**

Owen Bale presented the revised HPP Standard to members. After discussion, there are a few minor changes required to the standard. The French also requires review as it does not match the English version.

**Action:**

- **Owen Bale** to revise the standard as per the changes identified and review the French.
- **NOSH Secretariat** to resend to the NOSH PC members once the above is complete.

## **d) Prevention Violence in the Workplace – Competent Persons**

As mentioned in the minutes above under 6. f) NOSH PC Moving Forward, the Co-Chairs have agreed to establish a list of suggested names to be considered as potential 'competent persons' for the pilot test case as discussed. PSAC and PIPSC have already submitted their lists of potential persons. Awaiting the Employer list. It is agreed that the persons identified who participate in the pilot; and anyone identified as a 'competent person' will require proper training. A list of training is to be identified. Bob Kingston noted that there is appropriate training available on the CCOHS site.

Zeljko Ruzicic raised a concern about the competent person being allowed the necessary time to perform this task when required. Gérard Étienne clarified that this will have to be made clear through Governance.

**Action:**

- **Co-Chairs to report back at next meeting.**

**Note:**

- **See Appendix A**

## **e) Workplace Violence Prevention Policy**

Bob Kingston still has concerns with the Agency's Policy because it did not comply with several requirements of the regulation including the fact that the policy committee had no input. It was also reiterated that this Policy is an ever-evolving tool.

**Action:**

- **Brenda Dagenais** to look into the concerns one last time.

Marlene O'Neil took this opportunity to present a new initiative that she has been researching. It is concerning the topic of Domestic Violence. Marlene is researching to see what, if anything, the Employer can do when they are aware of domestic violence. Marlene is looking to prevent tragedies such as Donna Jones (a CFIA employee who was the victim of domestic violence). Perhaps an addendum to the Workplace Violence Policy would be helpful.

Marlene will forward a document she would like to share from the Ontario Government to NOSH Secretariat for distribution.

**Action:**

- **Marlene O'Neil** to forward Ontario Government document as noted above and to provide update at next meeting.

## **f) Update Merlin NOSH PC Minutes**

It was noted that you can no longer post information as a 'mark-up' to Merlin. As far as the NOSH PC minutes, it was clarified that they have and will continue to be posted as a link to the RDIMS document.

**Action:**

- **OHS & Prevention** will post past minutes as soon as the French translation has been verified for accuracy.

## **8. Roundtable**

This table is surrounded by members with a passion for Occupational Health and Safety. More focus is required on finding solutions to problems and establishing training, as agreed by all.

This committee should be about collaboration and not competition.

A well-deserved 'Thank you' to Ayman Soryal for his efficient and effective chairing.

***Quote: ..."while our past may form our present, it should not define our future".***

**Next meeting to be held on October 24, 2013**



## Appendix A

### Record of Decision - Supplementary Meeting on NOSH PC Co-Chair Meeting – August 23, 2013

The Co-Chairs agreed to use the training offered by the Canadian Centre for Occupational Health and Safety which they jointly agree meets the needs for training Competent Persons with respect to Regulation XX.

1. Mandatory training for all employees will consist of the "Violence in the Workplace Awareness" e-learning module. (In accordance with CFIA's Governance structure, the Human Resources Corporate Management Committee will need to approve beforehand).
2. Every OHS Committee (including NOSH PC): will be required to take the "Workplace Violence in the Canadian Federal Jurisdiction: establish a Prevention Program" e-learning module as mandatory training.
3. Participants for the National Supervisory School: Training for Supervisors: will be required to take A) Hazard Prevention Program; B) "Workplace Violence in the Canadian Federal Jurisdiction: establish a Prevention Program" as mandatory OHS training.
4. Internal "Competent Persons" for the purposes of Regulation XX - Investigations is defined as a CFIA employee who has successfully taken the following training e-learning modules offered by CCOHS:
  - a) Workplace Violence in the Canadian Federal Jurisdiction: establish a Prevention Program;
  - b) Accident Investigation; and
  - c) Mental Health and Wellness: Psychologically Healthy Workplaces.

Date: \_\_\_\_\_  
Employee Co-Chair

Date: \_\_\_\_\_  
Employee Co-Chair

Date: \_\_\_\_\_  
Employer Co-Chair

\_\_\_\_\_  
**Bob Kingston (PSAC)**

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**Ayman Soryal (PIPSC)**

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**G rard  tienne (CFIA )**