

National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, November 10, 2009
159 Cleopatra Drive, Ottawa ON
Room 207 (Boardroom)

Employee Representatives

- Howard Willems
- Zeljko Ruzicic
- Bob Jackson
- Denis Sicard
- Bob Kingston (co-chair)
- Tom Wright (co-chair)

Employer Representatives

- Vance McEachern (co-chair)
- Mary Brodhead for Ginette Workman
- Helen Hayes for Colleen Barnes
- Stephen Norman
- Jean-Pierre St-Amand

Absent

- Eric Jackson
- Ginette Workman
- Colleen Barnes

Secretariat

- Vera Pasic
- Michelle Martin

Invited Guest

- Owen Bale
- Gini Pollesel

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1. [Welcome by chairperson](#)
 2. [Signing of minutes of last meeting, September 30th, 2009](#)
 3. [Review of agenda](#)
 4. [Review of action items from minutes of September 30th, 2009](#)
 5. [Standing Items](#)
 6. [New Business](#)
 7. [Round Table](#)
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1. Welcome by chairperson

Tom Wright welcomed the committee members.

2. Signing of minutes of last meeting, September 30th, 2009

3. Review of agenda

4. Review of action items from minutes of September 30th, 2009

****Items which were previously closed or moved are not itemized in these minutes****

a) CFIA Mandatory OHS Training

National Operations OHS Advisor, Owen Bale presented "CFIA OHS Program for 2009/2010". The Presentation focused on the revision on the Health and Safety Policy and the development of the six directives. Once senior management approves the OHS policy and directives full implementation will commence. Based on the revised OHS Policy and new directives each Branch will be tasked to revise or develop appropriate programs/standards to address their general hazards. The areas can assist in developing procedures for more specific issues for their work sites. Sites can then add in very specific guidelines at their locations.

Due to the restructuring of the CFIA OHS Program, modification of the HPP e-learning was suggested to include the Agency's new OHS program. This would result in a delay of the delivery of the training package. This decision was not in consultation with the NOSH and as a result, a co-chair discussion will be held on November 16th to address the broader training packages. The NOSH PC Members have discussed basic e-learning courses to reduce the amount of in-class time:

- Hazard Prevention Program (complete-some minor changes required)
- Job Hazard Analysis (complete- ready for translation)
- Workplace inspection (next to be developed)
- Hazardous occurrence investigation and reporting (next to be developed)
- Workplace Hazardous Materials Information System (WHMIS) (next to be developed)

The goal is to provide an e-course prior to the instructor lead which would reduce time spent in the classroom. It will also allow employees to acquire information before an official training session. Classroom time would test proficiency and provide in-depth knowledge of the required forms; example would be precise completion of a JHA.

Action: After a lengthy discussion on mandatory training, it was agreed that the 3 co-chairs would meet on Nov 16 with representatives from Operations and Learning Division regarding the HPP e-learning program to discuss modifications that would allow for the finalized program to be completed and then be presented to senior management.

b) OHS Governance (Workplace Committee Structure)

Corporate OHS, presented the "OHS Governance Committee Structure".

Presentation focused on: Identified current committee structure, roles, composition, determine committee requirement as per CLC Part II, establish & register new Local Workplace Health & Safety Committees to meet legislated requirements, provide recommendations regarding structure and role of CFIA OHS committees other than those which are legislated.

Stakeholder Consultation that has taken place; NOSH PC Members, National Operations OHS Advisors, Area OHS Advisors, Science Branch Lab H & S Officers, FAIT, CFIA Vice Presidents, Executive Directors, Managers and HRSDC.

Project Action Plan Accomplishments:

- Received and reviewed existing Local Workplace Health and Safety Committees (LWHSC) and H & S Representative,
- Received and reviewed locations where CFIA employees are located from FAIT,
- Existing CFIA H & S committee alignment determined with recommendations on # committees down to the Regional level completed for NOSH PC presentation,
- Draft CFIA H & S committee information spreadsheet completed for NOSH PC recommendation.

Draft CFIA H & S Committee information spreadsheet will include:

All Area/Regional and H & S Rep will be assigned a number. The LWHSC will have the assigned HRSDC registration #.

The assigned #s are to appear on all documentation (minutes, Terms of Reference, inspections, Hazardous Occurrence Investigating and Reporting, correspondence, etc.) for that committee/Rep. This information will be forwarded to Corp OHS where it will be filed for easy access when required at the National level

Co-chair/Rep name: Important that it is indicated the role that the person plays (management, employee, representative) to determine that we respect our legislated requirement of representation.

Terms of Reference are required to ensure the role of the committees respect the legislated requirement and to ensure there is no overlap of responsibilities between the committees

Action: Draft CFIA H & S Committee information spreadsheet to be sent to NOSH PC Members and OHS Network for review. Timeline for OHS Committee governance recommendation to NOSH PC scheduled for January 26th, 2010.

d) Fire Arms in Slaughter establishments

Draft of Meat Hygiene Manual of Procedures, Chapter 12 (Humane handling of food animals in abattoirs), Annex A (Slaughter specific parameters) was sent to the NOSH PC Members prior to the Nov 10th meeting. Formal publication of the final text will be tied to the formal sign-off of the necessary training initiative to roll-out the new requirements/text.

Action: Until the Meat Hygiene Manual of Procedures, Chapter 12 (Humane handling of

food animals in abattoirs), Annex A (Slaughter specific parameters) has gone through the final consultation process and then the approval process by Senior Management, the NOSH PC members have requested that the Memorandum called "OHS and Fire Arms in Slaughter Establishment" dated 2007 be sent again by Operations (Vance McEachern) to the Executive Directors and Regional Directors as a reminder to their staff to follow the appropriate safety protocols.

e) Securing of Filing Cabinets

Jean-Pierre St-Amand provided the following update on securing of filing cabinets against seismic activities Still Creek BC: Scheduling of work was agreed by the Regional Management Team, work is on-going, near completion.

Action: Jean-Pierre St-Amand will provide the update of the scheduled work at the next NOSH PC Meeting.

f) Emergency Operations Centre (CLOSED)

Jean-Pierre St-Amand provided an update.

Action: No action

Status: CLOSED

g) Campylobacter

It was agreed that the campylobacter and pregnant employee items will be dealt with as part of a proper poultry abattoir Job Hazard Analysis (JHA). A JHA for other abattoirs (beef, hogs, exotics) would be able to utilize the poultry JHA and determine if their hazards were different than those found in a poultry abattoir.

Action: This Project is being led by T. Wright, S. Norman, V. McEachern, O. Baleand B. Kingston. Participating sites were to be identified and provided to S. Norman.

j) NOSH Committee Administration - Refusal for Paid Leave

Procedures were provided.

Action: None

Status: Closed

m) Term of Reference for the NOSH Policy Committee

Terms of Reference to be reviewed annually.

Action: None

Status: Closed

n) Shift Work Changes

Reminder provided via last minutes.

Action: None
Status: Closed

q) Security Threats

Jean-Pierre St-Amand indicated that the ATIP Division were provided training to recognize instances where an injury test may be recommended and the need to identify sensitive issues.

Action: Jean-Pierre St-Amand will request that the ATIP Division provide the NOSH PC Members an awareness session at the next NOSH meeting with respect to the process and the compliance requirements and limitations regarding disclosing names and workplace address.

s) CFIA National OHS Summary

The 2009 in-depth trends analysis for OHS will be presented at the January 2010 NOSH PC meeting.

Action: Corporate OHS will present the CFIA National OHS Summary in January 2010.

t) Pregnant Employees:

It was agreed that the campylobacter and pregnant employee items will be dealt with as part of a proper poultry abattoir JHA. A JHA for other abattoirs (beef, hogs, exotics) would be able to utilize the poultry JHA and determine if their hazards were different than those found in a poultry abattoir.

Action: This Project is being led by T. Wright, S. Norman, V. McEachern, O. Baleand B. Kingston. It was agreed that the campylobacter and pregnant employee items will be dealt with as part of a proper poultry abattoir JHA.


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5. Standing Items

a) Legislation Reading

Corporate OHS presented a document which delineates the requirements of the CLC Part-II, section 125.1 where the Agency has met the code and whether the OHS Policy or one of the six directive covers that specific code.

Action: The document will be sent to the NOSH PC for comment.

b) Employee Assistance Program

No up-dates for this meeting.

c) OHS Website Up-Date

Discussed developing a NOSH Newsletter on Merlin which would provide material for suggested reading at Workplace Health and Safety meetings.

Action: NOSH PC Members to forward samples of OHS Newsletters that are in various regions.

d) Training for NOSH PC Members

It was agreed that training would take place prior to the scheduled NOSH meetings. Scheduled training and dates are as follows:

- January 25th : Hazard Prevention Program
- April 28th : Workplace Inspection Tour
- July 7th : Hazardous Occurrence Investigating and Reporting and Health Directive
- October 19th : Workplace Hazardous Materials Information System

e) CFIA OHS Policy Structure and Six Directives

The revised CFIA OHS Policy has been reviewed by the stakeholders and the Training Directive and Hazard Prevention Program Directive are currently in the consultation process with all stakeholders.

Action: The revised CFIA OHS Policy will be sent to Senior Management for approval.

f) Health Services Update

October 9th, 2009 meeting was held with the Working group members. Next meeting is scheduled for mid November with the recommended option to be presented to Senior Management in December.

A side discussion ensued on the appropriate use of medical evaluations. This will be addressed as a separate topic at the next meeting.

Action: The recommended option from the working group members to senior management is expected to meet the target date of December 2009.


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6. New Business

NB1) Ergonomics – Extended use of laptops

NOSH PC requested that Operations Executive Committee (OEC) table this discussion to remind Managers of their obligations under the CLC Part-II with regards to Ergonomics. A letter reminding the co-chairs of local Workplace Health and Safety Committees that discussions regarding Ergonomic needs to be addressed at their meetings.

Action: OEC will table at their November 24th Management meeting and report back the discussion that took place. A draft letter will be written by Bob Jackson reminding the co-chairs of local Workplace Health and Safety Committees to address Ergonomic needs at

meetings, letter to be reviewed by NOSH PC co-chairs.

Status: Move to AIR

NB2) Presentation on H1N1 (H1N1 Pandemic) (Move to standing items)

H1N1 Pandemic training of Manager/Supervisors was noted to be 95% completed. H1N1 Pandemic awareness for Employees is scheduled to be placed on Merlin- Managers are asked to encourage staff to take the awareness session. It was noted that CFIA meets all 15 criteria for readiness of preparedness in the CFIA National Logistics Emergency Plan.

NOSH PC members reviewed the H1N1 Pandemic training and would like it noted that Workplace Committees need to be referenced in this training as a reminder to Managers and Employees of the committee duties.

Action: Corporate OHS Office will draft an insert referencing the Workplace Committees role for the H1N1 Training for Managers and Employees for the co-chairs to recommend to Senior Management to up-date. It was agreed this item would move to Standing Items for the next meeting.

Status: Move to Standing Items

NB3) Hazardous Occurrence Investigating and Reporting (HOIR) for Alberta

Direction has not been provided for the in-depth analysis for corrective measures and training.

Action: Bob Kingston and Corporate OHS Office will collaborate to provide direction for the corrective measures and training. The revision of the HOIR to be reported back to the NOSH PC.

Status: Move to AIR

7. Round Table

RT1) Biocon/OHS Training Session (Victoria, B.C., January 11-15, 2010)

Vance McEachern informed the NOSH PC that funds were obtained from the Avian Influenza/Pandemic Contingency fund to increase OHS and Biocontainment capacity in response to the H1N1 pandemic. Operations Branch has identified a critical shortage in the number of qualified staff required to monitor the safety of workers during CFIA emergency response activities on infected premises. Training development committees for both OHS and Biocontainment met September 29 - October 1 to discuss competencies required and developed an agenda for the training. Outcome will be 25-30 additional trained employees for each group (Biocontainment and OHS).

Action: Operations Branch will provide the NOSH PC Members the training schedule and training material for the Biocon/OHS Training Session.

RT2) Assurance of Voluntary Compliance (AVC)

It was noted that a number of AVC's have been issued by HRSDC this past year. Once an AVC is issued it is the Agency's written commitment to meet the outstanding requirements within a specified period of time. It was also noted that the AVC's, once issued, are dealt with and kept at the local level. In order to assist Management and

Workplace Committees when issued an AVC the procedure will be written and placed on Merlin.

Action: All AVC's that are issued and the written commitment from Management that will be sent back to HRSDC will also be sent to Corporate OHS Office in order to brief the NOSH PC Members of the action that will be taken by Management. Bob Jackson will write up the AVC procedures that will be placed on Merlin.

RT3) Third edition of the Laboratory Safety Manual

Third edition of the Laboratory Safety Manual has been developed and will be sent to the NOSH PC Members for information.

RT4) NOSH PC 2010 Meetings

- January 26th will be held in Ottawa.
- April 29th will be held in Toronto.
- July 8th will be held in Ottawa.
- Oct 20th will be held in Ottawa