

Agriculture and Agri-Food Canada (AAFC)
Occupational Health and Safety Policy Committee Meeting

MINUTES OF MEETING HELD ON JUNE 13-14, 2008

K.W. Neatby Building, Central Experimental Farm, Ottawa, Ontario

Attendees:

Employer Representatives

Chair: Glenn Miller, Agriculture Union, PSAC
Delmar Holmstrom, PIPSC
Fabian Murphy, Agriculture Union, PSAC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Gaston Mercier, PIPSC

Management Representatives

Rosalie Burton, DG Performance Excellence, Human Resources Branch
Phil Adkins, Assistant Director, Ag Water Directorate, PFRA
Jim McKendry, Director, Integrated Services, Assets
Stephen Bolsco, Director, Science Operations, Science Bureau, Research Branch

Technical Advisors

Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC
Marie-Josée Poirier, HR Consultant
Bob Neilson, National Training Coordinator, OHS

Guests

Chris Waterston, HR resources
Ken Waldie, Technical Advisor

Regrets

Gilles Saindon, DG Science Bureau, Research Branch
Lynden Hillier, DG Asset management

**Introduction and approval of agenda of the previous meeting - Chair
Updates to items not included separately in agenda**

- Scent Free workplace
- Review OHS one training session (OHS 301)
- 1 day Training to Policy committee will be postponed until September meeting

1. Business from minutes of the previous meeting

1. a) New wording on Letter of Offer to New Employees

- Action done. New wording was added to the Letter of Offer to New Employees

1. b) Non-employees working at AAFC Facilities and OHS Training

- Bob presented a drafted preamble (regulatory obligations) for safety training offered with the orientation for

new employees and/or non-employees.

- Discussion on level of work language comprehension. It was suggested that before trying to translate documents (Safety Procedures) in other languages we should focus on providing adequate training and procedures in French and English.
- It was decided that the committee would not be in favor of having safety training translated in different languages. New hired should have the minimum level of understanding to be able to communicate and understand Procedures
- It was suggested that HR should be looking at the level of communication and understanding of AAFC International employees
- Recommendation to provide Feedback within 2 weeks (July 4th,2008). Bob will send an electronic copy to the Policy committee of the drafted preamble.
- Recommendation to verify the hiring guideline/policy in Research on official language
- The Research Manager was identified as the person responsible for insuring that language requirements are met when new people are brought on. This should be dealt with on a case by case review when problems are identified.

Action Items	Person Responsible	Deadline
Contact NRC for policy/standard protocols when hiring International Employee	BOB	July 2008
Check with HR on International Hiring Protocol	BOB	September 2008
Send electronic copy of the drafted preamble of Non-employees working at AAFC	BOB	June 30, 2008

1. c) Departmental Lab Safety Program (DLSP)-

Summary of presentation

- Copy of the program was distributed to the Policy Committee for their recommended changes
- Changes provided by the committee were integrated to the document and a final version will be provided shortly for final approval. Latest version is dated May 2008.
- The next step for the program will be finalization and approval by the OHS Policy Committee and then posting on Agrisource. Implementation still needs to be developed.

Committee's Response

- The Committee recommended having final version approved within 1 month, in order to be posted on the website as soon as possible.
- The safe work procedures from the Lab Safety Program will be in the same format as identified in the AAFC Hazard Prevention programs.
- The Committee emphasized the importance of website templates to ensure consistency and compliance

Action Items	Person Responsible	Deadline
Distribution of final version to Committee	Bob (from Natalie)	June 2008
Final version to be approved by the Committee (by email)	Policy Committee	July 2008

1. d) Chemical Inventory System (CISPRO) “Update on AAFC Chemical Inventory Project – Stephen Bolsco

- Stephen provide an update and informed the committee that they were making progress but still had a lot of work to do
- The company will be available to help the IT Team from Kentville when setting up the Pilot
- They are still working out governance issue of who will be responsible for the Pilot in Kentville
- Implementation plan completed- the date has been postponed to July 2008 as they underestimated the complexity of the project.
- In order to standardize the process a list of chemical definition will be develop so each centre would use the same definition
- An update will be provided at the next meeting in September

1. e) Update on OSH Training – Bob Neilson

Course Coding and Reporting

- Fabian has sent an information package to the Committee from DFO to give the committee a better idea of what is possible and what we would need.
- Bob and Marie-Josée have met with People Soft staff in order to identify the capacity of the software on reporting. Reports on the Local OHS Committee can be generated by region, Branch, the number of inspection, incident reported, number of Hazard, etc... Business rules needs to be developed in order to clarify and identify what we need; then communication and training will need to be provided
- It was explained that People Soft was not able to identify the working level of the employee such as managers, supervisors and committee members. Signing sheets were modified to reflect the required reporting. A process needs to be developed in order to make sure that this data will be captured. It was suggested to have the Regional Coordinators entering the information in a separate database. Rosalie suggested verifying with People Soft if it would be possible to have an add-on to the Training code that would identify the level of employees (for example OHS 301 (m) for managers). Update will be provided next meeting.
- Marie-Josée is working on documenting and reporting on the CORE Learning program and will be providing an update at the next meeting. The AAFC Occupational Health and Safety (OHS) Training will be revised and include information such as: What exist? What is approved? What is to come?
- The next step is to identify the People Soft capacity for reporting. Bob will be working on this document and will be forwarding information to the Committee.
- In order to be able to establish a good reporting mechanism data needs to be entered in People Soft. Rosalie suggested that our students would be a good resource for this project.

Course Calendar

- It was decided that the Committee will review one or two courses per meeting. This meeting two OHS training were reviewed (OHS 301 and OHS 302). A few minor changes were reported.
- Bob will develop a training calendar including the following information: What exists? What is approved? When? What is to come? This document will be provided at the next meeting.

Action Items	Person Responsible	Deadline
Production of quarterly report	Bob/Marie-Josée	Quarterly
Create a document on People Soft reporting capacity	Bob/Marie-Josée	September 2008
Develop Business rules on training reporting	Bob/Marie-Josée	September 2008
CORE Learning reports	Marie-Josée	Quarterly
Establish a procedure on reporting level of employees	Marie-Josée	September 2008

1. f) Hazard Prevention Program Update – Bob Neilson

- In order to have consistency Bob suggested that a Regional Coordinator (Nicolas Auclair) will be working with Natalie on the Safe work procedures project.
- Next step is to provide the Job Safety analysis Train the Trainer to the Regional Coordinators who will then be able to deliver training to AAFC employees.
- It was suggested to have a Regional Coordinators meeting at the same time as the Policy Committee meeting with a one day overlap to provide training to Regional Coordinators. This should be done at the next meeting in September 2008.

Action Items	Person Responsible	Deadline
Set-up a conference call with Regional Coordinators to advise of meeting in September 2008	Bob	June 19, 2008
Set-up a train the trainer session for Regional Coordinator in September 2008	Bob	June 19, 2008

1. g) Update on accident tracking–Bob Neilson

- 5 minor injuries were reported on People Soft and no disabling injury
- A document will be developed to better understand the capacity of accident reporting by People Soft

Action Items	Person Responsible	Deadline
Create a summary on People Soft reporting capacity	Bob	September 2008

1. h) Chemical Spill Response (CERT)

- A final draft will be sent to the committee; management will review program requirements and report back.

Action Items	Person Responsible	Deadline
Send Chemical Spill response final draft to the committee for review and approval	Bob	End of June

1. i) Revision to the Drug and Alcohol Policy-Bob Neilson

- Follow-up required with legal services
- Two important factors to consider; 1) What is the risk if we have a Policy and 2) What are the liability if we don't have one?
- The committee recommended not having a policy but rather having the issue address within safety procedures.
- The committee advised that the abuse of Drug and Alcohol use during working hours is the responsibility of management and disciplinary measures will be done with Management and HR.

Action Items	Person Responsible	Deadline
Follow-up on legal services	Bob	End of June

1. j) Violence Prevention and Response Policy–Bob Neilson

- Bob provided a one hour session on “Hazard Awareness for Acts of Intimidation”.
- Discussion on an appropriate survey for AAFC on violence incident. The committee suggested having the survey part of the work plan. By collecting the date this will help develop a risk assessment which should be our primary focus.
- Rosalie suggested having this session added to the CRW training.
- Stephen indicated an interest to have this session given to all the Research Managers.
- The committee recommended sending the Deck to Learning and Development and the Inclusiveness team.

Action Items	Person Responsible	Deadline
Review the CRW training (in order to incorporate the one hour session)	Bob/Rosalie	September 2008
Provide training to the RM	Bob	December 2008
Establish a working group to develop the survey	Bob	June 24, 2008
Send a letter to the local OHS and HS Reps from the Policy committee to explain the survey	Marie-Josée	October 2008
Provide training material (speaker notes) to the inclusiveness committee	Bob	July 2008

1. k) Potable Water

- The committee has decided not to have a demo of data collected but rather a reporting capacity available on potable water. This will be presented at the next meeting.

Action Items	Person Responsible	Deadline
Arrange an information session on reporting capacity	Jim	September 2008

1. l) Preliminary implementation Plan

- Ken presented a map with all AAFC research centre. This came from the last Regional coordinator meeting. This tool will help us to identify the accident reporting gaps. This will also serve as a tool for all new employees and will be updated annually. It was also recommended to be posted on the website. One of the most important objects of this tool will be to provide our resources and our needs for the department.
- Bob provide the committee with a copy of the implementation plan where he did not yet assigned the work.

Accident recording/reporting/investigation

- Reporting the minor injury should not be on the current form. It should be documented within the First Aid program. It was suggested to change our existing approach for the role of the workplace committee by having the supervisor and employee resolving minor injury and near-miss reports and insuring that the workplace OHS committee is part of the process. Therefore each worksite should have one or two individuals who would be identified as qualified person to investigate accident.
- Bob will be providing more information at the next meeting on options for insuring qualified persons and/or specialists within accident investigation protocols.

First Aid

- Darryl Graham will provide the committee with a First Aid standard draft
- The draft will be sent in two weeks and the committee will have two weeks to provide feedback
- Final version will then be posted on the Website by August 14, 2008

Workplace inspection

- The database is completed through People Soft

Website

- Rosalie suggested starting posting some information on the Website which will then provide us with an idea of how lengthy the process is.
- It was suggested to start with the link to the Regional Coordinators and the implementation plan

Communication

- A few different documents will come from the communication program such as: establishing a list of contact list for all the OHS committee members, roles and responsibilities of the Regional Coordinators.
- In order to have some work done between meetings it was recommended to involve the members of the Policy committee in different working group. Bob have asked for volunteer in specific priorities.

Action Items	Person Responsible	Deadline
Provide to the Committee the final version of the maps	Ken Waldie	July 2008
Develop a protocol with possible option for accident investigation resources	Bob and Marie-Josée	September 2008
Provide First Aid Draft	Darryl (Bob)	July 2 nd , 2008
Send information to be posted on website	Bob and Marie-Josée	August 2008
Create document explaining the roles and responsibilities of the Regional OHS Coordinator	Bob and Marie-Josée	June 2008
Participate in program development within the implementation plan	Policy committee members	March 2009

1. m) Communication Plan

- A progress report will be done for the September meeting

1. n) Ergonomics Requirements to the HPP Regulation

- Bob explained to the committee the potential extensive cost to the department regarding the ergonomic assessment
- Corrie Boyce have participated to an interdepartmental forum on ergonomic assessment. Bob will follow-up with Greg Miller and Corrie Boyce and provide an update at the next meeting.
- Bob indicated that other departments had internal staff doing the ergonomic assessment

1. o) Contact list for OHS committee members/Health and Safety Representatives

- PFRA and CPMA is finalized
- A contact database is now being created for all OHS committee members/Health and Safety Representatives. The completed database will be forwarded to the policy committee

Action Items	Person Responsible	Deadline
Send the contact database to the Policy Committee	Marie-Josée	July 2008

1. p) Criteria for production of Minutes and Agenda

- The committee stated that they liked the format and recommended continued use
- It was suggested having co-chairs signatures on the minutes
- It was recommended that once the minutes are approved they should be posted on the website within 10 working days

2. Use of Government Vehicles

- Minor vehicles accidents are not always reported. Therefore the committee suggested having the vehicles inspection added to the work inspection process.
- Bob indicated that the Defensive Driving training is back on line
- Jim will get clarification from TB on government authorize use of vehicles
- It was suggested to have a standard training protocol for all AAFC employees operating “gators”

Action Items	Person Responsible	Deadline
Have a standard training protocol on operating “gators”	Bob	September 2008
Get clarification for government authorize use	Jim	September 2008
Review vehicle inspection process within the workplace inspection program	Bob/working group	September 2008

3. New Items

3. a) Scent Free

- PFRA forwarded a draft Scent Free Policy. Phil would like the committee to provide feedback on the policy.
- Bob suggested having a link on the website in order to promote a scent free program. Then it could become part of the communication plan and orientation package to new employees.
- It was recommended to establish a scent free national approach.
- Rosalie confirmed that Corrie Boyce will research and provide a draft National approach.

Action Items	Person Responsible	Deadline
Develop a Scent Free National program	Corrie Boyce	July 2008

3. b) OHS 301 Training Review

- The committee reviewed OHS 301 training session and provided a few minor changes
- It was recommended checking with Learning and Development to review course code (OHS 301 and OHS 302) for establishing session numbers when facilitated simultaneously.

Action Items	Person Responsible	Deadline
Check with Learning and development for business process	Bob/Marie-Josée	September 2008

5. Next Meeting

It was agreed that the next meeting will be held in Ottawa on September 18, 2008. The AAFC OHS Policy training will be facilitated on September 17, 2008 .

Signature
Glen Miller, Employee Co-Chair

Signature
Rosalie Burton, Employer Co-Chair

Action Items

Introduction and approval of agenda and minutes of the previous meeting - Chair		
Updates to Items not included separately in agenda		
Revisions of previous minutes to reflect Committee input	Marie-Josée	July 2008
1. B) Non-employees working at AAFC Facilities and OHS Training		
Contact NRC for policy/standard protocols when hiring International Employee	BOB	July 2008
Check with HR on International Hiring Protocol	BOB	September 2008
Send electronic copy of the drafted preamble of Non-employees working at AAFC	BOB	June 30, 2008
1. C) Departmental Lab Safety Program (DLSP)		
Distribution of final version to Committee	Bob (from Natalie)	June 2008
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1. E) Update on OHS Training- Bob Neilson		
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Set-up a train the trainer session for Regional Coordinator in September 2008	Bob	June 19, 2008
1. G) Update on accident tracking-Bob Neilson		
Create a summary on People Soft reporting capacity	Bob	September 2008
1. H) Chemical Spill Response (CERT)		
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1. I) Revision to the Drug and Alcohol Policy-Bob Neilson		
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1. J) Violence Prevention and Response Policy-Bob Neilson		
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Provide training material (speaker notes) to the inclusiveness committee	Bob	July 2008
1. K) Potable Water		
Arrange an information session on reporting capacity	Jim	September 2008

1. L) Preliminary Implementation Plan		
Provide to the Committee the final version of the maps	Ken Waldie	July 2008
Develop a protocol with possible option for accident investigation resources	Bob and Marie-Josée	September 2008
Provide First Aid Draft	Darryl (Bob)	July 2 nd , 2008
Send information to be posted on website	Bob and Marie-Josée	August 2008
Create document explaining the roles and responsibilities of the Regional OHS Coordinator	Bob and Marie-Josée	June 2008
Participate in program development within the implementation plan	Policy committee members	March 2009
1. O) Contact list for OHS committee members/Health and Safety Representatives		
Send the contact database to the Policy Committee	Marie-Josée	July 2008
2. Use of Government Vehicles		
Have a standard training protocol on operating “gators”	Bob	September 2008
Get clarification for government authorize use	Jim	September 2008
Review vehicle inspection process within the workplace inspection program	Bob/working group	September 2008
3. A) Scent Free		
Develop a Scent Free National program	Corrie Boyce	July 2008
3. B) OHS 301 Training Review		
Check with Learning and development for business process	Bob/Marie-Josée	September 2008