

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held September 21, 2011
NHCAP, Ottawa, Ontario

Attendees:

Employee Representatives

Glenn Miller, Agriculture Union, PSAC
Fabian Murphy, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Jane McDonald, Agriculture Union, PSAC
Gaston Mercier, PIPSC
Rolfe Antonowitsch, PIPSC
Mark Grimmett, PIPSC

Management Representatives

Chair: Denis Petittlerc, Associate Director General, Science Centres Directorate, RESB
Denna Dougan, Assistant Director, Integrated Services, Assets Management & Capital Planning, CMB
Ed Coulthard, Acting Director, Regional Adaptation and Practice Change Division, AESB
Catherine Walker, Director, Workplace Programs, HRB
Scott Aughey, Acting Director General, Planning, Policy and Workplace Programs, HRB

Technical Advisors

Bob Neilson, Team Lead, Occupational Health & Safety, HRB
Kerry Piccolotto, National OHS Training Coordinator, HRB
Nancy Milosevic, Service Officer, Agriculture Union, PSAC

Secretariat Services:

Christine Martel, OHS Project Officer, HRB

Regrets:

Delmar Holmstrom, PIPSC
Jim McKendry, Director, Integrated Services, Assets Management & Capital Planning, CMB
Lynden Hillier, DG Assets Management & Capital Planning, CMB

1. Approval of Minutes and acceptance of Agenda

- June minutes were approved by Committee with minor changes.

Action¹:

- March and June minutes to be posted on the website as part of the OHS website migration.

2. Business arising from the Minutes

a) First Aid

Action:

- Draft one pager issues consideration paper on AEDs (for local sites and others as needed).

b) Website

- Website migration to be complete this fall.

Action:

- Co-ordinate with HRB and ISB contacts as required to re-establish OHS shortcut on the main page.
- Co-ordinate with CCB on website migration.

c) Ergonomics

- Discussion took place regarding current status of the Internal Ergonomic Program.

Action:

- Presentation to HMB in the fall.
- Deck for HMB to be shared with Policy Committee at the December meeting.

d) Preventing Workplace Violence

- Policy has been approved by the ADM-HRB.
- Revised Process Summary was shared with the Committee.
- A discussion was held about distinction between the Harassment Policy and the Preventing Workplace Violence Policy in the Federal Public Service vis-à-vis separate employers/agencies.

Action:

- Communication strategy to be drafted to launch the Workplace Violence Prevention Policy and the associated e-learning module.
- Presentation to HMB in the fall.
- Deck for HMB to be shared with Policy Committee at the December meeting.

¹ All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

e) Terms of Reference

Action:

- Revised Terms of Reference to be posted on the website as part of the OHS website migration.

f) National Lab Safety Training

- Lab Safety Committee to develop more detail.

Action:

- Lab Safety Committee to share updated document at next meeting.

g) OHS Core Learning Program Review

- Discussion took place on the status of the OHS Core Learning Program review and the consultations that have taken place with Learning and Development and the Regional OHS Coordinators.

Action:

- Consultation to continue with Learning & Development.
- Action plan (including an evaluation model, needs assessment tool and learning strategy) to be developed and shared with the Policy Committee at the February / March meeting.

h) Workplace Profile Template (Health Canada Medical Surveillance)

- Provided update on Workplace Medical Surveillance. Received confirmation that we do have access to Health Canada Industrial Hygienist if required.
- Clarification regarding what this process is and how this differs from the Job Safety Analysis.

Action:

- Develop Workplace Profile template based on Kentville sample.
- Request other site specific templates (old) from Health Canada.
- New template to be shared with Health Canada for feedback.

i) OHS Priorities for 2011-2012

- Discussion on the current status of the OHS Implementation Plan occurred.

Action:

- Revised Implementation Plan to be shared with the Policy Committee at the next meeting. Road map for next 3 year plan to be developed for December meeting.

3. Corporate OHS Policies & Programs

a) Update on policies, directives, and guidelines

- The current status and plan for approval of all policies, directives and guidelines that are currently in process was shared with the Policy Committee.

Action:

- Amendments to the Briefing Note to the ADM-HRB outlining the current status / plan for OHS-related policies, directives and guidelines are being completed prior to approval process. Currently includes revised Directive on the Safe Use of In-Vehicle Telematics (formerly Cell Phone Policy) and the OHS Policy.

I. AAFC Directive for Persons Granted Access to the Workplace

- Decision made to have 1 document with Annexes for contactors and other specialty groups like volunteers and Post Docs.
- Amended Directive to be re-sent to the Policy Committee for review.

II. OHS Policy

- Revised Policy to be shared with Policy Committee.

b) Hazardous Occurrences Report (formally Accident Data Report)

- a) The next Hazardous Occurrences Report to be presented in December.
- b) A sample site specific report was shared with Policy Committee. Consultation with Regional OHS Coordinators to take place.

Action:

- Consult with Regional OHS Coordinators on site specific reports and emphasize the need for current and accurate data.
- Draft message for News@Work reminding all employees and supervisory staff of accident reporting procedures.

c) Personal Protective Equipment and Clothing Program

- A discussion was held regarding feedback on documents that were shared with the Committee.

Action:

- Revised documents to be shared with the Policy Committee.

4. National OHS Core Learning Programs

a) Completion Rate Report

- The next OHS Core Learning Program Report to be presented in December.

Action:

- Continue data clean up in PeopleSoft.

5. Workplace OHS Committees

a) Local Workplace OHS Committees – Terms of Reference

- Sample outline of what should be included in Terms of Reference for all Local Workplace OHS Committees was shared and approved by the Policy Committee.
- A suggestion was made to include the Terms of Reference in a Workplace Committee Handbook. A working group (including Jane McDonald, Michele Coe and Kerry Piccolotto) was formed to prepare a draft handbook.

Action:

- Develop a standardized Terms of Reference (based on NJC and CFIA example) and Local Workplace OHS Committee (and OHS Reps) Handbook.

6. Complementary National Safety Program

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

- An update on the NCBBP was provided to the Committee.

Action:

- Standard Operating Procedures from NCBBP to be shared with the Committee once draft is completed.

b) National Lab Safety Program (NLSP)

- An update on the NLSP was provided to the Committee.
- Minutes from the NLSC meetings were shared with the Policy Committee.
- A discussion was held about the KnowledgeWare Software and the GHS update.
- A discussion was held about the JSAs, SOPs and SWPs processes around the country. The NLSC needs to coordinate more to minimize the number of standards.

Action:

- Safety Compliance Insider article to be shared with the Policy Committee.
- NLSP to continue to follow up on GHS migration.
- Contracting options for WHMIS software to be looked at.

c) National Radiation Safety Program

- An update on the Radiation Safety Program was provided.
- A request was made to clarify the reporting procedures for Hazardous Occurrences such as the one mentioned in the report. A request was made to have these incidents reported to Policy Committee so that they are aware.

Action:

- Follow up on recommendation of developing a formal reporting procedure for Radiation Hazardous Occurrences.

d) CISPro - Program and Procedures Manual

- An update was provided on the current status of the CISPro system and plans for the future.
- Chemical Inventory Reference Model, Guidelines and Procedures has been developed and awaiting final approved by the NLSC.

Action:

- Chemical Inventory Reference Model, Guidelines and Procedures to be shared with the Policy Committee for review.

7. Work Refusals/Emergency Response Measures

a) Fire Protection Program

- An update on the Fire Protection Standard and Program was provided.
 - Copy of HRSDC report to TBS has not been received yet.

Action:

- Share tool to track Site Review information with the Policy Committee.

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

- None to report.

9. Communications

a) Communications Plan

- Consultation on the Communications Plan continues.

Action:

- Revised Communication Plan to be sent out to the Committee for review and comment.

10. Round Table Discussion / New Business

a) Mould situation in Winnipeg

- A discussion was held regarding the mould situation in the PGR room in Winnipeg.

Action

- Share emails with Denis and Denna for action.

b) Material Safety Data Sheets

- A discussion was held regarding the electronic version of MSDS.

Action

- Ask NLSC to develop a plan to ensure that the current paper copies at each site are kept up-to-date.
- Once the NLSC has established a maintenance standard, consider whether it should be used for other groups who use chemicals.

c) Central Heating Plant Issue

- A discussion was held regarding the Central Heating Plant issue and possible hazards.

Action

- Look into the situation and report back to the Policy Committee.

d) OHS Vacancies

- Atlantic Regional OHS Coordinator position being “vacated”; expect to staff in late October/early November.
- A discussion was held about the process for covering OHS duties on a short term basis if a Regional OHS Coordinator is absent for an extended period of time.

Action

- Discuss approach/plan and share with Regional OHS Coordinator’s supervisors.

e) 2011 Flu Season

- Workplace flu clinics are not being offered this year. Employees have been encouraged to tap into local community resources.

Next Meeting

- Currently, Scheduled for December 7, 2011 at NHCAP in Ottawa, Ontario. May need to reschedule due to DM All Staff Townhall currently scheduled for that afternoon. Update to be sent to Policy Committee.