

National Occupational Health and Safety Policy Committee (NOSH PC) Minutes of Meeting, May 1, 2014

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Members

PIPSC

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

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- Rick Cormier
- Jose Evangelho

Employer Members

- Gérard Étienne (Co-Chair)
- Brenda Dagenais
- Marc Sabourin
- Scott Thompson for Wendy Bray
- Richard Arsenault for Colleen Barnes
- Liz Foster

Technical Advisor

- A. Craig Houghton

Secretariat

- Kerry Piccolotto

Absent

Guests

- Christine Leong, Manager, Disability Management

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review of action items from minutes of January 23, 2014
 4. Standing Items
 5. New Business
 6. Round Table
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1. Welcome by Chairperson

Welcome by Dr. Soryal. A round table introduction was completed. Dr. Soryal thanked the Committee, Co-Chairs and the Secretariat for the timely approval, and posting of the January minutes.

2. Review and approval of Agenda

Agenda was approved.

3. Review action items from Minutes of January 23, 2014

a) Violence Prevention Program and Harassment in the Work Place

B. Dagenais provided the Committee with copies of the President's Message for their comment. Copies of the most recent versions of the FAQs for comment will be sent to the members by the Secretariat. Feedback and comments are to be sent to the OHS & Prevention unit within a two week time frame.

Action:

- **Committee Members** to send any comments on the cover message and FAQs to OHS & Prevention by May 16, 2014. Compiled comments will be shared with the Co-Chairs prior to posting.

b) Appointments to OHS Committees

The Day in a Life document was circulated to the Committee members and other than a recommended change to the title from 'A Day in the Life' to "OHS Committee and Representatives Roles", the Committee recommended the revised 'Notice of Selection and Appointment – Health and Safety Committee Member/Representative' form and the OHS Committee and Representative Roles document be distributed, as a package, and implemented.

Action:

- **OHS & Prevention** to circulate the translated package to the members of the Committee for a final review prior to distribution through the OHS Network and posting on Merlin.

c) Employee Well-Being & Organizational Change

In response to concerns raised regarding employee well-being as a result of the implementation of DRAP a draft well-being framework has been developed by M. O'Neil and an initial discussion was held with the Sub-Committee. Brenda Dagenais will send comments to the established Sub-Committee for their review and action. The Committee recommended that Kerry Piccolotto be added as a member of the sub-Committee, replacing Jennifer Corley.

Action:

- **Brenda Dagenais** to review draft framework and provide comments to Sub-Committee for their review.
- **Sub-Committee** to meet to review and incorporate comments and report back to NOHSPC by next meeting.

d) Ergonomic Assessments and Worksite Committees

The Sub-Committee, formed to review the process for sharing, filing and retention of ergonomics reports, met and recommended the following 3 items to National OHS PC: Ergonomic assessments must be provided to the local workplace OHS Committee or representative. The ergonomic assessment will be provided to the employee and the supervisor. A copy of the assessment will also be placed on the employee's file. The process of placing ergonomic reports on an employee's file is being investigated by Corporate OHS and Prevention.

A larger discussion ensued regarding record-keeping for Health and Safety Committees as a whole, and a standardized storage and naming convention for OHS related files. Corporate OHS and Prevention will draft naming convention recommendations for discussion with the Sub-Committee.

Action:

- **OHS & Prevention** to draft a reminder memo to all OHS Committees and Representatives regarding record keeping and the importance of ensuring that records are appropriately stored (secure) and are accessible even when Committee members change. The draft communique will be shared with the NOHS PC Co-Chairs and the Committee as a whole prior to release.
- **OHS & Prevention** to draft naming convention protocols and file storage guidelines for use by OHS Committees and Representatives, and provide to the Sub-Committee for discussion.

e) NOSH PC Terms of Reference (ToR)

Brenda Dagenais provided an updated version of the ToR to the Committee for their review and comment. Feedback and comments are to be sent to the OHS & Prevention unit within a two week time frame.

Action:

- Proposed final version was circulated to National OHS PC Members by Brenda Dagenais.
- **National OHS PC** to review final proposed amendments to the ToR and submit final comments by May 16, 2014.

f) Automated External Defibrillators (AEDs)

As a result of a request from the Atlantic Area (Operations Branch) for guidance on the purchase and installation of AEDs, Corporate OHS & Prevention developed and presented to the Committee a business case/risk assessment template and questionnaire that can be completed by local worksites to assist in determining the potential need for an AED.

The business case once completed and endorsed locally will be forwarded by the local OHS Committee or Representative to the National OHS PC for their review and possible recommendation to the VP of Human Resources and appropriate Branch VP for review and consideration for approval.

Action:

- **OHS & Prevention** will have the documents translated, and then the assessment tool will be released to local OHS Committees.

g) Tuberculosis

The names of the TB experts were provided to Dr. Soryal. No further action was taken. Craig Houghton and Dr. Ayman Soryal will meet and will return to the NOHS PC with a plan for the Sub-Committee on this topic.

Action:

- **Dr. Ayman Soryal and Craig Houghton** to meet and commence work with the sub-Committee with the aim of reporting back to the next NOHS PC meeting.

h) Hydrogen Sulfide (H₂S)

To address concerns raised with the potential exposure of CFIA employees in slaughter (primarily hog and beef) the Committee recommended the formation of a Sub-Committee to review the current issue and provide recommendations on how to evaluate the issue and protect employees from potential hazards. The Sub-Committee has not met recently. The Sub-Committee will meet to review the current status and make decisions with respect to recommendations for sampling, the number of sites to be analyzed and develop further recommendations for moving forward.

The Sub-Committee will consider adding egg and poultry establishments to the list, as there may be issues with hydrogen sulphide in those locations.

Dr. Ayman Soryal suggested that Dr. Lina Johannson be added to the Sub-Committee analyzing this issue. This recommendation was accepted by the Committee.

Action:

- **Bob Kingston** will schedule a meeting of the Sub-Committee members to develop a plan to present at the next NOHS PC meeting for review and discussion.
- **OHS & Prevention** will add Dr. Johannson to the Sub-Committee

i) Scents in the Workplace

OHS and Prevention has not yet completed the communications strategy for the Scent Free Guidelines.

Action:

- **OHS & Prevention** to provide the draft documents by May 31, 2014.
- **NOSH PC** to provide comments to OHS & Prevention within 2 weeks of receipt or by June 30, 2014.

j) HOIR's not being completed for Harassment/Violence in the workplace complaints/grievances and not recorded on the HOIR summary report or on the HRSDC annual report

As a result of a question from the Atlantic Area (Operations) on the lack of data on the ESDC EAHOR with respect to Violence in the Workplace Complaints, a draft communique explaining the appropriate requirements has been developed by the OHS & Prevention unit which is awaiting translation. Once received, it will then be sent to the NOHS PC for review prior to distribution.

Action:

- **OHS & Prevention** to provide the communique to the Committee as soon as it is received from translation services.

k) Sick Leave Notes requested by Employer may put employees and patients at risk for illness and are tying up doctor's valuable time

Further to the NOHS PC's request, the issue of sick notes was placed on the NUMCC agenda for the March 25, 2014 meeting. It was deferred to the next NUMCC meeting due to the number of items already on the agenda for that meeting.

Brenda Dagenais advised the Committee that an interpretation bulletin will be issued that will likely clarify the issue. The bulletin/interpretation document will be shared with the NOHS PC as an information item when it is produced.

Action:

- **Brenda Dagenais** to share a copy of the interpretation bulletin as an information item with the NOHS PC as soon as it is released by Labour Relations.

I) Moves to 1400 Merivale

Marlene O'Neil advised the Committee that ergonomic considerations are now being addressed with the move to the Merivale facility. It was raised that there was no consultation being conducted with the local OHS Committee (NCR) on any changes that may impact the health and safety of the employees involved in the move.

Scott Thompson presented an update on the NCR Space Consolidation Project. No specific OHS issues or concerns have been raised through local OHS Committees that have not been addressed on a case by case basis.

It was noted for future reference that consultation should be done locally with the OHS Committee on any such changes that may cause an impact on the health and safety of employees at the outset of the process.

B. Kingston noted that there had been no discussion with the National OHS PC or any other Committee on planned moves within the NHQ. B. Kingston also noted that there was no service wide consultation on the Office 2.0 standard and that PWGSC does not deal with issues related to OHS.

L. Foster provided information to the Committee that the team implementing the moves are responsive to ergonomic issues and are requesting that copies of existing ergonomic reports be provided to ensure concerns are addressed. L. Foster is confident that issues are being addressed appropriately.

B. Kingston advised the Committee that a checklist for this type of work was developed for use by senior management and asked why it was not being used in this case.

Action:

- **Scott Thompson** to share the update on the NCR Space Consolidation Project with the Committee.
- **Accommodations** will ensure that consultation with OSH Committees occurs for all future moves, as appropriate. Consultation will include conversion of existing or new space to Office 2.0.
- **Corporate OSH and Prevention** will look into the checklist and provide feedback to the Committee.

4. Standing Items

a) Employee Assistance Program

C. Houghton advised the Committee that the EAP contract was awarded to Morneau Shepell. OHS and Prevention are working with the contractor to develop a strategy to announce the new contract, provide service detail and educate staff. The Sub-Committee will be included in the development of the rollout strategy. The goal is to have a formal program launch in September. Morneau Shepell will be invited to provide a presentation at the July NOHS PC meeting.

Actions:

- **OHS & Prevention** to arrange for the EAP Supplier to present at the July, 2014 National OHS PC meeting.
- **OHS & Prevention** to work with Morneau Shepell and the sub-Committee to develop a roll out strategy.

b) Health Services Program

C. Houghton reported that the current contract with our service provider has been extended and Corporate OHS and Prevention will be working with Procurement to prepare the RFP. The Committee will be kept informed of progress.

Action:

- **OHS & Prevention** will ensure to include updates to Health Services Program on the July 2014 Agenda.

c) CFIA Mandatory OHS Training

C. Houghton informed the Committee that the communique has not yet been drafted. No further discussion took place on this topic.

Action:

- **OHS & Prevention** to draft a communiqué regarding the plan for Mandatory OHS Training for review and comment by the Committee.

d) Disability Management Initiative (DMI)

Christine Leong presented the findings of the workplace disability management assessment conducted by the Government Employees Compensation unit of the Labour Program.

This voluntary assessment provides a “snapshot” of an organization’s current disability management program, and identifies strengths and weaknesses of the program.

It was noted that it is very important to build capacity around the program moving forward.

Any questions regarding this initiative can be directed to the NOHS PC disability management working group.

Action:

- This item will remain a standing item for the NOHS PC and an effort will be made to find files/information that already exists within the organization to assist in the establishment of the DMI.

e) NOSH PC Five Priorities – Follow Up to Presentation to SMC July 2012

A discussion ensued amongst the group around the importance of the 5 priorities and how they are utilized at SMC to align central funding priorities distinct from branch funding priorities.

The priorities are necessary to approach SMC as an educational piece regarding the OHS Program within the Agency and as an opportunity to possibly secure funding for national OHS priorities.

Action:

- **NOSH PC Co-Chairs** to discuss and confirm the 5 priorities prior to presenting to SMC. A call will be scheduled specifically to discuss the priorities.

f) Mental Health Strategy – Peer-to-Peer Pilot

A request was made that as discussions move forward regarding the establishment of a Mental Health Strategy for the Agency, that a National OHS PC member be invited to attend and be present at any such meetings to keep the Committee informed of progress.

Action:

- **G rard  tienne** to ensure that a member of the National OHS Policy Committee is invited to attend Peer to Peer Pilot Steering Committee meetings.

g) Prevention Violence in the Workplace – Competent Persons

A majority of the persons identified as requiring the three (3) mandatory Competent Person training courses have yet to completed the training

Action:

- **OHS & Prevention** to conduct follow-up with identified individuals who have not yet completed the training.

h) Domestic Violence Prevention

Marlene O'Neil advised the Committee that she has made headway but was not comfortable as of yet to present at this meeting the information regarding Domestic Violence. She did however; confirm that a draft document would be sent to National OHS PC members prior to the next meeting.

Action:

- **Marlene O'Neil** to send draft documents to the members of NOHS PC in advance of the next meeting.
- **Marlene O'Neil** to present the Domestic Violence package at the July NOHS PC meeting.

7. New Business

a) Information – International Agency for Research on Cancer (IARC) Report calls for urgent cancer prevention measures

This report was forwarded from the Ontario Area OHS Policy Committee for information and sharing as the National OHS PC deems appropriate.

The report details trends/clusters of persons who have reported cases of cancer.

A discussion ensued amongst the Committee regarding what monitoring or surveillance is done within the Agency.

There is no current tracking on specific issues such as cancer. Workplace OHS Committees track and monitor trends in their respective work locations and many Regional and Area Committees also track overall trends. Workplace OHS Committees should review the IARC report and review employee activities and potential exposures.

Action:

- **OHS & Prevention** to share the report as an information item and for discussion with the OHS Network.

b) Revision of the CFIA OHS Website

The CFIA OHS website was last changed in 2011 and the current structure needs to be reviewed to ensure that the site meets the needs of employees, supervisors, and managers who are seeking OHS information.

The site has been updated to include National OHS Committee minutes and other OHS documents. An ongoing review is being conducted with the goal of establishing one national OHS webpage where all OHS-related documents and information is easily accessible to any user. As the project moves forward all branches will be consulted in the consolidation of OHS information.

Merlin is currently undergoing some changes, so the timing is right to make the necessary changes to the OHS webpage.

Action:

- **OHS & Prevention** will consult with the Branches, and the National OHS PC as this project evolves and the projected changes occur.

c) ESDC Complaint re: CFIA Workplace Violence Prevention Policy

Craig Houghton presented the agenda item and reviewed the agenda item briefing note.

A complaint was received from an employee in Ontario Area alleging that the current CFIA Workplace Violence Prevention Policy did not address the need for Workplace Violence Prevention Training, nor tools to assess Workplace Violence factors as identified in Part XX of the Regulations.

In response to the complaint, two documents were tabled at the NOHS PC: A draft outline of a lesson plan for the development of a training module on Workplace Violence (content) and an example of a workplace violence assessment questionnaire to be used as a tool locally, to identify workplace violence factors. Corporate OHS and Prevention is requesting comment and input on the documents. The documents will be used to develop an Agency specific approach for training and assessment. The Committee will be consulted regularly as the development proceeds.

Bob Kingston mentioned that the Department of National Defence had worked on a training module with regards to workplace violence in consultation with CCOHS.

Another reminder was tabled that all Labour Program compliance activities must be tabled at NOHS PC in accordance with the CLC.

Action:

- **NOHS PC members** to review the outline for the lesson plan for workplace violence prevention training and the workplace violence assessment questionnaire and provide feedback no later than the end of June to the OHS & Prevention unit.
- **NOHS PC Secretariat** to add a standing item to address Labour Program compliance activities to the NOHS PC agenda.

8. Roundtable

Rick Cormier advised that he would be bringing forth an agenda item for the next NOHS PC meeting on the topic of the inclement weather policy and the issue of inconsistent application.

Jose Evangelho raised the issue of lockout/tagout and asked about the status of training for CFIA staff and whether the information was sent to industry. Craig Houghton responded that Ontario Area was undertaking a pilot project in SW Region to determine if the lockout/tagout process was sent to industry and if so, who did it go to. If the information was not distributed, Ontario Area will ensure that it will be. A larger discussion ensued regarding how industry is being notified of our safe working practices and what process was being used nationally and regionally across the business lines.

Dr. Ayman Soryal reminded NOHS PC members of the importance of ensuring that standing items were actioned and did not remain too long on the agenda.

Next meeting to be held on July 24, 2014

Date: 2014-07-02

Employee Co-Chair

Date: 2014-06-24

Employee Co-Chair

Date: 2014-07-04

Employer Co-Chair

Signature on file

Bob Kingston (PSAC)

Signature on file

**Dr. Ayman Soryal
(PIPSC)**

Signature on file

G rard  tienne (CFIA)