

NOSH PC Minutes of Meeting, October 24th, 2013

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Representatives

PIPSC

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

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- John Langs
- Jose Evangelho

Secretariat

- Sharon Drolet

Employer Representatives

- Brenda Dagenais for Gérard Étienne (Co-Chair)
- Stephen Norman
- Nancy Fahey for Wendy Bray
- Theresa Iuliano (a.m. only)
- Liz Foster
- Jennifer Corley

Absent

- Gérard Étienne
- Wendy Bray

Guests

- Kerry Piccolotto

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review and adoption of minutes from July 11, 2013
 4. Signing of minutes of last meeting, July 11, 2013
 5. Review of action items from minutes of July 11, 2013
 6. Standing Items
 7. New Business
 8. Round Table
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1. Welcome by Chairperson

Brenda Dagenais welcomed the participants on behalf of Gérard Etienne and introduced Kerry Piccolotto as an observer and new member of the Corporate OHS team. She also advised the members that due to a special SMC Retreat, some of the Employer representatives would be a little late in arriving this morning. Ms. Dagenais explained that for this reason Gérard Étienne would not be able to attend today's meeting and she would be chairing in his place.

2. Review and approval of Agenda

If time permits, Marlene O'Neil would like to add Physical Demands Analyses (PDAs) and Job Hazard Analyses (JHAs) to the discussion.

Terry Petrow would like to speak to the issue of statistics regarding in Motor Vehicle Accidents

Bob Kingston was opposed to the Peer-to-Peer Support Program item being included on the Agenda as an update and had strongly suggested this item be removed from the Agenda or changed to reflect the co-chair discussion. The understanding was that the item was to be presented for initial discussion; not an update of a program the committee had never discussed.

3. Review and adoption of Minutes from July 11, 2013

Minutes approved.

Ayman Soryal has requested that the English minutes be released to the membership as well as through OHS Governance as soon as they have been approved by the Co-Chairs. Members have agreed that this should take place no later than one month post meeting. Translated minutes should be released within two weeks after the English.

4. Signing of minutes of last meeting (July 11, 2013)

Minutes from July 11th, 2013 were signed by the PSAC and PIPSC Co-Chairs.

5. Review action items from minutes of July 11th, 2013

a) Violence Prevention Program and Harassment in the Work Place

Brenda Dagenais informed members that the Violence Prevention Policy had been distributed to employees on October 23, 2013 along with Frequently Asked Questions (FAQs) and a process chart to assist managers and employees. The Committee reviewed the content.

Action: OHS & Prevention to post Policy, Frequently Asked Questions (FAQs) and process chart to Merlin as soon as possible.

b) National Building Senior Officers

An updated list of Senior Officers was shared with the members. Nancy Fahey agreed to send the list electronically. Questions/comments were raised:

- Where would this list be posted?
- Missing information – i.e. should include phone numbers as well as e-mail addresses
- There should be a definition of a 'Senior Officer' and should reference the Code stating the importance of the role of the Senior Officer.

Action: Closed

c) Appointments to OHS Committees

Bob Kingston had suggested two minor changes. Form to be recirculated to members with final comments due back by October 31, 2013. It was suggested that 'A Day in the Life' document along with time lines be attached to the form as part of the instructions. Also include a 'distribution' listing at the bottom of the page to ensure the appropriate people/committees are receiving the form.

Action:

- **Marlene O'Neil and Owen Bale** to update the form with comments brought forward and incorporate any final comments received by October 31, 2013.

d) Review of Proposal to Assess Potential Hazards for Ship Inspection

The report was received. Discussions were held with the Area OHS Advisors along with the Working Group. A consensus was reached. Final steps to go to Industry with recommendations. The Pre-entry 'directive' is to be updated to reflect the findings.

- **STATUS: CLOSED**

e) Employee Well-Being & Organizational Change

No updates available at this time.

Action:

- **Brenda Dagenais** to provide comments to Marlene O'Neil prior to next meeting.
- **Marlene O'Neil** to provide update at next meeting.

f) Use of Formaldehyde

As a result of inventory information received by the Areas, the Committee agreed that there is no real consistency and different methods of usage exists across the country. It needs to noted for the record that even though the Committee has been referring to formaldehyde, the product in question is actually a 10% neutral buffer formalin.

Action:

- **Ayman Soryal and Jennifer Corley** to draft a national guideline and share with Committee at the next meeting.

g) Ergonomic Assessments and Worksite Committees

Marlene O'Neil emphasized that it is critical that the Agency keep ergonomic reports on HR/Personnel Files as there is no consistency as to where the reports end up since there is no central repository. As a result, the reports needing to be kept for 10 years, it may be in the Agency's best interest to come up with a strategy for their retention.

Action:

- Marlene O'Neil/Jennifer Corley/Sharon Drolet/Stephen Norman and Kerry Piccolotto to work on a plan and report back.

6. Standing Items

a) Employee Assistance Program

Sharon Drolet provided an update. Comments have been received from NOSH PC, OHS Committees, DMI Team, NOSH Sub-Committee and Procurement. Natural Resources (NRCan) has shared a copy of their Statement of Work (SOW).

Actions:

- **OHS & Prevention** to monitor progress of SOW with Procurement and update Committee of any delays, if necessary.
- **OHS & Prevention** in collaboration with NOSH Sub-Committee to determine recommended evaluation criteria.

b) Health Services Program

Pamela Tapley provided an overview of the Health Services Program 18 months after its implementation. Statistics were also provided.

Action: None. Ongoing.

c) CFIA Mandatory OHS Training

Nancy Fahey brought up the issue that she was not aware that the e-learning Hazard Prevention Program (HPP) module that can be accessed through MyAccount was 'mandatory' for all employees. She also mentioned that the link through Merlin was broken. The Committee had a good discussion and strategized about how best to engage managers and how best we can communicate to all employees that training is mandatory

See New Business, Section c) - Prevention Violence in the Workplace – Competent Persons Training

Action:

- **OHS & Prevention** to contact Learning division to have the correction made to the link on Merlin.
- **NOSH PC** to discuss/design communication plan for mandatory training at next meeting.

d) Disability Management Initiative (DMI)

The final report from the Workplace Disability Management Assessment by Labour Canada held on September 10, 2013 with various Stakeholders should be released in the next week or so. Marlene O'Neil mentioned that it was well received, positive and a great process.

Action: The report will be reviewed and **Brenda Dagenais** will report back at the next meeting.

e) NOSH PC Terms of Reference (ToR)

After discussion arising from some concerns of Committee members, it was agreed that the timely release of minutes would be included and that minutes would be distributed to the Co-Chairs for review within three weeks of the meeting.

Action:

- **OHS & Prevention** to incorporate the proposed changes and have the Co-Chairs sign the Terms of Reference.

f) NOSH PC Five Priorities – Presentation to SMC July 2012

Jennifer Corley updated Committee members on the OHS Face-to-Face meeting held in September in Montreal.

Last summer, the Co-Chairs went to SMC with the NOSH PC Five Priorities. In order to measure progress over the last year, Jennifer Corley will update the original work plan and distribute to Committee members by end of November for further review.

Action:

- **OHS & Prevention** to circulate updated work plan to PC members by November 30th.
- **PC Members** to provide comments within two weeks of delivery date.

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

Item deferred.

Action:

- **Co-Chairs** to have further discussions on this issue and report back in January.

h) Hazard Prevention Program (HPP)

The Standard is with the VP, Human Resources for approval. Once it has been signed, the document will be posted on Merlin.

Status: Closed.

i) Prevention Violence in the Workplace – Competent Persons

Jennifer Corley gave a presentation entitled 'National OHS Training Strategy'. The information provided consisted of the course selection for potential 'competent persons' which is accessible through Canadian Centre for Occupational Health and Safety (ccohs.ca). In order for any corporate training to move forward, HRCMC needs to approve the training. As a result, a presentation will be made in November, early December to HRCMC.

Action:

- **OHS & Prevention** to report back in January.

j) Workplace Violence Prevention Policy

Bob Kingston still has concerns with the Agency's Policy stating it did not comply with several requirements of the regulation including the fact that the policy Committee had no input.

Brenda Dagenais advised that she had reviewed Bob's concerns and that the Employer's interpretation of the Regulations differs and that the Policy will not be further amended at this time. Various ongoing cases before the OHS Tribunal will help clarify any legal differences and *the Policy will evolve as appropriate.*

Bob also asked for the jurisprudence management had referred to earlier to try to understand their position on the policy, as well as copies of the related directions received from Health and Safety Officers.

Marlene O'Neil updated the group on the Domestic Violence piece she brought forth at the meeting in July. She had the opportunity to consult the Co-Chairs but still needs some to pull everything together.

Action:

- **Marlene O'Neil** to take time to develop a draft consultation plan so it can be on the agenda for a future Co-Chair call.
- **Marlene O'Neil** to update at next meeting

k) Update Merlin NOSH PC Minutes

All NOSH PC Meeting Minutes will be posted to Merlin by December 15, 2013

Action:

- **OHS & Prevention** will post past minutes as soon as the French translation has been verified for accuracy.

7. New Business

Briefing Note: Automated External Defibrillators (AEDs)

Automated External Defibrillators have been a subject that has been debated on and off for the last few years. Currently, there is no standard across the Public Service which has created some inconsistencies and confusion across many department and agencies. For example; Science Branch has an AED program within the laboratories, yet we do not have them elsewhere across the Agency unless co-located with another department that has a program in place. Jose Evalngelho and John Langs voiced that the workplace is getting older and the Agency needs to change with the times and that AEDs tell the responder what to do and we should encourage use wherever they can be placed. Marlene stated that the National Joint Council suggests that a feasibility study be conducted when assessing whether an AED program is appropriate for a workplace and that it is timely to conduct a national study. Liz Foster from Operations branch agreed that individuals require little training but the organization needs to assess whether it is the best use of money. More information is required to make an informed decision before we move forward. Nancy Fahey from Corporate Management branch suggested we look into the rationale Science branch used in their made the justification to purchase the units and implement a program.

Action:

- **OHS & Prevention** to reach out and compile information to determine if we move forward with feasibility study
- **OHS & Prevention** to reply to Atlantic Area

Briefing Note: Tuberculosis

There are concerns coming from employees in Quebec and Manitoba concerning the potential transmittal of Tuberculosis from animals to humans due to an article that has been in the media. The members of Committee discussed whether it would be of benefit to assess the risk to our employees by completing a national Job Hazard Analysis (JHA), however, the parameters would need to be clear before commencing work. In order to understand the issue more clearly, it is proposed that the Tuberculosis experts in-house be engaged to get a sense of what are the risk associated with disease and confirm/identify safety precautions that are required. As a result, a small working group with stakeholders from PPB-Animal Health, in addition to representatives from OHS & Prevention, Operations (Liz Foster) and one Area OHS Advisor will be formed to look at the issue more indepth.

Action:

- Working group members to be identified and to meet prior to the next meeting.
- **Brenda Dagenais** to brief Theresa Iuliano and refer her to Ayman Soryal for further discussion

Briefing Note: Hydrogen Sulfide (H2S)

Hydrogen sulfide poses a potential risk to employee health through respiratory and neurological symptoms. In recent months there have been concerns from employees in the West, Quebec and Ontario. As a result, it was agreed that there needs to be a review of the Job Hazard Analysis (JHA), and revised national approach to how we conduct this risk assessment. It was suggested that a working group be devised to assess the three largest sites within the organization and a JHA be conducted on each. Once the analyses are completed, one national assessment could be created that would be overarching.

Action:

- **Bob Kingston** to lead the working group along with Ayman Soryal, Jose Evangelho, Liz Foster and one OHS representative each from OHS & Prevention and one Area (To be determined).

Briefing Note: Scents in the Workplace

Scents sensitivity is becoming more of an issue in the workplace than ever before. As the Employer, we need to educate employees about being mindful of the effects 'scents' can have on people in their work environment. Many of the areas have their own education campaign so it would be appropriate and timely to develop a national strategy on creating awareness of scents in the workplace. Many different organizations already have tools and policies developed for employees to use. It was agreed by the Committee that we should proceed with exploring this important issue further.

Action:

- **OHS & Prevention** to collect feedback on the draft 'Scents in the Workplace' policy that was distributed.
- **OHS & Prevention** to come up with communication strategy and present at the next meeting.

8. Roundtable

Bob Kingston to forward National JHA processes to Jennifer Corley to forward on to working group members.

Marlene O'Neil brought up the issue of Physical Demands Analyses (PDAs) and that they require the participation of the Workplace Health and Safety Committees. This subject should be an element included in the new training for Managers/Supervisors. A reminder should be sent to consult OHS to complete these types of assessments.

Ayman Soryal mentioned that we need to close the loop on issues regarding pregnant women in the workplace in Quebec.

The Policy Committee needs to move forward and therefore, agenda items should not be on the agenda for more than one year. Items brought forth to the Committee should be resolved within three to six months.

Next meeting to be held on January 23, 2014

Date: _____

Employee Co-Chair

Date: _____

Employee Co-Chair

Date: _____

Employer Co-Chair

Bob Kingston (PSAC)

Ayman Soryal (PIPSC)

G rard  tienne (CFIA)