

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held June 9-10th, 2010
Saskatoon Research Centre, Saskatoon, Saskatchewan

Attendees:

Employee Representatives

Chair: Fabian Murphy, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Delmar Holmstrom, PIPSC
Jane McDonald, Agriculture Union, PSAC
Milton Dyck, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC

Management Representatives

Denis Petitclerc, Associate Director General, Science Centres Directorate, RESB
Sherman Nelson, Manager, Land Management, AESB
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Catherine Walker, Director, National Programs & Strategic Information, HRB

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Kerry Piccolotto, National Training Coordinator, OHS, HRB

Secretariat Services:

Christine Martel, Project Officer, OHS, HRB

Guests:

Felicitas Katepa-Mupondwa, Research Manager, Saskatoon Research Centre, RESB
Diane Wiley, Integrated Services Manager, Saskatoon Research Centre, CMB
Linda McGregor, Local OHS Workplace Committee member, Saskatoon Research Centre
OHS Regional Coordinators (10)
Mark Scriver
Rob May
Jan Salsberg
Marie-Josée Poirier

Regrets:

Glenn Miller, Agriculture Union, PSAC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Consuelo Francolini, A/DG Planning, Policy and Workplace Programs, HRB
Lynden Hillier, DG Assets Management & Capital Planning, CMB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB

*NB: All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

1. Approval of Minutes and acceptance of Agenda

- Minutes were approved by Committee.
- The Committee discussed issuing a News@Work article following each meeting. These articles would highlight a few key topics from the meeting and encourage employees to visit the OHS website to review the posted minutes.

Action:

- Minutes to be signed off by Co-chairs.
- Draft watermark to be removed from minutes already posted online.
- First News@Work message to be drafted, approved and sent out to all staff (ergonomics to be featured).

2. Business arising from the Minutes

a) Implementation Plan

- 2010-2011 Implementation Plan was shared and reviewed by the Committee.

Action:

- The Monitoring and Reporting Framework should include a process for reviewing OHS related policy or guidelines on a regular basis (eg. every 3 to 5 years). The reviews should include an assessment of the effectiveness, legislative and regulatory updates and ongoing relevancy.
- 2010-2011 Implementation Plan to be posted on the Shared Drive.

b) Potable Water

- The Committee reviewed the annual report.

Action:

- The annual report to be shared with local OHS workplace committees.

c) First Aid

- Awaiting feedback from Legal Services.

Action:

- Follow up with Legal Services for feedback.

d) OHS Orientation Program

- The Committee reviewed a draft OHS Orientation Booklet prepared by one of the Regional OHS Coordinators. The Booklet includes an insert page that can be customized for each site.
- Consultation with the Employee Service Centre (ESC) and Communications and Consultations Branch (CCB) to take place.

Action:

- Post OHS Orientation deck and booklet on shared drive.
- Consult with ESC and CCB to incorporate into Employee Orientation Program.

e) Website

- Updates to the website were profiled to the Committee.
- A recommendation was made to include a list of all the Local Workplace OHS Committees with a contact name.
- Standardizing the format of all documents on the website is on-going.

Action:

- Action website updates and gather the information on the Local Workplace OHS Committees
- SWP examples to be posted on the website.

f) Budget

- The Committee discussed the use of these reports/what information is required for these reports. Annual reports to be prepared (January to December) so that they can be used to prepare budgets for the next fiscal year.

Action:

- Follow up with Committee members for their budget reports for this year (to date).

g) Roll-Over Protection (ROP)

Action:

- Regulatory requirements to be forwarded to members for review.
- Message to local OHS workplace committees (management representatives) to be drafted outlining workplace inspection requirements with regard to ROPs.

h) Job Safety Analysis

- JSA examples from Lacombe were shared with the Committee.

Action:

- JSA examples to be posted on the Shared Drive.
- JSA templates and examples to be posted on the OHS website.
- A business process for sharing JSA examples to be drafted.
- CCB and ISB to be consulted regarding creating a Hazard Registry and SWP database.

3. Corporate OHS Policies & Programs

a) Ergonomics

- The Committee reviewed a presentation on a departmental Ergonomic Program; feedback was provided.
- A recommendation was made to post the Health Canada recommended Ergonomic Workstation set-up on the website.

Action:

- An e-review of the updated deck to be undertaken in the next month.
- Briefing note to ADM, HR to be prepared outlining departmental ergonomic program.

b) Preventing Workplace Violence

- Awaiting feedback on the draft Policy from Legal Services.
- The Committee discussed the drafting of protocols for responding to incidents of workplace violence, an educational component (e-learning) and how best to track incidents in the department.
- An interdisciplinary working group is being convened (including Security Services) to address these and other related issues.

Action:

- Working Group to be convened.
- Materials to be reviewed at September meeting.

c) AAFC Guidelines for Contractors/Persons Granted Access to the Workplace

Action:

- AAFC Guidelines for Contractors/Persons Granted Access to the Workplace to be drafted and shared with the Committee during the summer.

d) Cell Phone Policy

Action:

- Consult with CFIA regarding their Cell Phone Policy (re GPS systems).
- Gather information from impact studies in NL, NS, QC and ON which have a “No Cell Phone use while Driving” approach; however, Wireless/Hands Free Devices are allowed.

e) Occupational Exposure to Sunlight, Heat & High Humidity Policy

Action:

- A peer review to be completed on the Occupational Exposure to Sunlight, Heat and High Humidity Policy (including language and websites).

f) Overview of Disability Management Framework

- An overview of the Disability Management Initiative (DMI) was provided.

4. National OHS Training Programs

a) OHS Training Programs

- The Committee reviewed updated training data for the OHS Core Learning Programs. It was noted that progress is being made in the NCR. Data integrity issues were identified (data included some former employees).

b) Accident Data Report

- A sample accident data report was presented to the Committee. Recommendations from the Committee included changing the title to “Hazardous Occurrences Reports.”

Action:

- Site specific reports to be prepared for both training and accidents. These reports to be reviewed and validated (by Mark Scriver and the Regional OHS Coordinators).
- Departmental reports will be provided at each quarterly meeting.

c) EAP Update

- The 2009-2010 annual report/summary was provided to the Committee.

5. Workplace OHS Committees

Action:

- A Workplace OHS Committee activity sheet will be developed to enable consistent reporting as prescribed under the Canada Occupational Health & Safety Regulations.

6. National Lab Safety Program

a) National Containment, Biosafety & Biosecurity Program (NCBBP)

- An update on the NCBBP was provided to the Committee. The new NCBBP website is linked to the OHS website.

b) Lab Safety Program (LSP)

- An update on the LSP was provided to the Committee. Lab Safety training, the LSP Terms of Reference and LSP Implementation Plan were reviewed. The importance of the linkages between the Lab Safety Committee and the National OHS Policy Committee was stressed.

Action:

- Members to provide feedback on the LSP Terms of Reference and Implementation Plan to Denis Petitclerc by the end of June. Denis to provide both reports to enable their posting on the shared drive.
- The Chairs of the NCBBP and LSP committees to provide a formal annual update in December. Denis to continue with quarterly updates to the National OHS Policy Committee.

c) Fume Hood Testing

- An update was provided; AAFC is complying with the legislation and completing the testing. Those that do not meet the standard are being taken out of circulation.
- The Committee discussed the risks and benefits of an information sheet. This could be used in developing the JSA at the local (workplace) level.

Action:

- Distribute information sheet to Regional OHS Coordinators to share with Workplace Committees as a tool when completing JSAs.
- Fume Hood Testing will now be removed as a standing agenda item.

7. Work Refusals/Emergency Response Measures

a) Emergency Response Measures

- An update on the Fire Protection Standard and Program was provided.

- Quarterly updates will be provided for the time being as the program develops; eventually, an annual update prior to the DM's update.

Action:

- Documents to be posted on the shared drive.
- Will be added as a standing agenda item.

8. HRSDC Reports & Directions on Assurance of Voluntary Compliance (AVCs)

- No AVCs to report.

9. Communications

- The draft communiqué for AAFC Procedures for Hazardous Occurrences Reporting and Recording was provided to the Committee for review and approval.
- An Activity Report was shared with the Committee.

Action:

- A message will be sent from the ADM, HR to Branch Heads attaching the communiqué from the National OHS Policy Committee Co-chairs (all links and documents referenced in the message will be checked to ensure they are up-to-date). This will be followed up with a message to all staff via News@Work.
- The Activity Report will be posted to the shared drive.

10. Round Table Discussion / New Business

a) New Staff

- Kerry Piccolotto is the new National OHS Training Coordinator (appointed in April).
- Mark Scriver is on assignment to the Corporate OHS Unit (replacing M.J. Poirier) and will be working on, among other things, a monitoring and reporting framework.

b) New Proposed Consultations and Approvals Business Process

Action:

- Draft document to be sent to the Committee for feedback and approval prior to next meeting.

11. Next Meeting

- September 22 in Ottawa.

Action:

- Representatives from the local workplace committees will be invited to attend the upcoming meeting in Ottawa.