

# CFIA National Occupational Safety and Health (NOSH) Policy Committee

Minutes of Meeting, October 20th, 2010  
159 Cleopatra Drive, Ottawa, ON  
Boardroom 207

## Employee Representatives

- Marlene O'Neil
- Zeljko Ruzicic
- Bob Jackson
- Denis Sicard
- Bob Kingston (co-chair)
- Eric Jackson
- Tom Wright (co-chair)

## Employer Representatives

- Vance McEachern (co-chair)
- Ginette Workman
- Colleen Barnes
- Wendy Bray
- Stephen Norman
- JP St-Amand

## Secretariat

- Vera Pasic
- Jennifer Corley

## Teleconference

- Howard Willems

## Guest

- Stephane Lafleche, Account Manager, Shepell.fgi
- Nicola Sullivan, Manager, HR Planning and Programs
- Caroline Boehme, HR Planning and Programs
- Lynn Burge, Manager, Labour Relations

## 1. Welcome by chairperson

Tom Wright welcomed the committee members.

## 2. Signing of minutes of last meeting, July 8th, 2010

### 3. Review of agenda

### 4. Review of action items from minutes of July 8th, 2010

#### a) Fire Arms in Slaughter Establishments

Letter was sent to the Vice President of Policy and Programs Branch, requesting that the timelines that were provided to existing facilities electing to discontinue use of a firearm be shortened. The Committee requested that the CFIA release its new firearms policy no later than September 1st, 2010, and that plants cease using firearms no later than September 30th, 2010.

Vice President of Policy and Programs Branch responded and indicated in a new firearms policy that was released at the end of August 2010 that "those facilities who wish to continue to use firearms will be provided with a reasonable transition time to install walls and remote viewing cameras if they slaughter animals for whom firearms is the only reasonable stunning device and operators will be expected to confirm their intentions to CFIA no later than September 30, 2010. Operators who will continue to use firearms will have until December 31, 2010 to complete the necessary plant upgrades; operators who decide to discontinue firearms use will have until October 30, 2010 to complete the transition to alternative stunning methods."

Provincial officials and Chief Veterinary Officers were briefed during the policy development process and are supportive of the change. Furthermore, CFIA Operations Branch is very much aware of this issue and supports the proposed approach that has been developed.

Vance McEachern indicated that he would work with the Area Executive Directors that have been asked to distribute the policy through Operators Branch via the veterinarian-in-charge of abattoirs. It was also suggested that the Vice President of Policy and Programs Branch forward the new Fire Arms Memorandum to her provincial counterparts in provinces where CFIA provides meat inspection services at provincial plants.

**Action:** Colleen Barnes to up-date at the next NOSH meeting. Vance McEachern to provide update at the next NOSH on decisions taken at the plants currently using firearms.

#### b) Campylobacter

The Job Hazard Analysis (JHA) for poultry inspection is in its final stages of completion, it was agreed that Operations Branch will take the lead to consolidate the three Job Hazard Analysis (JHA) templates that were conducted at Maple Lodge in Ontario, est. #116 and 39D in Quebec and Sunrise Poultry in BC.

Once consolidation of the documents has been completed it was agreed that Maple Lodge in Ontario would review the final template.

**Action:** Final template will be forwarded to the NOSH PC members prior to their next meeting for their final review. Expectation will be for the template to be accepted by senior management as a National JHA.

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

Lynn Burge Manager of Labour Relations provided a draft document called Harassment in the Workplace/Violence in the Workplace which she presented at the meeting.

Final version of the "CFIA Work Place Violence Prevention Policy" and a presentation based on the "Workplace Violence Prevention Policy" were presented by JP St-Amand.

Following both presentations discussion and agreement to the following approach was noted.

In situations where an investigation is being considered, Corporate OHS will be the point of contact to provide clarity and direction to managers and H & S Committee Co-Chairs (i.e. when considering an investigator). If an investigation is to be conducted, the OHS Committee Co-Chairs will be notified prior to the investigation taking place. A check list will be developed and provided to H & S Committee Co-Chairs to assist them when dealing with an investigation.

At this time, the CFIA will move forward with the Violence Prevention in the Workplace Policy. It was agreed that the current Harassment Prevention Policy will need to be amended to reflect Regulation XX of the CLC. Both Policies will include a cross-reference to the other Policy until such time as a final decision is made whether each Policy will be a stand alone policy or merge into one policy.

**Action:** Corporate OHS Office will release a memo to the committee co-chairs and the HR community explaining who the point of contact will be should direction be required. Labour Relations and Corporate OHS will develop a check list which will provide tools that the NOSH co-chairs will recommend to committee co-chairs.

### **d) Hazardous Occurrence Investigating and Reporting (HOIR) for Alberta**

Tom Wright and Bob Kingston provided training in early August on the HOIR module and a practical exercise in generating the investigation report.

**Status:** NOSH PC members are satisfied with the revised training that was provided to the Committee members. **Closed**

### **e) Third edition of the Laboratory Safety Manual**

Science Branch has been consulting with their Lab Safety Network and local OHS Committees in updating its Laboratory Safety Manual. The 3rd edition is a result of several OHS legislative changes that are to be included in the new manual, content improvements and additions identified through CFIA Laboratory OHS and continuous performance reviews that HRDC Labour Program Safety Officers recommended to include 2 new chapters relating to Office and Facility Safety.

NOSH PC members were provided a summary of the major changes to the manual and will have an opportunity to review and provide comments prior to the manual being released.

**Action:** Completion of the 3rd Edition of the Laboratory Safety Manual is still anticipated for late Fall.

#### **f) Invitation for the President to attend a NOSH PC meeting**

Mrs. Carole Swan, Mr. Da Pont, Executive Vice President and Mr. Boudreau, Vice President of Human Resources where provided an overview on the Agency's OHS Program. Following the presentation, discussion took place among the members on maintaining and enhancing the Agency's commitment to OHS. It was also noted that the NOSH will be invited throughout the year to submit recommendations for approval by Senior Management.

**Action:** No action required

**Status:** Closed

#### **g) NOSH PC Plans and Priorities for 2010-2011**

Corporate OHS has identified a firm that has demonstrated they are able to meet our deadlines and the scope of work that is required for the Plans and Priorities. Bob Jackson and Zeljko Ruzicic will represent the NOSH members in reviewing the proposal.

**Action:** Corporate OHS to provide an up-date at the next NOSH Meeting.

#### **h) Weatherill Listeriosis Report: Aircard (aka: rocket stick)**

Update was provided from the IM/IT who was leading the "Inspector Technology Modernization Project" and they indicated that this project was successful and no longer is a topic to be discussed.

**Status:** Closed

#### **i) Feed Inspector –Personal Protective Clothing-Cleaning of Laboratory Coats**

On September 15th the first working group meeting was held with representatives from Operations , Procurement, Science, National Environmental team and FAIT branches to review the extensive number of contracting arrangements as well as the multiple laundering practices currently in use throughout the Agency and agree on scope of project.

On October 4th agreement was reached on project objectives, deliverables and timelines to achieve efficiencies which will ensure the protection of CFIA employees and respect the environmental requirements.

The working group will focus on developing and implementing a National Laundry Strategy and Standard which is expected to be implemented for 2011-2012.

In the interim, a memo will be drafted explaining the steps that employees are to take until the National Laundry is in place will be written by the working group and reviewed by the NOSH co-chairs.

**Action:** Operations Branch to draft interim measures for co-chairs to review, and develop procedures that will be attached to the PPE Directive for cleaning of clothing.

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

**Status:** NOSH PC Members are satisfied with the outcome and consider this topic closed.

### **CFIA Hazardous Occurrence Investigation Reporting Template**

This topic was considered closed on July 8th however; sections that were considered vital for reporting purposes which were noted on the CFIA HOIR form were not fully addressed when the recommendation to adapt the HRSDC form took place. Therefore, discussion re-opened with the following considerations; merge the CFIA HOIR form to ensure that CFIA is in compliance when reporting to HRSDC which will ensure that the issuing of an Assurance of Voluntary Compliance (AVC) will no longer be a factor for HRSDC due to lack of information on our CFIA HOIR form.

**Action:** Corporate OHS to merge the CFIA HOIR form and the HRSDC HOIR form once completed to forward to Senior Management for approval.

## **5. Standing Items**

### **a) CLC Legislation Reading**

Discussion took place to modify the format of the CLC Legislation Reading, it was suggested that topics that are discussed at the NOSH meetings will reference the CLC Part II in the minutes, this new format would provide the various committees, management and employees knowledge of when NOSH members are implementing the Code and how actions will be addressed based on the requirements.

**Action:** It was agreed when Briefing Notes are submitted for consideration that the information must contain accompanied reference material such as Canada Labour Code Part II, Regulations and any Directives from HRSDC.

**Status:** New approach was agreed to by all NOSH members. **Closed**

### **b) Employee Assistance Program**

Stephane Lafleche, Account Manager for Shepell.fgi was present to provide an overview and answer questions on the annual report which covered the period between April 1st 2010 and September 30th 2010. It was agreed that in the future an executive summary would be provided to assist NOSH to make recommendations on new developments such as procedures, policies and/or work related issues. A message will be sent to the committees informing them that an executive summary of EAP trends within their area is available upon request. A reminder that the Agency has 50 Wellness Sessions a year, with up to 30 employees per session.

**Action:** National executive summary from Shepell.fgi will be provided prior to the next NOSH meeting. Should committees wish to obtain an executive summary of EAP trends within their specific area request will need to be directed to HR Planning and Programs Division.

### **c) OHS Website Up-Date**

Due to time restraints within the Corporate OHS Office the Web Site has been delayed and completion is expected by end of November for launching onto Merlin.

**Action:** Corporate OHS to provide up-date at next meeting.

#### **d) Training for NOSH PC Members for 2010**

***Scheduled training and dates are as follows:***

January 25th Hazard Prevention Program - **COMPLETED**

April 28th Workplace Inspection Tour – **COMPLETED**

July 7th Work Place Inspection Training – **COMPLETED**

October 19th Hazardous Occurrence Investigating and Reporting – **COMPLETED**

**Action:** Once final training modules have been completed the expectation will be for the NOSH PC members to participate.

**Status: Closed**

#### **e) CFIA OHS Policy Structure and Six Directives**

It was agreed that the Health Evaluation Directive will be revised when the Health Services Program is launched. Therefore, the current Health Evaluation Directive which is on Merlin will be referred to for guidance in the interim.

Emergency Measures Directive is being led by FAIT and the working group will be meeting in the next few weeks and will provide a first draft to the NOSH PC and OHS Network for review.

**Action:** Emergency Measures Directive up-date will be FAIT.

#### **f) Health Services Program Update**

As the New Health Service Delivery Module is moving forward a number of emerging issues were brought forth for further consideration. Due to these issues the following recommendations were presented to Senior Management; contract for National Service Provider, considered less risky as it created a neutral third party to provide advice, guidance and work place investigations and emergency services available to deploy when needed.

NOSH Members discussed the inconsistencies with the current health evaluation assessments that are being conducted. With Health Canada no longer evaluating the employee's health assessments from personal physician's or from an outside provider concerns regarding reliability of health evaluation assessments have been noted. Recommendation to Managers would be to seek the advice of their Human Resource Advisor when unclear on the approach for a Health Assessment.

The NOSH PC members agreed that this new approach would benefit the Agency as a whole.

**Action:** Ginette Workman to provide an up-date at the next NOSH PC Meeting.

#### **g) OHS Governance (Workplace Committee Structure)**

Direction for the Area and Regional Committees were to adapt the Terms of Reference (ToR) from the Governance Structure that was approved by Senior Management in May 2010. The Area and Regional Committees that were formed have forwarded to Corporate OHS their revised ToR. One Area Committee and three Regional Committees are in the process of beginning formed.

**Action:** Corporate OHS will gather the ToR and review prior to the next NOSH meeting.

#### **h) CFIA National OHS Summary**

Hazardous Occurrence Incident Reporting (HOIR) from January 1st, 2010 to October 8th 2010 was gathered by the Area OHS Advisors, and a National report was provided by National Operations OHS. No emerging trends were reported and training was provided when recommended by committees.

**Action:** Next NOSH meeting an Annual report will be provided covering January 1st 2010 to December 31st, 2010.

#### **CFIA Mandatory OHS Training**

Training sub-committee met on September 22. Working group discussed various training modules and budget constraints. Learning Division suggested that a demonstration of Adobe Connect Net Meeting be provided to the OHS Network and NOSH PC members. The NOSH co-chairs agreed that the scheduled Hazardous Occurrence Investigating and Reporting (HOIR) training module set for October 19th could be replaced with Learning Division providing a Demo of Adobe Connect Net Meeting on the JHA Module. The NOSH PC members and the OHS Network were provided a demonstration on October 19th comments on this training module are requested back to the Training sub-committee by October 29th.

Draft Hazard Prevention Program Standard was sent to the NOSH PC and OHS Network on September 14th. Comments are due back by October 29th.

On September 21st letters were sent by the NOSH co-chairs to the Vice Presidents of each Branch indicating the # of employees that still require the HPP E-Learning on Campusdirect training. It was noted on October 6th that training is more than 50% completed; however the NOSH PC is recommending that the Vice Presidents are provided a break down of their Branch to assist their management teams for 100% completion. Another letter will be sent out with the breakdown of each area. It was discussed that this mandatory training was sent out on Merlin and since many employees have not seen the message perhaps an additional message centre be considered, such as the OHS Governance, which Corporate OHS was tasked to draft up options for NOSH PC to consider.

**Action:** The training sub-committee will meet prior to the next NOSH meeting to discuss training options. Once discussion has taken place the training options will be provided to the NOSH PC members to review before options are forwarded for Senior Managements for consideration. Branch status for HPP e-Learning will be sent to each Branch for appropriate follow-up.

## **6. New Business**

### **Unionized Employees as Management Reps on Health and Safety Committees**

Concerns were addressed that employees that pay union dues and with limited authority are representing Management at OHS meetings. It was agreed that the Manager in charge of a work site is responsible for their site and that delegation for a unionized employee to sit as a Management representative would be on a case by case situation and be an exception to the norm.

Should Management feel it necessary to delegate a unionized employee to represent them at an OHS Committee meeting Managers will be asked to identify such situations to the Corporate OHS office for review. Corporate OHS will review with the assistance of the NOSH co-chairs if necessary.

**Action:** Corporate OHS and JP St-Amand to send memo to Mr. Baker who will forward this memo to management.

### **Work Place Inspections**

Questions have been posed by OHS committee members and representatives regarding which premises should CFIA perform work place inspections.

It was agreed that CFIA employees would only inspect areas that the Agency has control over, which is the workstation area and office that staff would be utilizing. Should building concerns be an issue this would be addressed with the building owners through CFIA Facilities, example would be air quality issues.

**Action:** Corporate OHS to forward document that provides clear direction on the area's that committees and representatives are to inspect by way of the OHS Governance Structure.

## **7. Round Table**

No issues to report.