

Minutes
National Occupational Safety and Health
Policy Committee Meeting
Canadian Food Inspection Agency
October 27th, 2011
159 Cleopatra Drive, Ottawa, Ontario
Boardroom 207

Employee Representatives:

PIPSC

Tom Wright (co-chair)
Zeljko Ruzicic
Terry Petrow

PSAC

Bob Kingston (co-chair)
Marlene O'Neil
John Langs
Raphael Tarasco

Secretariat:

Jennifer Corley
Vera Pasic

Employer Representatives:

Stephen Norman (co-chair)
Ginette Workman (a.m. only)
Colleen Barnes
Debbie Cunningham
Claude Levesque for Wendy Bray
Mark Willcox for Carolyn Inch (a.m. only)

Regrets

Carolyn Inch
Wendy Bray

- 1. Welcome by Chairperson Tom Wright**
- 2. Signing of minutes of last meeting, July 28th, 2011**
- 3. Review and approval of agenda**
- 4. Review action items from minutes of July 28th, 2011**

4 Campylobacter

The approved JHA and tip sheet were shared with the original four industry poultry plants for information. Corporate OHS will submit a memo through the OHS Governance for Area OHS Committee co-chairs to distribute to plants in their Area. The JHA is to be used for plants to assist them in developing their site specific JHA.

Status: Closed

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

The draft Violence / Harassment Policy, which will now be referred to as the "Respectful Work Place Policy (Prevention and Resolution of Violence, including Harassment)" is in its final stages of completion.

Action: Corporate OHS to organize a face to face meeting of the working group on November 24, 2011 to review the Policy and tools that were previously developed; the intent is to present the final Policy to Senior Management Committee by mid December.

4 Status of the JHA, WPI, HOIR and WHMIS Training Materials (Moved to standing items “CFIA Mandatory OHS Training”)

4 Fire Safety (heading will be replaced with “Building Emergency Management Safety Directive”)

Claude Levesque explained that a working group had met over the summer and developed a work plan. It was agreed by the working group that the draft “Emergency Measure Directive” will now merge into the “Building Emergency Management Safety Directive” since there were many sections that overlapped.

Action: Corporate Management Branch will update working group’s development of the “Building Emergency Management Safety Directive” at the next meeting.

4 Appointments to OHS Committees

The “Notice of Appointment for Safety and Health Committee Member/Representative” document was reviewed by the NOSH PC and the OHS Team with the recommendation that committees use this document to keep track of their membership and training requirements.

It was suggested that a completed copy of the appointment notice be provided to the employee’s manager which would assist with managing the employees’ day to day duties.

Action: Corporate OHS to forward document referred to as “Notice of Appointment Safety and Health Committee member/Representative” through the OHS Governance and have it placed in Desktop eForms.

Status: Closed

4 Lock Out Tag Out (LOTO) Notice to Industry

Consensus from the OHS Team and the NOSH PC members is to have a National approach for Lock Out Tag Out that goes beyond food safety.

Action: Corporate OHS will draft a memo with procedures for the NOSH PC and OHS Team to review prior to the next meeting.

4 Personal Protective Equipment: Prescription Safety Glasses

NOSH PC members suggested that Managers reference the “Scales of Entitlement” which provides guidelines when purchasing PPE.

Action: Corporate OHS to send memo via the OHS Governance as a reminder to Managers to reference “Scales of Entitlement” when seeking to purchase PPE, and should these guidelines not provide clear direction then to discuss with local OHS

Committee and seek a recommendation.

STANDING ITEMS

5 Employee Assistance Program

NOSH PC members reviewed a National Executive Summary report and discussed the importance of OHS Committees requesting summary reports for their specific areas to help them facilitate the best usage of EAP. It was suggested that a working group be formed of NOSH PC members in order to review past Executive Summary sheets, Wellness Sessions and Tip Sheets to generate a “Check List” to raise awareness and assist OHS Committees when requesting and reviewing EAP services.

Wellness Sessions are tracked from September 2010 to August 2011. CFIA receives 50 Wellness Sessions every September. The report also indicated that 22 sessions have been carried over which means we have 72 sessions until August 2012.

Action: A working group will be formed to develop tools for OHS committees when requesting and reviewing EAP services. The working group will include Marlene O’Neil, Stephen Norman, Debbie Cunningham, Colleen Barns, John Langs and Zeljko Ruzicic. The first meeting will be convened by early December. **Debbie Cunningham** to provide an update at the next NOSH PC meeting on the “Check List” to assist OHS Committees when requesting and reviewing EAP services.

5 CFIA OHS Policy Structure and Directives

The OHS Policy has been submitted and will be presented on November 30th to Senior Management for approval; once approved it will be sent via the OHS Governance and posted on Merlin.

The Emergency Measure Directive will now merge into the “Building Emergency Management Safety Directive”.

Status: Closed

5 Health Services Program

On October 1st, 2011 the Human Resources Branch officially launched the Occupational Health Services Program with the AIM Group Ltd after running a successful pilot in the Atlantic Area. Information is now available on Merlin including the forms and steps to follow. Information was also distributed via OHS Governance.

Action: Corporate OHS to provide an update at the next meeting.

5 OHS Governance (Workplace Committee Structure)

The Atlantic Regional OHS Committees Terms of Reference were reviewed and approved by the NOSH PC members.

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

Action: Corporate OHS to provide an update at the next meeting.

5 CFIA National OHS Summary

Quarterly HOIR Report from the OHS Team was reviewed at the meeting. It was suggested that a NOSH PC member take the lead to review and provide a summary of the quarterly report for the next meeting.

Actions: (1) **NOSH PC Co-Chairs** to define prior to the next meeting the approach that the working group should consider to assist local OHS Committees when reviewing HOIR's at their meetings. (2) **Marlene O'Neil** will review and provide analysis of the Quarterly HOIR summary for the next meeting.

5 CFIA Mandatory OHS Training

Work Place Inspection e-Learning / Hazardous Occurrence Investigation Reporting e-Learning

Training Sub-Committee to discuss when this topic will become an e-Learning module.

Action: Bob Kingston and Owen Bale to review draft HOIR. Training sub-committee will review draft HOIR and Work Place Inspection e-Learning at their next meeting.

WHMIS e-Learning

Training of the National OHS Team as Location Training Managers is on-going. WHMIS e-Learning will be accessible in early December.

Hazardous Prevention Program (HPP) e-Learning on *MyAccount@CFIA* training has reached 72% completion. It was suggested by the OHS Team to not use the Z-List as a reminder for those who have not completed the HPP e-Learning; instead the OHS Team would contact their training co-ordinator and assist Management with a remainder of employees that still require this training.

Action: Corporate OHS to provide an update at the next meeting.

5 Working Alone Directive

NOSH PC members proposed that the working group that is currently developing the “**Building Emergency Management Safety Directive**” will review the draft Working Alone Directive for consistency.

Action: Stephen Norman will determine the status of the Draft Working Alone Directive and push to complete it.

5 Indoor Air Quality (IAQ) Investigation

It is expected that the local OHS Committee, Operations Management, Real Property PWGSC Reps and Unions will participate in the “Lessons Learned” meeting that is scheduled to be held on November 9th, 2011.

Action: Corporate OHS to provide an update at the next meeting.

5 Hazardous Occurrence Investigation Report (HOIR) Appointing a Qualified Person and Notification to Work Place Committees and Health and Safety Representative.

It was suggested that the training sub-committee discuss a National approach for acquiring and training of an investigator and when the revised HOIR e-form is reviewed that a section referred to as “qualified person” be added along with the training requirements. This topic will be included in the HOIR e-Learning module and HOIR e-form. **Corporate OHS will** forward information to the training sub-committee for their review.

Status: Closed

6 NEW BUSINESS

6 NOSH PC “Terms of Reference” Review

It was agreed that the Committee will review their Terms of Reference on an annual basis. Next review will be at the October 25th, 2012, meeting.

Status: Closed

6 NOSH PC Meeting for 2012

The following meeting dates have been agreed to by the NOSH PC members.

January 26th, May 10th, July 26th, October 25th, 2012.

ROUND TABLE

7 Testing New CSA Type 2 Hard Hats

Many inspectors have complained and they believe the CSA Type 2 Hard Hats currently used are extremely warm and heavy due to the foam liner necessary to meet the lateral impact requirement of the CSA Standard.

The Mount Blanc, a CSA approved Type 2 Class E hard hat produced by Dynamic- a Quebec based company and carried by Acklands Grainger- is being tested at Establishment 14. The Dynamic is the same size and weight as the North A89R.

Employees testing the Mont Blanc are documenting their experience and perceptions. Upon completion of the trial all feedback will be documented and provided to Corporate OHS along with any recommendations. Should the Mont Blanc model be deemed acceptable as a result of the trial a formal request will be made to have the hard hat added to the list of acceptable protective head protection. It was noted that the NIOSH standard for hard hats has also been deemed acceptable by HRSDC.

Action: John Langs to provide an update at next meeting.

Next meeting to be held on January 26th, 2012

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston (PSAC)

Tom Wright (PIPSC)

Stephen Norman (CFIA)