

NOSHPC Minutes of Meeting, October 25th, 2012

1400 Merivale Road, Ottawa, ON
Tower 2, 2nd Floor, Boardroom 336

Employee Representatives

PIPSC

- Tom Wright (Co-Chair)
- Terry Petrow
- Zeljko Ruzicic

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- José Evangelho
- Sam Barlin

Secretariat

- Vera Pasic
- Sharon Drolet

Employer Representatives

- Stephen Norman (Co-Chair)
- Colleen Barnes
- Claude Levesque
- Mark Willcox
- Debbie Cunningham
- Brenda Dagenais
- Jennifer Corley

Regrets

- Wendy Bray

Guests

- Gérard Étienne, VP, Human Resources
- Megan McMurchy, National Manager, Labour and Employee Relations
- Lynn Burge, Manager, Respectful Workplace
- Marie-Andrée Morin, NHQ OHS Advisor

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1. Welcome by Chairperson
 2. Signing of minutes of last meeting, July 26, 2012
 3. Review and Approval of agenda
 4. Review of action items from minutes of July 26, 2012
 5. Standing Items
 6. New Business
 7. Round Table

1. Welcome by Chairperson Tom Wright

2. Signing of minutes of last meeting, July 26th, 2012

3. Review and approval of agenda

4. Review action items from minutes of July 26th, 2012

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

Update: The NOSH Co-Chairs provided the Vice President, Human Resources with a Q&A document addressing the issues the VP had raised regarding a Respectful Workplace Policy. The meeting regarding the Violence Prevention Program with HRSDC and TB has not yet been scheduled due to timetable challenges but will be before the next meeting.

The Vice President, Human Resources and Executive Director, Workforce/Workplace Relations will speak to this item in greater detail during the New Business portion of today's agenda.

Building Emergency Management Directive

A draft directive on September 11, 2012 to the NOSH PC for review and comment to Christopher Daigle by October 22, 2012. CMB reported that no comments were received. Operations branch requested one last review.

Action:

- **Corporate Management Branch** will highlight any changes and will send to the NOSH PC Co-chairs for their final review before posting.

Appointments to OHS Committees

There are a number of questions regarding the new "Notice of Appointment" e-Form for Health and Safety Committee Member/Representative. A draft of the questions and answers document were sent to NOSH PC members by COHS on August 1, 2012. The questions and answers will be reviewed at the January NOSH meeting then posted on Merlin for reference.

Action:

- **COHS** to forward Q&A to NOSH members by December 20, 2012. Discussion to take place before or after the next meeting regarding the Q&A before being posted on Merlin.

Lock Out Tag Out (LOTO) Notice to Industry

Due to pressing matters since the last NOSH PC meeting, the 2nd draft memorandum describing a National approach for "Lock Out Tag Out" procedures had not been sent to the NOSH PC and Area OHS Advisors for consultation.

Action:

- **COHS** will compile and send out comments received to NOSH PC and OHS Advisors prior to the next scheduled NOSH PC Meeting. **COHS** will provide an update at the next meeting.

Personal Protective Equipment: Prescription Safety Glasses

The 3rd draft of the Memorandum regarding Prescription Safety Glasses is complete and has been translated. It is ready to be sent to the NOSH PC and the Area OHS Advisors for consultation.

Debbie Cunningham would like a copy to send to her management team prior to Dec 20, 2012.

Action:

- **COHS** to distribute memorandum for final review to members prior to sending.

Defensive Driving

Corporate Management Branch contacted the National Vehicle Committee that is overseeing the Ground Transportation Management Strategies and was informed that a meeting is scheduled for early Fall. A request has been made by CMB for information on all accidents including fender benders for the NOSH PC members to review.

The NOSH PC previously identified the following questions and is seeking the information to answer them:

- 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.

Update: Claude Levesque provided information responding to the initial questions above, confirming an accident rate of approximately 10% (which was consistent whether or not employees had taken defensive driving training), and that 50% of the accidents were at no fault of the CFIA driver. The Committee requested that additional information/clarification be presented at the next meeting including answers to the following further questions:

1. Are there less accidents in areas where employees took defensive driving training?
2. Of the percentage of accidents, do we know how many involved temporary vs. indeterminate employees? (i.e. should we spend more time training our temporary employees?)
3. What exactly does the "10%" reflect or measure?
4. Are we sure the accidents are being reported to the OHS Committees?

Action:

- **Corporate Management Branch /Operations** to seek the additional information and report back at, or before, the next NOSH meeting.

Review of Proposal to Assess Potential Hazards for Ship Inspection

Owen Bale and Jennifer Corley visited the port of Montreal (mid August) to:

- Obtain and report on background information available to the Inspectors;
- Review what procedures are missing in order for the inspectors to evaluate a possible confined space and any hazards that may be present; and
- Modify the draft Confined Space Directive

Next meeting will be held on November 8th, 2012. A work plan is in development and includes updates to JHA's, etc.

Ray Knight and Tara Garratt will meet in Vancouver (August) to complete similar exercise.

Update: Owen and Jennifer conducted their visit and are compiling the information requested; a further meeting will be held on November 8, 2012. A revised statement of work is currently being evaluated by Golder & Associates with regard to confined spaces and work will commence shortly. The Vancouver meeting will occur at a later date if needed once the initial observations are compiled.

Action:

- **COHS** will provide an update at the next NOSH meeting.

CFIA National Health & Safety Program

NOSH PC members were provided the "Continual Performance Review Booklet" that was developed as a self-audit tool for OHS Advisors and OHS Committees to evaluate compliance with national priorities. It was suggested as a starting point that this audit tool be rolled out to the Area OHS Committees for completion, with guidance from the Area OHS Advisors.

Action:

- **COHS** and the **AOA's** to work with Area OHS Committees to complete the Continual Performance Review. This will be an item that will be discussed at the National OHS Team face-to-face meeting in January.

5. Standing Items

Employee Assistance Program

COHS provided a brief summary of where they are at with the Administration of this contract. Contract with Shepell.fgi for EAP services for the CFIA will expire on August 31, 2013. Process shall begin shortly for the new RFP.

A Z-list message to all employees concerning the Balancing Act newsletter is awaiting approval and should be sent out within the next couple of weeks. An e-mail through OHS Governance will be sent advising committees where to locate EAP's monthly newsletters.

An e-mail with information concerning Wellness Sessions has been sent through OHS Governance. Follow up was made directly with Atlantic and Quebec AOA as these two areas have not yet submitted any requests.

An e-mail was sent through OHS Governance recommending that Wellness become a Standing Item on all OHS Committee Agendas.

An e-mail has been sent to Shepell.fgi requesting their user survey be revised to include a comments box.

It was suggested that EAP be incorporated in Employee Orientation.

Actions:

- **COHS** to follow up with Shepell.fgi concerning the comments box.
- **COHS** to provide update at next meeting.

Health Services Program

Medical Protocols

Corporate Occupational Health and Safety announced the completion of the Medical Protocols (Rabies, Anthrax, Tuberculosis, Tetanus and Diphtheria).

The customized protocols are intended for health care professionals to use as part of a national approach to health evaluations and medical monitoring for CFIA employees. The development of the protocols was a collaborative effort between CFIA subject matter experts from PPB, Operations and Science Branch, COHS and the AIM Health Group physicians and nurses with the goal being national consistency and clear direction on the requirements for employees to have specific immunization and testing.

COHS has also created information sheets to complement the medical protocols as an internal document to assist managers in determining which employees require the vaccinations or skin tests, based on risk of exposure and other helpful information.

Information sessions, via teleconferences, will be set up in the Areas to allow Managers, Human Resources, union representatives and other key players involved in health monitoring and assessment of employees to ask questions and seek clarification.

Health Services Directive

A working group has been established by COHS to discuss and provide input into the new Directive and CFIA "OHAG". A call letter will be sent to the NOSH PC requesting members from the NOSH, as specified in the letter, to participate in this working group.

Once a draft is completed, the Directive will go through the normal OH&S governance and consultation. Medical protocols will be part of this Directive.

Actions:

- **COHS** to send call letter to NOSH PC members requesting participation in the working group.
- **COHS** to provide up-date at the next meeting.

OHS Governance (Workplace Committee Structure)

The review of the Quebec Regional OHS Committees Terms of Reference has been completed. No concerns were reported.

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.

Since the XL Foods recall, a request was put forth by PSAC to review a copy of the TOR for the Brooks, Alberta committee to ensure that issues are being dealt with appropriately.

COHS proposed a template for OHS Minutes to NOSH PC members 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.

Colleen Barnes shared a hard copy of an OHS Committee Minutes Report used by WBSCC in Newfoundland and an Issues Sheet that can be used as tools to be used as a base to develop a standard quarterly report for the CFIA.

Actions:

- NOSH Secretariat will share scanned versions to committee members with comments due back in 2 weeks.

CFIA National OHS Summary

Marlene O'Neil and Stephen Norman considered whether CFIA best practices were needed by committees to complete the Employer's Annual Hazardous Occurrence Report form ([http://www.servicecanada.gc.ca/eforms/forms/hrsdh-nhq-lab1009\(2011-10-002\)e.pdf](http://www.servicecanada.gc.ca/eforms/forms/hrsdh-nhq-lab1009(2011-10-002)e.pdf)). They determined that best practices were not required because Labour Canada's EAHOR

- Frequently Asked Questions document provides sufficient guidance (http://www.hrsdc.gc.ca/eng/labour/health_safety/employers/investigate/faq.shtml).

Due to pressing issues since the last NOSH PC meeting, Bob Kingston and Owen Bale were unable to meet concerning best practices for reviewing HOIRs.

Actions:

- **Marlene O'Neil and Stephen Norman** to obtain and provide HRSDC best practices and share them with the Committee.
- **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

An employee orientation was given in Rigaud, QC in mid October with Owen Bale. The training and format was well received. Developing an on-line training is being considered.

Due to pressing matters since the last NOSH meeting, the **Training Sub-Committee** did not meet to review the OHS orientation package.

Action:

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

Hazardous Prevention Program (HPP) e-Learning

Discussions took place with Jennifer Corley, Owen Bale and Mark Dean (Learning Information and Monitoring Coordinator). Mark Dean has agreed to present at the next NOSH PC meeting in January 2013.

Hazardous Occurrence Investigation Reports (HOIR)

A standardized approach for reporting 'up' will be sent through OHS Governance.

Action:

- **COHS** to send an e-mail over the next few weeks detailing the standard reporting
- The **Training Sub-Committee** will consider the approach that was used to roll out the HPP training and develop recommendations for the delivery and tracking of future OHS e-learning modules.

Working Alone Directive

The Working Alone Directive has now been posted on Merlin.

Status: Closed

Indoor Air Quality (IAQ) Investigation

A Working Group is to be established to review the 'Lessons Learned' meeting minutes from Courtney Park. A call letter is to be sent out prior to Christmas 2012.

CMB has been advised that PWGSC will begin to regularly monitor IAQ for leased facilities under the CFIA Real Property portfolio and other government departments.

Action:

- **COHS** to update at next meeting

6. New Business

NOSH PC Priorities

Gérard Étienne reported that the Senior Management Committee (SMC) has approved the five key NOSH PC Priorities as follows:

- 1. Develop a culture of OHS**
- 2. Establish an ongoing OHS budget**
- 3. Develop a CFIA national OHS program**
- 4. Implement the OHS program**
- 5. Monitor the OHS program**

Those present at the SMC Meeting agreed the SMC discussion was positive and that this Committee has full support at this time to move forward and develop a culture supporting OHS. The Committee stressed the need for communication and education to employees and the VP HR undertook to schedule OHS as a topic for discussion at an upcoming EX Town Hall to begin the communication process.

Action:

- A separate meeting of the NOSH PC Co-Chairs with input from the National OHS Team has been scheduled for November 20, 2012 to develop recommendations for an action plan for the VP HR to present to SMC. Plan should include measurables (i.e. dates and time lines) to ensure items remain on track and are moving forward.

Action:

- The OHS Priorities will be scheduled for discussion at an upcoming EX Town Hall and steps taken to begin communicating OHS as a key priority within the CFIA.

Brenda Dagenais gave a presentation on Harassment/Violence in the Workplace – The Way Forward for the CFIA. The CFIA will proceed to issue a Workplace Violence Prevention Policy they feel is in keeping with the requirements of the Regulations. The situation has become more urgent given HRSDC's direction and the need for greater clarity of roles and responsibilities in the Areas. The CFIA now needs to issue its policy urgently, and has considered the input and feedback that has been provided during the extensive consultation with the Bargaining Agents and others that has taken place over the last two years.

Gerard Etienne tabled the proposed Policy, which at present, is similar to that of AAFC. Bob Kingston voiced concerns on behalf of the PSAC that the Policy on Workplace Violence did not include harassment and that the HRSDC directions focused more on investigation process not complying with COHS Regulation, Part XX than lack of policy. PIPSC agreed with that objection. Bob further confirmed that PSAC does not agree that the Employer can unilaterally select a person employed by the CFIA as an independent "competent person" within the definition in Regulation XX, nor that any initial unilateral screening should be done by CFIA representatives. He confirmed that both PSAC and PIPSC will continue to tell their members to file any complaints relating to harassment as complaints under Section 20 given the Union's position that all harassment is violence.

Committee members provided their comments on general input into the policy during the meeting, generally supporting the content of the policy with the exception of PSAC's objections noted above, however expressing some concern with the specifics of the draft Process Map (i.e. requesting that the step re the HOIR being completed by the supervisor should be deleted). G.Etienne confirmed that the Policy will be issued with the understanding it can be amended as we move forward to address changing needs and it will now proceed through the appropriate internal process for approval and issuance on an urgent basis.

Action:

- Once approved, the new Workplace Violence Prevention Policy will be posted on Merlin and a communication plan will be developed and implemented along with appropriate tools (e.g. Checklists, Templates, Criteria for Risk Assessments, etc).

A copy of the draft IPG on Violence Prevention from the Treasury Board Secretariat was provided to all NOSH PC members for their information. Anyone with comments was asked to provide them to Jennifer Corley no later than October 30th, 2012 so that the CFIA could share its input with TBS by their required due date of November 1, 2012.

7. Teleconference with Area OHS Advisors

Due to the time constraints for this meeting, there was no teleconference with the Area OHS Advisors. COHS will schedule a call to update them on the outcome of the meeting.

8. Roundtable

PSAC mentioned that they would like a communiqué to be drafted and sent through the OHS Governance to establish feedback on increased workloads, employee stress etc. as a result of the budgetary reductions. COHS agreed to work on a draft and share with the Co-Chairs.

Tom Wright will be stepping down as Co-Chair PIPSC. The Committee thanked him for his diligent work and dedication and wished him the best in his new endeavours. A replacement has not been named as of yet.

The Committee also thanked Vera Pasic for her years of service and hard work as NOSH Secretariat. Vera will now be pursuing new opportunities and the Committee wished her the very best.

Next meeting to be held on January 24, 2013

Date: _____

Employee Co-Chair

Date: _____

Employee Co-Chair

Date: _____

Employer Co-Chair

Bob Kingston (PSAC)

Tom Wright (PIPSC)

Stephen Norman (CFIA)