

National Occupational Health and Safety Policy Committee (NOHS PC) Minutes of Meeting, July 23, 2015.

3851 Fallowfield Road, Ottawa, ON
NEOC Boardroom

Employee Members

- Dr. Krista Puddester (Co-Chair)
- Zeljko Ruzicic
- Bob Kingston (Co-Chair)
- Marlene O'Neil
- Rick Cormier
- Barbara Kristjansson

Employer Members

- James Crawford (Co-Chair)
- Chantal Seeton
- Marc Sabourin
- Nancy Fahey
- Dave Svab for Kathryn McElhone

Technical Advisor

- A. Craig Houghton

Secretariat

- Kerry Piccolotto

Absent

- Sharon Drolet
- Richard Arsenault
- Terry Petrow
- Kathryn McElhone

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review and Approval of Minutes of May 7, 2015
 4. Review of action items from minutes of May 7, 2015
 5. Standing Items
 6. New Business
 7. Round Table
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1. Welcome by Chairperson

Welcome by Bob Kingston.

James Crawford will be the new employer Co-Chair replacing Gérard Etienne.

2. Review and approval of Agenda

No changes or additions to the agenda.

3. Review and approval of Minutes of May 7, 2015

No changes or additions to the minutes.

Minutes approved.

4. Review action items from Minutes of May 7, 2015

a) Hydrogen Sulfide (H₂S)

- **Craig Houghton** to arrange for a meeting of the committee and update at the October 2015 meeting.

Action:

- **Craig Houghton** to ensure the committee meets regarding this item and an update will be provided at the October meeting.

b) TB testing in Cattle – Brandon, Manitoba

This item will be brought back to the Regional OHS Committee for discussion, resolution and final closure.

Action:

- **OHS & Prevention** to liaise with the Western Area to ensure that the issue is discussed and closed at the Regional level.

c) OHS Audit

The co-chairs did have a call to discuss the audit. Based on the changes of NOHS PC membership and the changes involved co-chairs, a further discussion is to occur.

Action:

- **Craig Houghton** to ensure that the new Co-Chairs (K. Puddester and J. Crawford) receive a copy of the audit and that a further discussion occurs with the co-chairs with respect to the audit.

d) Health consequences of Shift Work

OHS & Prevention sent communication to OHS governance regarding this topic which included a reminder regarding the role of local OHS Committees in monitoring situations where shift work is occurring along with resource materials.

Action:

- **Area OHS Advisors** will conduct follow-ups with committees where shift-work is occurring and report back to NOHSPC as required.

e) Membership for 2015

A reminder to all NOHS PC members (including alternates) that they are to complete and submit a signed Notice of Selection and Appointment form.

Action:

- **NOHS PC Secretariat** will conduct follow-up with individuals who have not completed and submitted their form for 2015 now that the membership of the NOHS PC for 2015 is confirmed.

STATUS: CLOSED

f) Formal consultation on the proposal by the Employer to include the use of electronic means for National, Area and Regional Occupational Health and Safety Policy committee meetings

Based on the recommendation of the NOHSPC at the meeting of May 7, 2015 which was the following:

- **That the NOHS PC** supports the concept of meeting via electronic means (teleconference/videoconference) for National, Area and Regional Policy Committees provided that each committee so affected has a discussion and decides on the way forward appropriate to the size and make-up of the committee.
- The secretariat will draft a memo for distribution through Governance outlining NOHS PC support and reinforcing the need for a discussion and consensus by the committee including amendment of the affected committee's terms of reference as appropriate.

Action:

- **NOHS PC Secretariat** drafted a memo which will provide clarification around this topic and reflect the recommendation of the NOHS PC to be distributed via OHS governance. The communication will be distributed to the members of the NOHS PC for their input and feedback prior to being formally distributed via OHS governance.

g) Lab Safety Manual

The revised 4th edition of the CFIA Laboratory Safety Manual was presented to the NOHS PC for their review and feedback at the May 7, 2015, meeting including a presentation which highlighted the changes to the latest version of the manual. NOHSPC members were to provide feedback/comments on the 4th edition of the manual no later than June 1, 2015, to the NOHS PC Secretariat.

No further comments were received and the revised edition of the lab safety manual is being distributed to the lab safety network.

STATUS: CLOSED

h) Facilities Health and Safety Manual

Scott Thompson from Corporate Management Branch presented to the members of NOHS PC at the May 7, 2015, meeting, the newly created CFIA Facilities Health and Safety Manual for their review and feedback. NOHSPC members were to provide feedback/comments on the manual no later than June 1, 2015, to the NOHS PC Secretariat.

At this meeting, it was discussed that some comments were provided to the employee co-chair and not to the NOHS PC Secretariat as requested. The Secretariat requested that any feedback provided be sent to the Secretariat so that the feedback could be passed to the authors of the manual at CMB for their consideration.

Action:

- **CMB** will consult as required, with the NOHS PC as the facilities health and safety manual is developed.

STATUS: CLOSED

5. Standing Items

a) Employee and Family Assistance Program (EFAP)

A discussion ensued regarding when and how often EFAP updates should be tabled at the NOHS PC. It was recommended that NOHS PC receive a yearly report/update regarding EFAP activities rather than this being a standing item at every meeting.

Recommendation:

- **That OHS & Prevention** will provide a yearly update to the NOHS PC at every 2nd quarter meeting (spring). - **Accepted**

STATUS: CLOSED – to be placed on the agenda for the 2nd quarter 2016 meeting of the NOHS PC

b) Health Services Program

Due to the tour of the Fallowfield Laboratory at this meeting, the WHCS presentation to the NOHS PC on the services available will be deferred to the October meeting.

Action:

- **NOHS PC Secretariat** will arrange to have WHCS provide a presentation to the NOHS PC on the services available under the new contract, for the October 2015 meeting.

c) CFIA Mandatory OHS Training

The co-chairs held a call to discuss a plan to present to SMC to emphasize that training requirements must be met to ensure compliance with the CLC and to protect the health and safety of Agency employees.

Action:

- This item will be incorporated into and addressed by the OHS Strategic Plan which is a new agenda item at this meeting.
- **OHS & Prevention** will ensure that the members of the NOSH PC be provided formalized training on their roles and responsibilities.
- Current statistical information on progress per mandatory OHS training will be provided to the NOHS PC
- The link to the OHS training will be verified as there were reports it was not functioning

d) Disability Management Initiative (DMI)

Due to the tour of the Fallowfield Laboratory at this meeting, the presentation on the DMI by the DMI Team will be deferred to the October meeting.

Action:

- **DMI Team** to make a presentation at the next National OHS PC meeting on the DMI initiative.

e) NOHS PC Five Priorities–Follow Up to Presentation to SMC July 2012

A call with respect to the Five Priorities was held with the co-chairs on July 14, 2015, as a follow-up to the last NOHS PC Meeting. As OHS is becoming a strategic priority for the Agency, the 5 priorities will be reflected, captured and implemented in the OHS Strategic Plan which is being tabled as a new agenda item at this meeting.

STATUS: CLOSED

f) Mental Health Strategy – Peer-to-Peer Program – “Hope”

Chantal Seeton provided an update on the program and advised the committee that the CFIA Peer to Peer Program entitled, “Hope” had been launched within the CFIA on June 2, 2015.

To date there are 37 trained peer supporters in the program as of the launch date of June 2nd, with representation primarily from operations branch, and with geographical representation across the country. Chantal provided some statistical data to the committee with respect to contacts made with peer supporters and methods of contact. Chantal will share a copy of the statistical data compiled with the members of the NOHS PC.

A discussion ensued regarding the NOHS PC representative on the “Hope” steering committee. After some clarity regarding roles and representation, the committee confirmed that Rick Cormier will remain as the NOHS PC representative on the Peer-to-Peer Program steering committee and Krista Puddester is the alternate as Fabian Murphy who was originally selected as Rick’s alternate, does not sit on the NOHS PC.

Actions:

- **Chantal Seeton** to share the statistical data collected regarding the “Hope” program with the members of the NOHS PC.
- **NOHS PC Secretariat** will share a copy of the CSA standard entitled "Psychological Health and Safety In the Workplace - Prevention, Promotion and Guidance to Stage Implementation" with the members of the NOHS PC.

g) Violence Prevention in the Workplace – Training

The Human Resource Committee (HRC) has approved the development of the WVP training module with the content as recommended by the NOHS PC.

Learning division has made the development of the WVP training module a priority. Kerry Piccolotto will work with Learning division to aim for a fall launch of the training module, will keep the NOHS PC apprised of progress and consult with the committee as required.

OHS & Prevention has completed the briefing note for the President’s Office and is awaiting the President’s sign-off of the amended CFIA Workplace Violence Prevention Policy.

Actions:

- **Kerry Piccolotto** to continue work with Learning on the development and launch of the WVP training and consult with the NOHS PC as required.
- **OHS & Prevention** will post the revised version of the WVP Policy to Merlin and distribute via OHS governance once approved and signed by the President.

h) Labour Program Compliance

Nancy Fahey provided the NOHS PC an update on an investigation by the Labour Program into the death in service of a facilities employee. The employee passed away at work due to natural causes. Ms. Fahey described the OHS implications and the support resources required to effectively manage such an event.

There was a further discussion amongst the committee regarding the development of a protocol for dealing with the death in service of an employee.

Action:

- **OHS & Prevention** to consult with both Ontario and Atlantic Areas to see what protocols are already in place based on experiences in those two areas, and then develop a national protocol in consultation with the NOHS PC.

6. New Business

a) Policy Committees, Work Place Committees and Health and Safety Representatives Regulations (New Regulations)

The *Policy Committees, Work Place Committees and Health and Safety Representatives Regulations* (new Committees Regulation) is now published in the Canada Gazette, Part II (July 1, 2015). The new Committees Regulation replaces the *Safety and Health Committees and Representatives Regulations* (SHCRR). The key changes to the SHCRR reflected in the new Committees Regulation are:

- training requirements for policy and work place committee members and health and safety representatives;
- criteria are provided for the selection of members and the role of the chairpersons for policy committees;
- the section regarding the selection process of the committee chairpersons is removed, since this is prescribed in the Code;
- the electronic transmission of policy committee and work place committee meeting minutes to participants following their regular meetings is now allowed; and,
- a number of minor editorial and administrative changes to the regulation were made.

Action:

- **OHS & Prevention** to provide electronic copies of the regulations to the members of the NOHS PC and they will also be appended to the minutes of this meeting.

b) NOHS PC Legislative Review

Craig Houghton presented to the NOHS PC a comprehensive overview of topics (legislative and NJC, along with applicable CFIA policies) and sought a recommendation from the committee, to

create a standing agenda item whereby committee members prepare assigned topics and present the topics at each meeting. The presentation should be in the context of the NOHS PC's mandate.

The recommendation was accepted by the committee, and the first presentation will be made by the OHS & Prevention unit at the October meeting.

Actions:

- **NOHS PC Secretariat** will create a standing agenda item entitled "Legislative Review" and topics will be assigned at each meeting to a member of the NOHS PC to present.
- **OHS & Prevention** will present the Duties of the Employer (Sections 124 and 125 of the CLC) and the interpretation sections of the COHS Regs and the NJC Directive at the October meeting.

c) Atlantic Fleet Vehicle Recall Monitoring Procedure

Craig Houghton presented a procedure that was created in the Atlantic Area that was proposed as a best practice for other Areas to use.

Background: As a result of a situation with a fleet vehicle, the Atlantic Area OSH Committee found the process in place to ensure fleet vehicle operators receive safety recall notifications was inadequate. When recall or technical notices were *received* in Calgary, they were not being forwarded immediately to the end users of the affected vehicles. Secondly there was not a good mechanism to ensure that fleet services receive notices in initially, which could result in recall notices slipping through the cracks, and CFIA employees driving vehicles that are affected by a safety recall.

In response to this situation, the Atlantic Area OHS Policy Committee developed the "CFIA Atlantic Fleet Vehicle Monitoring Process".

A discussion ensued regarding the scope of the issue and what measures are necessary to address the issue.

The committee came to the consensus and recommended that the Fleet Service Centre (CMB) will take the lead to evaluate the scope of the issue and based on the Atlantic Area process, articulate the process that will be utilized.

Action:

- **Nancy Fahey** will liaise with Fleet Services to raise the issue, ask Fleet Services to determine the scope of the issue, and determine the way forward.

d) CFIA OHS Strategic Plan

Craig Houghton made a presentation to the NOHS PC on the development of a 3-year OHS Strategic Plan which will incorporate the NOHS PC 5 priorities. The plan is the roadmap to a functioning and effective national OHS program, within the Agency.

The strategic plan will see the development of 4 pillars for the National OHS program (Focus on Prevention, Strengthening the OHS Culture, People, and Performance Excellence).

Next steps:

2015/16 – National OHS Program development and roll-out

2016/17 – Training requirements and development

2017/18 – Audit/Monitoring tool development and roll-out

Actions:

- **OHS & Prevention** will continue to consult with the NOHS PC as required, as the OHS strategic plan develops.
- **NOHS PC Secretariat** will create a standing agenda item entitled "OHS Strategic Plan"

e) Tour of the Fallowfield Laboratory

The members of the NOHS PC were given a tour of the Fallowfield Laboratory by Ray Theoret, Jaimie Reath and Erin Tangorra. The tour was very informative and "our" guides placed emphasis on the OHS protocols in the Lab environment during the tour.

A very, very, big thank you to Ray, Jaimie and Erin and for taking the time out of their busy day to organize the tour and for being such welcoming hosts.

STATUS: CLOSED

Round Table

- Bob Kingston suggested that NOHS PC should commence a work planning exercise at the next meeting to coincide with the commencement of the OHS Strategic Plan within the Agency.
ACTION: At the October meeting (October 22, 2015) the NOHS PC will embark on a work planning exercise, with the aim of developing a work plan for the NOHS PC.
- The committee decided that due to the work planning exercise, the October meeting of the NOHS PC will be held face-to-face. The committee did decide that the 1st quarterly meeting of NOHS in 2016, would be held by video-conference.
- A request for co-chair minutes to be captured and shared with the NOHS PC members as co-chair meetings occur was agreed to be the committee.
- A presentation on a draft Domestic Violence Policy will be put forth as an agenda item for the next meeting.

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston

Dr. Krista Puddester

James Crawford

