

## CGC Vision

A leader in delivering excellence and innovation in grain quality and quantity assurance, research, and producer protection.

# Final Minutes

## National Occupational Safety and Health Policy Committee Meeting (NOSHP)

December 6 & 7, 2006

9:00 PM

CGC boardrooms

**Attendees:**

Jim Stuart (CGC Management), Dawn Aisenstat (PSAC), Elaine Massie (PSAC), Alex Crane (PSAC), Brian Price (PSAC), Francine Taillon (PSAC), Jim Lowe (CGC Management Industry Services), Twylla Pawlinski (CGC Health & Safety Advisor), Susan Wiebe for Darrell Green (PIPS), Tom Nowicki (CGC Management GRL), Yolande Le Quere for Kim Podaima (recorder)

**Guests:**

Bob Kanowicz, Graham Casey

**Regrets:**

Gord Mandigo (CGC Management Industry Services)

**December 6, 2006**

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### 1. Business Arising September 20, 2006

Chair - Jim Stuart

Jim Stuart chaired this meeting.

Twylla Pawlinsky will be replacing Graham Casey as Health & Safety advisor and was therefore welcomed to the NOSHP committee table.

Review of September 20<sup>th</sup> NOSHP action items

#### Item 2 Hazard Prevention Regulations

Members were informed that form has been revised in both English and French , next step will be to have the form approved by the NOSHP committee and then it will go to HRDC for final approval.

Members reviewed the revised form and noted the following changes:

- Under Employer in the definition section add a bullet referencing different timeframes as per regulations.
- Bottom page should read - give one copy to OSH Committee/Rep for review
- Delete period after CLC in Schedule 1 Section 15.8 of the CLC

#### Item 3 Prairie Region Hazard Assessments re: Boot Policy

Members were provided with a copy of the risk assessment for potential foot strike hazards in the immediate area of the PRG - CGC office, for Prince Rupert. It was noted that the regions have discussed and are presently looking into this matter.

Question was raised with respect to the CGC Footwear Policy in order to determine if editorial changes such as "CSA or other **appropriate approval**" is required.

#### **Decision:**

NOSHP members agreed that there would be no changes to CGC Footwear Policy

#### Item 4 NOSHP Overtime Policy

This action item is in process and it was noted that the issue of Union members for the working group on overtime is still in process and we are waiting for direction from the Union president Yves Ducharme.

#### Item 5 Multi Gas Detectors & Item 6 Gas Calibration Meter

Members were informed that the multi gas detectors have been looked into and CGC is looking at setting an audit of the process in this regard.

#### Item 8 Safety Network Conference

Members were informed that the CGC has approved four CGC staff persons to attend the PSAC conference that will be held in January.

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2. Right to Refuse Work		Chair - Jim Stuart
Members would like to have section 127.1 of code included when reviewing section 128 Right to Refuse.		
Action items:	Person responsible:	Deadline:
Include section 127.1 of code when reviewing section 128 Right to Refuse	Twylla Pawlinski	

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### 3. Job Hazard Analysis

Chair – Jim Stuart

Bob Kingston present for discussion on this item.

#### Brief review of various sections:

Members were provided with a copy of documentation regarding the Canada Occupational Health and Safety Regulations and discussions focused on familiarizing members with this whole process.

Brief overview of the various sections took place. It was noted that the Canada Labour code has been framed as an internal responsibility system. In other words, this is to encourage us to solve our own problems and we do this together without involving HRDC, therefore onus of resolving problems are put back to the individual organizations.

The section under regulations in the new hazard prevention program, was designed to be user friendly and to be used by employees at work. There are a number of Acts that link and impact to Health and Safety and a few of these are; Transportation of hazardous products; Government Workers Compensation Act; Canada Human Rights Act. Members noted that misunderstanding of the Canada Human Rights Act and the Duty to Accommodate are an issue and suggestion was made to provide CGC employees with an awareness session.

Members were informed that the NJC is presently reviewing the following Occupational Safety and Health Directive as it pertains to "Right to Refuse" and "Committee" .

#### Discussion re Job Safety Analysis:

Job hazardous analysis is the basis of a hazard prevention program. Monitoring is one aspect that all should be focusing on. We should not be creating things without a means to measure. We will be required as part of this program to evaluate the program.

Job Hazard Analysis once done is reviewed every 3 years, if something uncovered during workplace inspection then we have to deal with it.

A side benefit to doing a hazard analysis is that we sometimes discover short cuts that have been adopted along the course of the way and this provides us with the opportunity of reviewing the process in order to improve it.

Job Hazard Analysis has four basic steps:

1. Selecting the job
  - Canada Labour Code section 19
  - Describe the job in 10 points or less
  - Prepare Job Hazard Analysis
2. Describing the job
  - describe what needs to be done not how to do it
  - use verb phrases
3. Identification potential hazards
  - based on six categories
4. Recommending Preventive Measures

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- Committees involvement and input
- Regulations valuable source
- Hierarchies of controls (CLC regulation 1.5)
- Personal protective equipment

Members were informed that the NOSHP committee is responsible by law for monitoring of any programs put in place with respect to Hazard Prevention. It was noted that the CGC workplace committees report to regional OSH committees and OSH committees do regular assessments and information is provided to the NOSHP committee. One aspect that the NOSHP committee should be focusing on is to clarify the process (i.e. establish a check list on how to monitor each program) in order to ensure annual reporting to HRDC.

### Implementation Plan:

Graham Casey present for discussion on this item.

It was noted that the NOSHP committee would like to confirm and clarify what our implementation plan is with respect to JHA; what assessment methodology we will be using when performing JHA; what preventive measures will be taken; employee education program as well and how on an ongoing basis will we evaluate the program.

Members were provided with a draft copy of the CGC Hazard Prevention Program that has been worked on for the past year. CGC is presently at the stage where NOSHP members have to look at the CGC Hazard Prevention program in order to agree on, take all other data i.e accident reports to determine if we want to add any controls. If many changes are applied to these documents, might have to go back to OSH committees for final review and then come back to this table for final approval. An additional step will be to have this integrated in the ISO process. From the GRL perspective there have been some delays, due to two factors one GRL going to ISO not yet determined and committee turnover which required putting committee up to speed on programs.

Training that has taken place is the regional OSH and regional safety advisors and NOSHP committee members have been trained. It was noted that we have new members on the NOSHP committee and Twylla Pawlinsky could provide training in late February (whole day training) on JSA and Hazard Recognition & Control with understanding that it will be rolled out to organization.

Brainstorming took place and it was noted that we have a JSA in place (January 2007) and in March there will be a site inspection. Question was raised in order to determine how hazards will be corrected if identified. Members were informed that the first step will be to go to regional OSH committee, then the NOSHP table at quarterly table with the understanding that this depends on the urgency of identified hazard.

### Program Evaluation:

Once we have JSA completed, we have the monthly inspection, question was raised in order to determine what program we should have to evaluate effectiveness of JSA and monthly worksite inspections.

Following proposal was put forward:

Consideration be given to having Jim Lowe, Twylla Pawlinsky and Dawn Aisenstat work on creating a process map for program evaluation with the understanding that this would be tabled at the next NOSHP

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meeting. Members agreed.		
<b>Action:</b>	<b>Responsible:</b>	<b>Deadline:</b>
Bring forward for discussion, the issue of developing an awareness session on Duty to Accommodate for CGC staff.	Chair	Next NOSHP meeting
Bring forward for discussion, the need to walkthrough and review Section 125 as a committee, in order to identify gaps.	Chair	Next NOSHP meeting
Create a process map for JSA program evaluation with the understanding that this would be tabled at the next NOSHP meeting.	Jim Lowe, Twylla Pawlinsky, Dawn Aisenstat	Next NOSHP meeting

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December 7, 2006

### 1. Footwear Policy

Brian Price

Question was raised in order to determine if we have any statistics that identify the kind of accidents that have occurred in direct relations to the footwear policy. Vancouver staff have requested proof of why they have to wear their protective footwear in the office. Request was put forward to determine if consideration could be given to softening the wording of the policy to reflect "should be worn from vehicle to office". Feeling is that when in the elevator proper, employees would like to be able to wear lighter footwear (street shoes).

What has to be considered in this regard is the fact that staff members are stating that it is uncomfortable to have to wear the boots. It was noted that local management have looked at those who had not recently bought protective footwear and agreed to deal with this issue on a case by case basis. The employee has to justify the wearing of different type of footwear that meets the criteria or equivalent standard and can be purchased to alleviate the issues of discomfort or health (i.e. back issue). Risk assessments have been done in specific areas to determine if protective footwear is required.

Director of Industry Services agreed to put out a message to all the regions, informing managers that discretion can be used when different type of footwear is required and meets the criteria or equivalent standard and can be purchased to alleviate the issues of discomfort or health (i.e. back issue).

Allowance, there has been some question regarding the summer and winter allowance and confirmation was provided that the CGC policy has never applied for winter boots. Employees want to know who the protective footwear policy applies to and it was noted that the Policy indicates that the "protective footwear policy applies to any CGC employee with continuous employment of greater than three months, performing the following ...."

Members noted that the Union would like to review the NJC policy prior to agreeing to make any changes to the CGC protective footwear policy.

Decision regarding changes to protective footwear policy will be sent via email to NOSHP members.

Action items:	Person responsible:	Deadline:
Send email to NOSHP members informing them of Union discussion regarding CGC Protective Footwear Policy	Dawn Aisenstat	a.s.a.p.
Send email to all the regions, informing managers that discretion can be used when different type of footwear is required and meets the criteria or equivalent standard and can be purchased to alleviate the issues of discomfort or health (i.e. back issue).	Jim Stuart	a.s.a.p.

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<b>2. Multi Gas Detectors</b>		<b>Brian Price</b>
<p>Members were informed that there has been some confusion in Vancouver following a few incidents with regards to multi gas detectors. All procedures were followed however question is interested in the types of gas meters. Should we have our offices hotwired to monitor our offices twenty-four seven?</p> <p>Would like to know where the other regions are using with respect to gas meters. It was noted that the gas meters that are being used in Eastern are were ordered due to shipholds inspection which is a specific matter.</p> <p>Propose that we form a working Group Tom Nowicki, Brian Price, Blaine Timlick and Twylla Pawlinsky who would research what types of meters, what meters might be out there that can be used, what it is being used at present, what are available to be purchased and what they could detect.</p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Evaluate issue of gas meters and report findings to NOSHP members.	Tom Nowicki Brian Price Blaine Timlick Twylla Pawlinsky	Next NOSHP



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<b>3. Eye Protection</b>		<b>Brian Price</b>
<p>Members were informed that in Thunder Bay they are requesting eye protection and staff is required to wear goggles which are a problem because they fog up and are horrible to wear. Requirement for everyone is to wear the goggles when entering elevator proper.</p> <p>Request was put forward to determine if CGC would consider providing prescription safety glasses to staff who require them in other areas. It was noted that the CGC presently has a policy in this regard which is specific to the GRL due to chemicals. However the Director of IS is prepared to evaluate the particulars of this request in order to provide a response to members at the next NOSHP meeting.</p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Evaluate situation of eye protection in Thunder Bay and report findings and decision to NOSHP.	Jim Stuart	Next NOSHP meeting

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### 4. Fumigation Policy

Francine Taillon

Discussion on this item will be incorporate discussion of item 5 on this agenda.

Fumigation with PH3 grain in elevator is an issue. The dust from the grain fumigated with PH3 is an issue when CGC is involved in doing inspection in lab. There is a certain amount of dust coming in and question is being raised in order to determine if this is a concern and danger for employees being exposed to chemical fumes. It was noted that the degree of the risk would depend on the amount of dust. It could have potential phosphates in dust however this depends on the reaction to moisture and the reaction would be a slow. Question was also raised in order to know if there is data available that would indicate if it is safe or dangerous for an employee, especially a pregnant employee to be in that type of work space. Response was that we do not know the threshold for pregnant women however it only stands to reason that if you are working with potential hazard and are pregnant then you should avoid the danger.

Is there a possibility for CGC to identify a policy or threshold to say when it is safe and not safe to be working in the identified area in question. It was noted that when this commodity comes in the lab the CGC has a process that they are required to following (i.e. wear a mask, gloves, etc...) to protect self.

What is presently happening is that fumigation is happening at unload, it is left for a number of days, however when samples are drawn there is no way for the CGC to know which bin the sample has been drawn from. Would Health Canada have any thresholds set in this regard? Grain is coming in bulk and if you have pellets that have not fully dissipated, there should be a smell.

We have to look at why we are not being notified and not protecting our staff in this regard.

Prevention is the way to deal with this. We could have a procedure in place to identify practices to be taken if we get to the point where we have gas meters in the office and have readings taken periodically however we need to know from Health Canada what the threshold is.

Phosphine gas will go through a cement wall, it is gone as soon as it is released, it is the left over powder that is a concern.

Question was raised with respect to mylathane treated grain. When taking bin drop samples and putting grain sample under lamp, it is heated and results in releasing odor in the office and employees want to know if this is a concern. This is definitely a concern and a process should be followed.

Members were informed that Twylla Pawlinsky and Jim Stuart will discuss this matter with Blaine Timlick and a recommendation will be brought back to the NOSHP table on how to deal with phosphyte and mylathane treated grain. In the interim, the CGC will make sure that locations are not processing under the burles lights samples that have been treated by mylathane.

Action items:	Person responsible:	Deadline:
Discuss issue of process for dealing with phosphyte and mylathane treated grain with Blaine Timlick.	Jim Stuart	Next NOSHP meeting

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### 5. Dangerous Products

Francine Taillon

Members were informed that employees have seen a WHMIS video that is not appropriate for our staff. Question was raised in order to determine what dangerous products consist of and how do you deal with dangerous products. Would it be possible for CGC to offer training session on dangerous products and how they should be handled. If any of these functions are being dealt with outside the lab environment then handling of the product should be done with much precaution.

Randy Dennis, Peter Burnett and Jim Stuart have been discussing this issue and regional labs would like to see GRL takeover oversight role. It is good lab practices and monitoring and this will be established.

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<b>6. Ergonomic Memo</b>			<b>Dawn Aisenstat</b>
<p>Members were informed that an ergonomic memo was sent to prairie staff and question is being raised in order to determine why it was only sent to Prairie staff. It was noted that this memo was sent by Bob Kanowicz in his function as HQ and Prairie ergonomic specialist.</p> <p>Members were informed that ergonomic issues are a concern in Vancouver and would like to get a commitment that ergonomic assessments will be done region by region to determine if there are any requirements.</p> <p>Twylla Pawlinsky will look into determining if Bob or someone who is trained in this area can do the ergonomic assessment.</p>			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	
Discuss with Bob Kanowicz possibility of having someone who is trained in the area of ergonomics do a region by region assessment of ergonomic requirements.	Twylla Pawlinsky	a.s.a.p.	
<b>7. Budgeting for Training &amp; Conference</b>			<b>Chair</b>
<p>Members note that the Industry Accident Prevention Association would be a good conference for members of the NOSHP Regional OSH and Safety network to attend. Conference is in April 16 -18, 2007 in Toronto and request is to consider budgeting for 8 spots for NOSHP members to attend. Following break down will be used for attendance:</p> <p>4 members from NOSHP</p> <p>2 members from local OSH</p> <p>2 members from the Safety network</p> <p>Members were informed that registration is to be done before March 12<sup>th</sup>, 2007 and the estimated cost is \$583 per person and estimated cost per participant with travel is \$2K.</p> <p>Consideration should also be given to having JSA and Right to refuse training (combination of NOSHP and Safety Network persons) included in this years training as well.</p>			
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>	
Bring forward to EMC request to have 4 members from NOSHP; 2 members from local OSH and 2 members from the Safety network attend the April 16 – 18 Industry Accident Prevention Association conference.	Jim Stuart	Prior to March 12, 2007.	
<b>8. Fall Arrest Harness</b>			
<p>Bob Kanowicz present for discussion on this item.</p> <p>This was discussed back in September in order to determine if we have the appropriate equipment for fall arrest.</p> <p>Bob Kanowicz attended a training course of use of fall arrest harnesses and provided members with an</p>			

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overview of information that was provided. Fall arrest is used in Pacific to enter holds and Prairie will be using in straight ladder climbing. We want to train staff on use, inspection and wearing of harness.

Who and where will course be provided for training in this regard and will we also be giving second person on rescue training as well? It was noted that what we are presently doing is assessing what we will be doing. We have to determine if training will be provided via in-house or by contract. Rescue is a different matter because training has to be within 15 minutes and done. Question was raised in order to determine if Bob and Al who took this course are now considered to be certified and able to provide training. This is something that will have to be looked into.

Members would like to know if decision is to purchase fall arrest equipment then will there be one type of fall arrest equipment through out the whole organization. In the past, weight was a factor because of shiphold inspection with equipment and different equipment was required.

Members were informed that the course provided information on the following:

- Employee and employer responsibility under SK regulations
- Provincial regulations
- Glossary of terms
- Types of restraints
- Anchor points
- Body wear
- Chock absorbance
- Hazard assessments and controls
- Three principles of fall arrest
- Maintenance check list
- Cleaning and Storage of equipment
- Fall Clearance calculations

After discussion members agreed that the following steps would have to be undertaken:

1. Determine what certification is required to provide training to CGC staff
2. Determine if training can be provided in-house

Action items:	Person responsible:	Deadline:
CFIA will be conducting hold inspection training and CGC should find out from them what type of certification they are using to get the training done.	Twylla Pawlinsky	Next NOSHP meeting

Vest – vest color and extension flap to be looked into for other regions. When bringing back prototype 3 can we have prototype 4 vest as well in order to have broader selection.

**9. Other** **Chair – Jim Stuart**

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Next meeting target end of February for a one day training session.

Next NOSHP February 2007

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### December 6, 2006 – Action Items

<b>Item 2 - Right to Refuse Work</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Include section 127.1 of code when reviewing section 128 Right to Refuse	Twylla Pawlinski	
<b>Item 3 - Job Hazard Analysis</b>		
<b>Action:</b>	<b>Responsible:</b>	<b>Deadline:</b>
Bring forward for discussion, the issue of developing an awareness session on Duty to Accommodate for CGC staff.	Chair	Next NOSHP meeting
Bring forward for discussion, the need to walkthrough and review Section 125 as a committee, in order to identify gaps.	Chair	Next NOSHP meeting
Create a process map for JSA program evaluation with the understanding that this would be tabled at the next NOSHP meeting.	Jim Lowe, Twylla Pawlinsky, Dawn Aisenstat	Next NOSHP meeting

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### December 7, 2006 – Action Items

<b>Item 1 - Footwear Policy</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Send email to NOSHP members informing them of Union discussion regarding CGC Protective Footwear Policy	Dawn Aisenstat	a.s.a.p.
Send email to all the regions, informing managers that discretion can be used when different type of footwear is required and meets the criteria or equivalent standard and can be purchased to alleviate the issues of discomfort or health (i.e. back issue).	Jim Stuart	a.s.a.p.
<b>Item 2 - Multi Gas Detectors</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Evaluate issue of gas meters and report findings to NOSHP members.	Tom Nowicki Brian Price Blaine Timlick Twylla Pawlinsky	Next NOSHP
<b>Item 3 - Eye Protection</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Evaluate situation of eye protection in Thunder Bay and report findings and decision to NOSHP.	Jim Stuart	Next NOSHP meeting
<b>Item 4 - Fumigation Policy</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Discuss issue of process for dealing with phosphyte and mylathane treated grain with Blaine Timlick.	Jim Stuart	Next NOSHP meeting
<b>Item 6 - Ergonomic Memo</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Discuss with Bob Kanowicz possibility of having someone who is trained in the area of ergonomics do a region by region assessment of ergonomic requirements.	Twylla Pawlinsky	a.s.a.p.
<b>Item 7- Budgeting for Training &amp; Conference</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Bring forward to EMC request to have 4 members from NOSHP; 2 members from local OSH and 2 members from the Safety network attend the April 16 – 18 Industry	Jim Stuart	Prior to March 12, 2007.



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Accident Prevention Association conference.		
<b>Item 8 - Fall Arrest Harness</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
CFIA will be conducting hold inspection training and CGC should find out from them what type of certification they are using to get the training done.	Twylla Pawlinsky	Next NOSHP meeting
Vest – vest color and extension flap to be looked into for other regions. When bringing back prototype 3 can we have prototype 4 vest as well in order to have broader selection.		