

NOSHPC Minutes of Meeting, May 10th, 2012

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Representatives

PIPSC

- Tom Wright (co-chair)
- Terry Petrow
- Ken Randa

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
- Debbie Cunningham
- Mark Willcox
- Wendy Bray

Guest

- Gérard Étienne, Vice-President, Human Resources

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1. Welcome by chairperson
 2. Signing of minutes of last meeting, January 27, 2012
 3. Review and Approval of agenda
 4. Review of action items from minutes of January 27, 2012
 5. Standing Items
 6. New Business
 7. Teleconference with Area OHS Advisors
 8. Round Table
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1. Welcome by chairperson Bob Kingston

2. Signing of minutes of last meeting, January 27th, 2012

3. Review and approval of agenda

4. Review action items from minutes of January 27th, 2011

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

Colleen Barnes and Stephen Norman met with Gérard Étienne, Vice-President of Human Resources on March 2, 2012 and explained why the two policies (Violence and Harassment) were combined into the Respectful Workplace Policy by the NOSH PC. After meeting with the various stakeholders, on April 12, 2012 Gérard Étienne, provided Human Resources Managers guidance on the process to follow when a harassment complaint is received. The existing Policy on the Prevention and Resolution of Harassment in the Workplace (2006) will be followed, except all complaints will now be screened by Human Resources, until such time that a new policy is implemented

Gérard Étienne attended the May 10 NOSH PC Meeting. PSAC and PIPSC advised Mr. Étienne that they would instruct their members to not follow the Policy on Prevention and Resolution of Harassment in the Workplace because they believe it to be inconsistent with COSH Part XX. The committee agreed that another meeting between the VP HR and NOSH Co-chairs would be arranged to identify a path forward.

Action: COHS to schedule a meeting between NOSH co-chairs and VP HR to review the "Respectful Workplace Policy" and determine a path forward. COHS to provide update at the next meeting.

Building Emergency Management Safety Directive

A Working Group developed a draft that will be shared with the NOSH PC for review.

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

Appointments to OHS Committees

A message was sent via the OHS Governance that the "Notice of Appointment" e-Form for Health and Safety Committee Member/Representative was posted on Desktop eForms. Some questions of clarification were asked of NOSH PC members regarding this form, NOSH PC members suggested that a set of Q&A be developed to provide clarity to the OHS Committees.

Action: Sam Barlin and **Jose Evangelho** to draft Q&A for next meeting.

Lock Out Tag Out (LOTO) Notice to Industry

The 2nd draft memorandum describing a National approach for "Lock Out Tag Out" procedures will be sent to NOSH PC and Area OHS Advisors for consultation. Comments are due back June 22nd to NOSH Secretariat.

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

Personal Protective Equipment: Prescription Safety Glasses

Memorandum regarding Prescription Safety Glasses was developed and two rounds of consultation have taken place.

Action: COHS to consider the second set of comments then send out for final review. **COHS** will provide an update at the next NOSH meeting.

Auto Safety re Hybrids and Electrocutation Risk

Corporate Management Branch confirmed that the SOP is on Merlin and the log books in hybrid vehicles have been updated to reflect that employees are prohibited from tampering with mechanical systems.

Action: Sam Barlin to report back to Corporate OHS whether the information has been communicated to operators of hybrid vehicles.

Defensive Driving

Corporate Management Branch provided answers on issues pertaining to urban/rural, area/regional and defensive driving.

Further discussion took place on defensive driving when the Area OHS Advisors joined the meeting via teleconference.

Ontario Operations purchases training licenses for an on-line course. The course is self explanatory and quite basic. Employees have 30 days to complete the course which takes on average 3 hours. The training is modelled on the Canada Safety Council's *Defensive Driving Course*. Learners acquire knowledge on how to drive defensively as well as how to reduce the environmental impact of driving. Upon completing the course, learners receive a certificate supplied by the Canada Safety Council.

It was suggested that more research is required to determine the following:

- 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 and COHS will review accident reports and HOIRs pertaining to vehicle accidents. **CMB** to report back on their analysis at next NOSH PC meeting.

5. Standing Items

Employee Assistance Program

Corporate OHS advised that they would soon be taking over administration of the Agency's EAP Program. The NOSH PC discussed best practices proposed by a NOSH sub-group for raising awareness of Employee Assistance Program (EAP) services. The best practices included disseminating EAP Balancing Act Newsletters from Shepell FGI nationally, promoting Wellness Sessions at OHS committee meetings and worksites, including Wellness as a standing item on OHS committee agendas, etc.

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** will propose a template for OHS Minutes to NOSH PC 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.

- **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

COHS indicated that the [family physician information package](#) is now available on Merlin. This will assist managers to understand the process and provide consistency when requesting services from family physicians. For employees who are at home and do not have access to Merlin, an information package will be sent by e-mail or regular mail. Also, a copy of the letter that will be going to employee's doctor indicating why the fitness to work has been requested will be provided to the employee.

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

OHS Governance (Workplace Committee Structure)

The Western Regional OHS Committees Terms of Reference were reviewed by COHS. No concerns were noted.

It was agreed that the Quebec Regional OHS Committees Terms of Reference will be reviewed for the next NOSH PC meeting.

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.

Actions:

- **Corporate OHS** to provide an update at the next meeting on the Quebec Regional OHS Committees Terms of Reference.
- **Bob Kingston, Tom Wright and Colleen Barnes** will draft a template for the Area OHS Committees. The purpose is to identify the information that NOSH PC needs from Area committees on a quarterly basis to monitor the OHS program.
- **Corporate OHS** previously requested committee members from Courtney Park to review and comment on the proposed "Day in the Life" of an OHS representative/committee member". Final review will be with NOSH PC members and OHS Team. Once document has been approved it will be posted by COHS on Merlin and provided to OHS Committees for reference.

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 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 their inactivity a review of membership and priorities were required in order to set new priorities.

Meeting was held in February and it was agreed that the Inspection and HOIR e-Learning would be "on hold" to allow for resources to develop an "OHS Orientation Package" that will target all employees of the Agency.

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

WHMIS e-Learning

Message that the on-line training is now available to all employees was sent via the OHS Governance.

Status: Closed

Hazardous Prevention Program (HPP) e-Learning

Training Division has Agency completion at 72.5%.

Action: Corporate OHS to send a request to the OHS Team to contact their training coordinator and assist Management with a reminder of employees that still require training.

Working Alone Directive

Second draft has been translated and will be sent for final review to the OHS Team and NOSH PC Members.

Action: Stephen Norman to send the directive for review, consolidate comments then schedule a conference call to discuss and resolve issues.

Indoor Air Quality (IAQ) Investigation

PSAC and PIPSC have noted that the scheduled post-entry work has not been completed to the satisfaction of committee members and have requested an up-date from CMB and COHS.

Action: CMB and COHS to provide an up-date on the scheduled post-entry work that has not been completed for the next meeting.

Testing New CSA Type 2 Hard Hats

The trial of the two hard hats has been completed and results are being tabulated and will be shared with the Ontario Area OHS Committee in June, then with COHS.

NIOSH and CSA approved hard-hats are both acceptable.

Action: Operations to provide up-date on the trial at next meeting.

6. New Business

Review of proposal to assess potential hazards for Ship Inspection

With the Marine OHS Regulations being repealed and the new Maritime Health and Safety Regulations being created in 2010, ship holds may now be potential confined spaces under the Canada Occupational Health and Safety Regulations (COHSR). The Western areas proposed to have a consultant determine when a ship hold may be considered a confined space and to assess potential hazards (e.g. asbestos, heavy metals). The NOSH committee recommended that internal information be assembled and looked at prior to engaging outside assistance.

Questions that came up during the meeting

1. When might ship holds be considered confined spaces?

Action: COHS to request the Ship Inspection Working Group to consider the question and report back at the next NOSH PC meeting.

2. What is the probability of exposure to hazards (e.g. asbestos, lead) during ship hold inspections?

Action: COHS to request Ship Inspection Working Group to review and update existing JHAs for ship inspection. Bob Kingston to provide names of employees who can review and contribute to the JHAs.

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:

- **Workplace Inspections of 3rd Party Premises**
The "work place" is any place where work is being done on behalf of the employer. A workplace which requires OHS governance is a workplace where CFIA has ongoing control (e.g. a dedicated workstation, an office in a meat plant with CFIA's name on the door).
- **Memorandum regarding the Scales of Entitlement**
The "Scales of Entitlement" that is currently on Merlin has been updated with changes in standards, regulations, directives and as dictated by Job Hazard Analysis. The Scales of Entitlement is a guidance document that is not prescriptive. NOSH PC members will have an opportunity to review and provide comments prior to update being posted on Merlin.
- **CFIA Laboratory Safety Manual 3rd Edition**
The 3rd Edition of the CFIA Laboratory Safety Manual has been released. As part of the implementation plan, all labs must complete a continuous performance review checklist for each chapter. The results of this review will be considered by laboratory OHS committees when setting objectives.

8. Round Table

No items reported.

Next meeting to be held on July 26th, 2012