

National Occupational Health and Safety Policy Committee (NOSH PC) Minutes of Meeting, May 7, 2015.

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Members

- Dr. Ayman Soryal (Co-Chair)
- Zeljko Ruzicic
- Terry Petrow
- Bob Kingston (Co-Chair)
- Marlene O'Neil
- Randy Olynyk for Rick Cormier
- Barbara Kristjansson

Employer Members

- Gérard Étienne (Co-Chair)
- Chantal Seeton
- Marc Sabourin
- Nancy Fahey
- Kathryn McElhone

Technical Advisor

- A. Craig Houghton

Secretariat

- Kerry Piccolotto

Absent

- Sharon Drolet
- Richard Arsenault

Guests

- James Crawford
- David Deriger
- Scott Thompson

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review and Approval of Minutes of February 25, 2015
 4. Review of action items from minutes of February 25, 2015
 5. Standing Items
 6. New Business
 7. Round Table
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1. Welcome by Chairperson

Welcome by Gérard Etienne.

2. Review and approval of Agenda

No changes or additions to the agenda. The secretariat asked for the agenda item, "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" be dealt with during the AM portion of the meeting due to scheduling issues with presenters. Agenda accepted with the moving of the agenda item.

3. Review and approval of Minutes of November 5th, 2014

Nancy Fahey requested one amendment to the minutes of November 5th, 2014 which was to remove a paragraph that appeared in item (j) "Lockdown".

Change accepted. Minutes approved.

4. Review action items from Minutes of February 25, 2015

a) Hydrogen Sulfide (H₂S)

- **Craig Houghton** to update at the July 2015 meeting.

b) Sick Leave Notes requested by Employer may put employees and patients at risk for illness and are tying up doctor's valuable time

Chantal Seeton updated the committee that the instructive letter/notice regarding this topic was distributed through the collective bargaining side of the organization. Bob Kingston raised the issue that the committee was to be consulted on the final communication prior to having been distributed.

Action:

- **Chantal Seeton** to circulate the communication/document to the members of the NOHS PC prior to the next meeting.
- **Gérard Étienne** to set up a separate call with Bob Kingston and Lina Johansson to discuss the memo.

STATUS: CLOSED

c) Removal of employee identifiers from release of Access to Information and Privacy requests that may pose a security risk to employees.

- **OHS & Prevention** drafted and sent a communiqué to OHS Governance regarding Section 17 of the Access to Information Act and stressed the importance of reporting any security incidents via the Security Incident Report.

STATUS: CLOSED

d) Lockdown

Nancy Fahey introduced David Deriger who is the Director of the Security and Accommodations Services Division.

Mr. Deriger provided a presentation on the lessons learned from the October 22, 2014, lockdown incident from a security and health and safety perspective.

The Agency has 176 offices across the country and therefore has 176 Senior Building Officers who are responsible for managing incidents to ensure the safety and security of all CFIA employees in that particular building.

The incident on October 22, 2014, highlighted the need to clarify and strengthen the role of the Senior Building Officers, the Incident Command Structure and Building Emergency Response Plans.

TBS is finalizing a guidance document for federal government institutions entitled "Building Emergency and Evacuation Preparation", which will provide advice on the management of all forms of building emergencies.

The Agency is currently enhancing our security protocols working within the framework of the new TBS document.

The committee noted a few challenges based on the type of work conducted as follows:

The issue of a balance at a 3rd party premises between the work place (which is not controlled by CFIA) and protection of the health and safety of our employees during these types of incidences;

The need for a communications plan for staff working out in the field or in a non-office setting;

And the need for senior building officers to engage building wardens as partners by respecting and incorporating Part XVII of the COHS Regs into the enhanced security protocols.

Mr. Deriger acknowledged the challenges and stated that consultation will occur with internal and external stakeholders including local workplace health and safety committees and representatives to ensure that emergency response procedures are accurate and reflect the types of accommodations occupied by our employees.

The members of the committee thanked both Mr. Deriger and Ms. Fahey for the presentation.

STATUS: CLOSED

e) TB testing in Cattle – Brandon, Manitoba

OHS & Prevention did conduct follow-up with the Western Area regarding a “Root Cause” analysis of this incident. The information provided was not a root cause analysis and further guidance has been provided to ensure that an appropriate root cause analysis has been conducted

An update will be provided at the next meeting

Action:

- **OHS & Prevention** to present information provided by Western Area at the next meeting.

f) OHS Audit

Due to the AI outbreak in Ontario, the co-chairs did not get the chance to discuss the Audit. The discussion will occur prior to the next meeting and it will be discussed further at the July meeting.

Action:

- **Craig Houghton** to ensure the Co-Chairs discuss the audit and this item will be brought back for discussion at the July meeting.

g) Health consequences of Shift Work

OHS & Prevention sent communications to OHS governance regarding this topic which included a reminder regarding the role of local OHS Committees and resource materials. Bob Kingston raised the concern that the NOHS PC should confirm that local health and safety committees are aware of their monitoring responsibilities and that they are involved and engaged.

Action:

- **OHS & Prevention** will conduct follow-up to confirm.

h) 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.

STATUS: CLOSED

5. Standing Items

a) Employee and Family Assistance Program (EFAP)

The CFIA has negotiated an increase in the number of free Wellness Session for each contract year (April 1st to March 31st). In order to ensure that all employees have an opportunity to access the Wellness Sessions an initial allocation of fifteen (15) sessions has been assigned to each of the four Operational Areas, NHQ and the Laboratories. Sessions can be booked by completing an EAP Request form (CFIA 5383) and forwarding to the CFIA EAP mailbox.

Sessions that have not been booked /used as of December 31st, 2014 will be placed into a central pot and will be allocated on a first come - first serve basis. At this time, each requestor will be allowed one session per calendar months until all sessions have been allocated.

b) Health Services Program

Contract has been awarded to WHCS

Action:

- **NOHS PC Secretariat** will arrange to have WHCS provide a presentation to the NOHS PC on the services available for the July meeting.

c) CFIA Mandatory OHS Training

Due to the AI outbreak in Ontario this item will be carried over to the next meeting.

Action:

- **Craig Houghton** to ensure the CFIA Mandatory OHS Training is discussed at the next Co-Chair call to devise a plan to be presented to SMC to emphasize that training requirements must be met to ensure compliance with the CLC and the health and safety of Agency employees.
- **OHS & Prevention** will ensure that the members of the NOSH PC be provided formalized training on their roles and responsibilities.

d) Disability Management Initiative (DMI)

Chantal Seeton updated the NOHS PC Members on the progress of the DMI.

The initiative was presented to HMC and there was renewed support at the HMC table. Emphasis was placed on employee support and outreach services. The DMI sub-committee has met and commenced initial discussion on the RFP elements for a third party service provider.

Action:

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

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

Due to other priorities, the presentation to SMC on the five priorities will have to be re-scheduled.

Action:

- **Craig Houghton to discuss with Co-Chairs** a re-scheduled date for the presentation.

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

Chantal Seeton provided an update on the project since the last meeting of the NOHS PC.

One (1) training session has been conducted; sixteen (16) employees were trained to be peer-to-peer supporters. On May 11th, thirty (30) employees participated in the second round of training, with representation primarily from operations branch, and with geographical representation across the country. The goal is to have forty seven (47) peer-to-peer supporters trained by the June 2nd launch date of the project.

A discussion ensued regarding frustrations concerning the scheduling of steering committee meetings and the NOHS PC representative on the steering committee wishing to withdraw participation on the steering committee.

Action:

- **NOHS PC Co-Chairs** to discuss the issue and attempt to come to consensus on a way forward prior to the next NOHS PC meeting in July.

g) Violence Prevention in the Workplace – Training

All comments received from the NOHS PC members have been incorporated into the training storyboard. On April 13, 2015, the final draft version was sent to the Co-chairs requesting a recommendation that based on the content in the storyboard, work commence with L&D to launch the training module. That recommendation was received.

The Co-Chairs of the NOHS PC conducted a review of the WVP Policy and reached a consensus on amendments to the Policy. The final draft version of the Policy was circulated to all NOHS PC members via e-mail on April 20, 2015, with a deadline for response/feedback of May 5, 2015. No further comments were received. **The NOHS PC recommends that OHS & Prevention initiates the process to have the President of the Agency sign and approve the amended Policy.**

Actions:

- **Kerry Piccolotto** to commence work with L&D on the development and launch of the WVP training and consult with the NOHS PC as required.
- **OHS & Prevention** to create the briefing note and commence the process to obtain approval of the amended CFIA Work Place Violence Prevention Policy by the President.

i) Labour Program Compliance

Further to the minutes of the last NOHS PC meeting held on February 25, 2015, Craig Houghton shared with the members of the NOHS PC the decision of the Occupational Health and Safety Tribunal of the case between the CFIA and PSAC.

STATUS: CLOSED

6. New Business

a) Lab Safety Manual

The revised 4th edition of the CFIA Laboratory Safety Manual was presented to the NOHS PC for their review and feedback including a presentation which highlights the changes to the latest version of the manual. The manual was sent to all laboratory safety coordinators for consultation on changes to the manual and the continual performance review will be presented to the local laboratory safety committees.

Action:

- **NOHS PC members** to provide feedback/comments on the 4th edition of the Laboratory Safety Manual no later than June 1st, 2015, to the NOHS PC Secretariat.

b) Facilities Health and Safety Manual

Scott Thompson from Corporate Management Branch presented to the members of NOHS PC the newly created CFIA Facilities Health and Safety Manual for their review and feedback. When all real property functions were consolidated at the CFIA in 2012, inconsistencies were identified regarding health and safety with facilities personnel. When the consolidation occurred, a gap analysis was performed to ensure that lab personnel were covered by the lab safety program but a need was identified to implement a similar program for facilities personnel who now worked for CMB. The Lab Safety Network has been part of the process and the Lab Safety Committees will play a key role in the implementation of the program.

Action:

- **NOHS PC members** to provide feedback/comments on the CFIA Facilities Health and Safety Manual no later than June 1st, 2015, to the NOHS PC Secretariat.

c) 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

Kathryn McElhone with James Crawford presented to the NOHS PC, a proposal to utilize electronic means (teleconference and videoconference) for National, Area, and Regional OHS Committee meetings to allow the employer to meet its obligations under the Canada Labour Code by leveraging technology and at the same time, allow the employer to effectively manage its financial obligations in a time of fiscal prudence.

A broader discussion ensued amongst the committee with regards to the advantages and disadvantages of such an approach.

A consensus was reached by the NOHS PC that should any Area or Regional OHS committee consider meeting via technological means (videoconference or teleconference), the proposed change in committee operation needs to be tabled at the affected committee, placed on the agenda, and discussed by the committee, to determine the way forward appropriate to the size and make-up of the committee. This process should include amending the committee's terms of reference, if required.

Recommendation:

- **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.

STATUS: CLOSED

Round Table

- It was suggested that the next meeting of the NOHS PC be held in a lab environment so that PC members would get the opportunity to tour a lab setting.
ACTION: July meeting to be held at Fallowfield Laboratory. Nancy Fahey to arrange tour of Fallowfield laboratory for Committee members
- There is a Public Service-wide task force looking at the implementation of the CSA Standard on Psychologically healthy workplaces (CSA Standard CAN/CSA-Z1003-13). Bob will provide Gérard the Treasury Board contact for the task force.
- And last but not least: Dr. Ayman Soryal advised the NOHS PC members that he would be stepping down from the committee as one of the employee co-chairs. Dr. Soryal has selected Dr. Krista Puddester to replace him on the committee. The committee thanked Dr. Soryal for all his work and commitment to OHS.

Date: _____
Employee Co-Chair

Date: _____
Employee Co-Chair

Date: _____
Employer Co-Chair

Bob Kingston (PSAC)

Dr. Ayman Soryal (PIPSC)

Gérard Étienne (CFIA)