



National Occupational Health and Safety Policy Committee (NOSH PC) Minutes of Meeting, November 5, 2014

159 Cleopatra Drive, Ottawa, ON
Boardroom 207

Employee Members

PIPSC

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

PSAC

- Bob Kingston (Co-Chair)
- Marlene O'Neil
- Rick Cormier
- Barbara Kristjansson

Employer Members

- Gérard Étienne (Co-Chair) a.m. only
- Megan McMurchy for Brenda Dagenais and Gérard Étienne
- Marc Sabourin (via teleconference)
- Wendy Bray
- Richard Arsenault
- David Svab for Liz Foster

Technical Advisor

- A. Craig Houghton

Secretariat

- Kerry Piccolotto
- Sharon Drolet

Guests

- Nici Sullivan – Mental Health – Peer-to-Peer Presentation
- Jamal Tyman, Manager, Lifecycle Management & Business Architecture – Ruggedized Tablets

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1. Welcome by Chairperson
 2. Review and Approval of Agenda
 3. Review and Approval of Minutes of July 24th, 2014
 4. Review of action items from minutes of July 24th, 2014
 5. Standing Items
 6. New Business
 7. Round Table
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1. Welcome by Chairperson

Welcome by Bob Kingston.

2. Review and approval of Agenda

The Chair requested that the following items be added to the Agenda:

1. Ship Inspection – Churchill, Manitoba
2. Brandon, Manitoba Cattle Incident
3. Lockdown Procedures – Re: October 22nd, 2014 Incident

The committee accepted the additional items.

3. Review and approval of Minutes of July 24th, 2014

R Cormier requested that the last line of 'Mental Health Strategy – Peer to Peer' be altered to reflect that Fabien Murphy will be 'an alternate' for Rick Cormier on this sub-committee.

The Chair requested that 'Review and approval of Minutes' be reinstated on the Agenda. Although the Co-chairs will review and approve minutes in advance of the meeting and the minutes will be shared with the committee prior to posting, the committee should still review and approve as part of the meeting. The committee supported the recommendation.

4. Review action items from Minutes of July 24th, 2014

a) Violence Prevention Program – President's message and Q & A Document

Q & As have been distributed via OHS Governance and posted to Merlin.

Status: CLOSED

b) Employee Well-Being & Organizational Change

Brenda Dagenais and Marlene O'Neil will arrange to meet to discuss the issues prior to the next meeting.

Deferred to next meeting.

Action:

- **Marlene O'Neil and Brenda Dagenais** to meet and discuss.
- **Marlene O'Neil** to update at next meeting.

c) Ergonomic Assessments and Worksite Committees – Record Keeping / Naming Conventions

Action:

- **OHS & Prevention** to send a reminder via OHS Governance to ensure that this message is filtered down to all OHS Committees and Representatives.

STATUS: CLOSED

d) Automated External Defibrillators (AEDs)

The Area OHS Advisors meet on a monthly basis. It has been reiterated that the Business Cases are based on the RISK and not the COST. The AOA's have been instructed to ensure this message is passed down to all OHS Committees and Representatives.

STATUS: CLOSED

e) Tuberculosis

The final draft was sent out via OHS Governance for any final comments. No further comments were received.

Action:

- **OHS & Prevention** to send the final version via OHS Governance and post to Merlin.

STATUS: CLOSED

f) Hydrogen Sulfide (H₂S)

Dr. Soryal advised that Dr. Rayna Gunvaldsen will replace Lina Johansson on the sub-committee.

Action:

- **Bob Kingston** to schedule a meeting with Craig Houghton and sub-committee and report back for next meeting.

g) Scents in the Workplace

Comments were received and compiled. The majority of the comments received indicated that the document was proscriptive and provided detailed information on how to implement a program around scents in the workplace and did not provide an overview of what needs to be implemented. Many locations have processes for Environmental Sensitivities in place that meet the specific needs of their locations. The OHS and Prevention Unit is reviewing the current document and will be revising to ensure that the next version provides information on what needs to be done, and is not prescriptive in how the guideline is implemented.

The Chair advised that Treasury Board was in the process of developing guidelines on this issue.

Action:

- **OHS & Prevention** to revisit the approach and develop a new draft incorporating comments received and will review the Treasury Board position on this topic.

h) HOIR's not being completed for Harassment/Violence in the workplace complaints/grievances and not recorded on the HOIR summary report or on the HRSDC annual report

The final communiqué was sent to OHS Governance and posted on Merlin. R. Cormier asked for clarification on the completion of HOIR and HRSDC reporting. A further discussion was held on completing HOIRs and when HOIRs need to be reported. It was noted that ESDC does not require reporting on Violence complaints, i.e. number of complaints received etc.

Action:

- **OHS & Prevention** to contact R. Cormier to provide clarification.

STATUS: CLOSED

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

Craig Houghton has confirmed that Julie Burns and the Labour Relations Team are working on a document to include recommendations and guidelines to be sent to the National OHS PC for review. Craig has also requested a timeframe for the completion of this document.

Action:

- **Craig Houghton** will follow up with Labour Relations and forward documents to the Committee for review and comment when received.

k) Revision of the CFIA OHS Website

The new common look and feel on the new Merlin site has been incorporated into all pages on Merlin. The OHS & Prevention Team is working to revise Merlin and will update the committee as additions and changes are made.

Action:

- **OHS & Prevention** to continue with the revisions with the support and input from the other Area and Lab OHS Committees and advise/share with the National OHS Policy Committee when appropriate

l) Radon in Federal Buildings

- Wendy Bray provided an update concerning radon testing in Government buildings. Testing in all Government owned buildings occupied by the CFIA has been completed. Remediation has been completed where results exceeded the Health Canada Guidelines and follow up testing has been done. All tested facilities now meet the Health Canada standards.
- Accommodations are working with Health Canada to develop a schedule for radon testing to be conducted in all leased facilities occupied by the CFIA. The proposal will ensure that those geographic areas identified as High Risk Areas will be tested first. The listing of proposed sites for testing has been developed and includes the name and contact information of an OHS Committee Co-Chair or Health and Safety Representative.
- All of the CFIA Labs have been tested except for Calgary and Saskatoon. All results received to date are in the acceptable range.

Action:

- **Accommodations** will proceed to ensure that the testing is completed.
- **OHS and Prevention** will draft a letter for the Co-chairs signature outlining the committee's concerns with respect to the lack of consultation with the OHS Committees during the radon testing.

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

- This is an ongoing issue for the committee and concerns continue to be expressed by employees as animal rights groups continue to request information through the ATIP process. The committee has recommended that the ATIP Office be asked to provide information on the legislative requirements and processes to ensure that the health and safety of employees is not compromised by the release of information.

Action:

- **OHS & Prevention** to set up an interim call with the Co-Chairs and a representative from the ATIP Office in order to provide clarity and direction concerning this subject.
- **OHS & Prevention** to arrange for a representative from the ATIP Office to address the National OHS Policy Committee and, in particular, highlight the exclusion and exemption rules.

n) Application of the Atlantic Area Storm Policy

- The issue has been referred back to the Atlantic Area OHS Policy Committee
- Corporate Security is in the process of updating the Guide for Senior Officers concerning their roles and responsibilities which includes inclement weather.
- Wendy Bray confirmed that other government departments follow the Treasury Board Policy concerning this subject.

Action:

- **Wendy Bray and Corporate Security** to update the National OHS PC at the next meeting on the progress of the updated Guide for Senior Building Officers.

5. Standing Items

a) Employee and Family Assistance Program (EFAP)

- Nici Sullivan will communicate with the CFIA EFAP Team once the CFIA Men's Circle is up and running so that the EFAP Team can approach the Men's Circle to discuss arranging EFAP sessions as appropriate.
- A discussion took place regarding the topics of sessions that could be arranged that would most benefit employees. It was mentioned that statistical reports are sent to the Area OHS Advisors and the Regional Directors for their review to look at trends, etc for their specific Areas. More importantly, the topic of employee awareness was discussed and how Workplace Committees could assist in the promotion of employee assistance and well-being. The name of the program has been changed to Employee and Family Assistance Program to better reflect the services available to our employees and their families as well.

Actions:

- **OHS & Prevention** to send a communiqué via OHS Governance recommending that all Workplace OHS Committees / Representatives add EFAP to their meeting Agendas as a standing item.

b) Health Services Program

- Craig Houghton updated the committee on the status of the Request for Proposal (RFP). The RFP is now completed and is with the ED of WWRD and the VP Human Resources for final approval before posting to the public. The Sub-Committee has met and reviewed the Statement of Work, Mandatory Criteria and the Point Rated Evaluations. All comments were noted and incorporated as appropriate.

Action:

- **OHS & Prevention** to determine dates for the evaluations with the Sub-Committee members once Procurement has confirmed receipt dates of the bids.
- **OHS & Prevention** will update the committee at the next meeting.

c) CFIA Mandatory OHS Training

- The committee reviewed the statistics provided detailing completion rate of the HPP, WHMIS and Competent Persons training. The Chair expressed concern with the low percentages of completion for mandatory training (HPP, WHMIS).
- The completion rate for the HPP training is dropping indicating that new employees are not being trained.
- The subject of CFIA liability with respect to employees performing their jobs without training was discussed.
- It was confirmed that reports are available by employee for supervisors/manager to review to ensure compliance.
- Gérard Étienne has agreed to champion the OHS Training issue across the CFIA.

Action:

- **Gérard Étienne** to discuss with Co-Chairs and 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. Co-chairs to report back next meeting.

d) Disability Management Initiative (DMI)

- C. Houghton reported that the DMI team was working on a Statement of Work for a potential Third Party; however given the Government of Canada's planned approach with respect to a new sick leave/short and long term disability regime, the DMI team will be revisiting our DMI approach in order to determine if there are any adjustments or revisions to our recommended approach. While the DMI Team cannot confirm what will be negotiated re the new all of government plan, they want to review the proposal prior to finalizing their recommendations to this Committee.

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

Mr. Étienne apologized for not pursuing this matter.

Action:

- **Gérard Étienne to ensure to discuss with Co-Chairs** the presentation to SMC along with presentations at the monthly EX Town Halls and schedule a date for the presentation.

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

- Nici Sullivan provided a presentation on the Peer-to-Peer pilot. There will be an 'Expression of Interest' to employees looking to be a peer supporter and have appropriate training. It is expected that the expression of interest will be sent to all CFIA employees on November 12, 2014.
- The Policy is still in draft stages and will be sent to the National OHS PC for their review and comments.
- Once the employees have been trained, the Pilot will be able to be launched – target date is April 1, 2015.
- Dr. Soryal suggested that the Mental Health course available on CCOHS might be one to consider for the selected peer supporters.

g) Violence Prevention in the Workplace – Competent Persons

- Kerry Piccolotto presented the storyboard re Training on Prevention of Violence in the Workplace.
- The topic of resurrecting the sub-committee on training was raised.

Action:

- **Kerry Piccolotto** requested that the committee members review and provide their feedback on the content of the WVP training no later than January 15, 2015.
- **Kerry Piccolotto** will commence work with Learning Division on the development of the training module.
- **Kerry Piccolotto** will provide an update at the next meeting.

h) Domestic Violence Prevention

- Deferred to next meeting

Action:

- **Marlene O'Neil and Brenda Dagenais** to meet prior to the next meeting to review and discuss the draft document.
- **Marlene O'Neil** to report back at next meeting

i) Labour Program Compliance

- Copies of written directions received from ESDC were circulated to members for their information.
- It was noted that in the future these communications will be sent electronically to all PC members as soon as they are received.
- Issues concerning the directions circulated will be discussed at the next National OHS PC Meeting and this will remain as a standing agenda item.

Action:

- **OHS & Prevention** to send all information concerning Labour Program Compliance to the National OHS Policy Committee electronically as soon as they are received.

6. New Business

a) National Confined Space Guidelines

- The final draft was sent to OHS Governance for comments. No comments were received.
- The National OHS PC recommended sending the final version to OHS Governance and post to Merlin.

STATUS: CLOSED

b) Ontario Area Ship Inspection and AGM JHA

- Craig Houghton reviewed the Ship Inspection and AGM JHA's with the PC. He noted that the JHA's were compiled with reference to other similar JHA's across the country including those that were developed in Vancouver.
- Bob Kingston reiterated that this is the correct approach. Start with the National JHA (generalized) and revise to address the needs of your specific Area/Region.
- This was an information only topic.

STATUS: CLOSED

c) Ruggedized Tablets

- Jamal Tyman, Manager, Lifecycle Management & Business Architecture presented the committee with an overview of the ruggedized tablet and the processes used in the selection and implementation of the devices. Jamal explained the reason for this initiative is that CFIA is changing how we do business. The requirements for the device included versatility for employees in the field, the ability to capture necessary information and access CFIA programs, a weight between three and four pounds and easily sanitized.
- Mr. Tyman noted that many concerns and been heard and that the team has been reacting. There are inspectors and managers from Quebec and others across the Country who have been involved in the trials, rollout and implementation.
- Mr. Tyman also noted that they are already communicating with IM/IT for a possible smaller and lighter weight device. He reiterated that as technology improves, we will have more choices available to us.
- The PC asked why there was not more representation from other Areas as each geographic location has different challenges as far as terrain, length of time in the field, the amount of information required to be captured, etc.
- Mr. Tyman indicated that there is a National Technical Working Group. The National OHS PC indicated that they would like to have a representative at this table.
- The main purpose for this agenda item was to propose review the ergonomic guidelines developed by OHS and Prevention. The committee members have been asked to provide comments by December 5th, 2014

Actions:

- **OHS & Prevention** to circulate the Ergonomic Guideline document that was distributed to the National OHS PC via OHS Governance for review and comments by November 14, 2014. Comments will be due back by December 5th, 2014.
- **OHS & Prevention** to update and post to Merlin once comments are received.

d) Lockdown

- Dr. Soryal raised the issue that during the recent security incident and attacks on Parliament Hill, October 22nd, 2014, there was a 'shelter in place' / 'Lockdown' instituted for all CFIA employees in the NCR. Several people were unaware of what a 'lockdown' meant. Communications were initially distributed in English only. Multiple people signed themselves out of the buildings prior to the shelter in place being officially lifted.

- Wendy Bray indicated that the Agency Security Office is preparing documents specifically concerning the issue of Lockdown. OHS & Prevention is being consulted on this document. They are trying to achieve a National consistent security program for the CFIA. A draft will be made available to the PC for their review and comments.
- B.Kingston noted that Part XVII of the COHSR, Safe Occupancy of the Work Place sets out requirements with respect to evacuation and emergency procedures and that committees should be reminded of their role in this process.
- Security takes the lead in these situations and they are to ensure that OHS Committees / Representatives are involved.
- A Post Mortem will be conducted and a copy of the findings will be sent to this Committee.
- With respect to employees being ordered to stay inside building during lockdowns, B. Kingston noted that managers and employees should always follow Occupational Health and Safety directions/instructions that come from the employer. Failure to follow instructions from the employer could result in disciplinary actions.

Actions:

- **OHS & Prevention** to send a communication via OHS Governance to remind all OHS Workplace Committees and Health and Safety Representatives of their responsibilities with respect to Part XVII of the OCHSR.
- **OHS & Prevention** to arrange for the Agency Security Officer to speak to the Policy Committee regarding this subject.

d) Ship Inspections – Churchill Manitoba

- Background: Up until recently, the Canadian Grain Commission took responsibility for ship inspections in Churchill Manitoba. As the CFIA has now taken back this responsibility, new ship inspectors were selected and trained and were also sent to Vancouver for further training.
- The Vancouver Office expressed concerns that these new inspectors did not have enough training and experience to be inspecting the ships in Churchill.

Action:

- **OHS & Prevention** will coordinate the gathering of information with Operations Branch and the Western Area OHS Policy Committee. The matter will be discussed at a future Co-chairs Call and will be reported at the next meeting, as appropriate.

e) TB testing in Cattle – Brandon, Manitoba

- Barbara Kristjansson raised an issue concerning TB testing in cattle at a location in Brandon Manitoba. This particular cattle farmer has a history of violent behaviour and the concern was that proper OHS protocols were not followed and staff was put at risk.
- Barbara Kristjansson noted that this issue was to be discussed at the West Area OHS Policy Committee meeting.

Action:

- **OHS & Prevention** will coordinate the gathering of information with Operations Branch and the Western Area OHS Policy Committee. The matter will be discussed at a future Co-chairs Call and will be reported at the next meeting, as appropriate.

7. Round Table

- This is a follow up to the item raised at the July 24th, 2014 meeting. Clarification regarding Road Side Assistance for Fleet Vehicles: Fleet Management has advised that all CFIA vehicles have road side assistance either through ARI or vehicle manufacturer road side assistance. The retrieval of vehicles in off road situations is not covered under any of the above mentioned programs. Alternate vehicle selection may need to be considered by Operations Branch/vehicle operator where work is being done off road.

MEETINGS FOR 2015

1ST QUARTER: WEDNESDAY FEBRUARY 25, 2015

2ND QUARTER: THURSDAY APRIL 23, 2015

3RD QUARTER: THURSDAY JULY 23, 2015

4TH QUARTER: THURSDAY OCTOBER 22, 2015

Date: 2015-01-07

Employee Co-Chair

Date: 2014-12-29

Employee Co-Chair

Date: 2015-01-06

Employer Co-Chair

Signature on file

Bob Kingston (PSAC)

Signature on file

**Dr. Ayman Soryal
(PIPSC)**

Signature on file

G rard  tienne (CFIA)