

National Occupational Safety & Health Committee

Minutes of Meeting, January 15th , 2009
1431 Merivale Road, Ottawa, ON
Room 205 (Boardroom)

Employee Representatives

- Howard Willems
- Tom Wright
- Eric Jackson
- Bob Kingston (co-chair)
- Denis Sicard

Employer Representatives

- Vance McEachern (co-chair)
- Colleen Barnes
- Sandra Fry
- JP St-Amand
- Ginette Workman
- Catherine Airth (alternate to Vance McEachern)

Absent

- Terry Peters (co-chair)

Secretariat

- Vera Pasic
- Robert Wilson
- Jennifer Noël-Livernois

Invited Guest

- Omer Boudreau
- Sharon Vien
- Karen Trousdale

-
1. [Welcome by chairperson](#)
 2. [Review of minutes of last meeting, October 16th , 2008](#)
 3. [Review of agenda](#)
 4. [Review of action items from minutes of October 16th , 2008](#)
 5. [Standing Items](#)
 6. [New Business](#)
-

1. Welcome by chairperson

Vance McEachern welcomed the committee members. Bob Kingston replaced Vance McEachern as chairperson in the afternoon. Catherine Airth replaced Vance McEachern in the afternoon.

2. Review of minutes of last meeting, October 16th, 2008

3. Review of agenda

4. Review of action items from minutes of October 16th, 2008

a) Report from the training sub-committee

1. Hazard Prevention Program: Has been submitted to the Learning Division and is in the final stages of becoming an e-learning course.
2. List of Mandatory OHS Training: Colleen Barnes reported that the sub-committee has met and has agreed to obtain the most current versions of training modules. This information will be submitted to Mary Brodhead in order for the sub-committee to make final recommendations on the format of the training modules.

Action:

1. Colleen Barnes will notify the NOSH Committee members of launch date via Secretariat. **CLOSED**.
2. Colleen Barnes to provide update on findings at next NOSH meeting.

b) Workplace Committee Terms of Reference/OHS Governance

Ginette Workman invited Omer Boudreau to join the NOSH meeting and participate in the OHS Governance presentation. Discussions ensued regarding the OHS consultation and approval processes that is currently in place at CFIA and will be presented at the next Senior Management Committee (SMC).

There was further discussion on creating more than one area policy committee within the proposed framework.

Action: Omer Boudreau will present the framework to the SMC. Ginette Workman will inform the NOSH members of the final decision at the next meeting.

c) Job Hazard Analysis (JHA) Project

Vance McEachern provided an update on Phase 1 of the JHA Project. Insignificant progress was reported by Operations Branch. Phase 1 is now scheduled to be completed by the end of the fiscal year 2009.

The employee representatives are of the opinion that the JHA model cannot be based on work descriptions but rather on tasks performed. It was also noted by the employer representatives that some projects, such as the Science Professional and Veterinary Medicine (SP&MV) are based on generic work descriptions.

In order to ensure consistency throughout the CFIA, it was determined that a new JHA model will need to be developed. All committees will be trained on this new model. As per the CLC Part-II, it is the committee's responsibility to participate in the review and analysis of the JHAs. The OHS advisors will continue to coordinate by monitoring, advising and correcting the committees where required.

Action: It was agreed that a sub-committee be formed by Bob Kingston and Vance McEachern to combine the existing JHAs into one consistent model. The goal of the sub-committee will be to provide recommendations to the Sub-Committee on Human Resources (SCHR) via NOSH regarding this new JHA model. An update will be provided by Bob Kingston and Vance McEachern at the next NOSH meeting.

d) Use of Firearms in Meat Plants

The directive on the safe use of firearms in meat plants is slated to be presented to SCHR on February 2, 2009.

Action: Vance McEachern will update NOSH members at the next meeting.

e) Securing of Filing Cabinets

It was discussed that the securing of filing cabinets against seismic activities requires dedicated attention to resolve the issue before the end of the fiscal year. Jean-Pierre St-Amand will work with the Facilities group to ensure that the implementation of the safety requirements is finalized.

Action: Jean-Pierre St-Amand will ensure that the action plan, time-line and scope of work are provided to the members of the NOSH via the Secretariat.

f) Emergency Operations Centre (EOC)

The Office of Emergency Management (OEM), Operations Branch is the custodian of the CFIA Emergency Response Plan. The final document is expected to be completed in early spring.

Action: The Secretariat will provide a final document to NOSH members.

g) Campylobacter in Slaughter Plants

The sub-committee, comprised of Sandra Fry, Bob Kingston and Liz Rohonczy, will meet again to solidify the strategy that was agreed upon at the September 16th meeting.

Action: Vance McEachern will provide current practices related to infection control training to the sub-committee. The sub-committee will report back to the NOSH at the next meeting.

h) Fleet Management Policy

Jean-Pierre St-Amand informed the committee that the Motor Vehicle Operational Standard, Motor Vehicle Safety Standard and Motor Vehicle Operation and Maintenance Directive will be going to the Senior Management Committee (SMC) for final approval.

Action: CLOSED.

i) Health Assessment

The Health Evaluation & Occupational Health Assessment Guide (OHAG) document and comments provided by the NOSH were reviewed.

Action: "OHS Advisors" to be added to the document. The Secretariat will amend the comments and forward to the appropriate branches for distribution. **CLOSED.**

j) NOSH Committee Administration

Refusal for paid leave for OHS Committee members attending non-CFIA OHS training.

Action: Ginette Workman and Bob Kingston will meet to discuss this issue and report back to NOSH at the next meeting.

k) Violence Prevention Policy

A face to face meeting was held but not all members of the working group were able to attend. A first draft of the HRB Policy Development Template with comments was discussed.

Action: A second face-to-face meeting with the working group will be scheduled as soon as possible.

l) Ergonomics Policy

1. A legal opinion was received with regard to the privacy issues surrounding the disclosure of names on Ergonomic Assessment Reports. The disclosure of an employee's name is allowable. The disclosure of the medical information pertaining to that employee can only be provided with consent from the employee. The work place committees will have access to the reports at the site locations. **CLOSED.**
2. The working group is continuing to gather information on the Ergonomic Policy.

Action:

1. **CLOSED**
2. An update on the final draft will be provided to the NOSH members at the next meeting.

m) Terms of Reference for the NOSH Policy Committee

1. NOSH Policy Committee Terms of Reference to be revised by committee members. No comments were received.
2. Discussion ensued on funding for travel to quarterly meetings for NOSH Committee members. It was determined that the membership to the NOSH committee is agreed to by SCHR, that the co-chairs authorize the time for NOSH

participation and that the committee members' individual managers authorize the funds for travel.

3. Bob Kingston suggested the addition of one extra member to the NOSH Policy Committee.

Action:

1. NOSH members will be provided another opportunity to comment on the TOR. Deadline for receipt of new comments to Secretariat is January 30th, 2009. Co-chairs to review and approve updated TOR prior to posting on Merlin.
2. The approval process for funding and travel authorities will be an addendum which will be created by the Secretariat and distributed with the Terms of Reference.
3. Committee to discuss this proposed action at next NOSH meeting.

n) Shift Work

Discussion continued on the impact of night shift work on CFIA employees. Operations Branch confirmed that there are no directives pertaining to the governance of night shift work.

Action: Howard Willems will provide an information package for shift workers in industrial settings, to be discussed at the next NOSH meeting.

o) Respiratory Protection (Face Mask) for Avian Influenza

The Operations Branch procedures manual will contain an element of the CFIA's broader Personal Protective Equipment Program (PPE) including training.

Action: Standard Operating Procedures will be developed by the Operations Branch in consultation with the NOSH at the next meeting.

p) Minutes on Merlin

It is recognized that the minutes are currently difficult to locate on Merlin. This will be addressed as part of a wider program to update and make more efficient the CFIA's OHS site.

Action: An update will be provided at the next NOSH meeting.

q) Security Threats

1. Discussion continued on dealing with Security Threats within CFIA. Security threats include any act that contravenes the Government of Canada Security Policy. Security incidents include the following: Threats against employees, incidents pertaining to the threat of bodily harm, assault, harassment, or stalking of an employee. Bomb threats and suspicious packages are also captured in this category as they constitute a threat to human life.

2. The securing of CFIA employee names on ATIP documents made available to 3rd parties.

Action:

1. Jean-Pierre St-Amand will ensure that the information is communicated to all employees via an awareness campaign which will include a pamphlet to be distributed near the end of January.

The NOSH will be consulted in the development of the Security Threats policy. This policy will be included in the Managing for Success document as well as the Violence Prevention Directive.

2. More research will be conducted by the Corporate OHS group.

r) Training for NOSH Members

The committee identified that new members have not had an opportunity to take the prescribed OHS training. It was suggested that a short training session on JHA be provided to the members at the following meeting.

Action: Bob Kingston and Corporate OHS volunteered to present on the JHA at the next NOSH meeting. The Secretariat will provide the current proposed training list for NOSH members.

s) Agency Hazardous Occurrence Statistics & Analysis Report for 2008

The data for 2008 is still being compiled. The areas have until February 13th to report to the Corporate OHS group and the report is due to HRSDC by March 1st, 2009.

Action: The Secretariat will send an electronic copy of the 2004-2007 Accident/Incident Status Report to the NOSH Committee members who are to verify the format and report back to the Secretariat by the end of January.

The final 2008 document will be distributed to the co-chairs once the information has been compiled and reported to HRSDC.

t) Pregnant Employee:

Ange-Aimée Deschênes provided a presentation to the NOSH Committee on the useful tools the Québec Policy Committee created with respect to the subject of reassignment of pregnant employees who may be exposed to bacteria in meat plants in Quebec.

NOSH has suggested to the Québec Policy Committee that the status quo remain in effect for the present time; reassignment of pregnant employees upon disclosure of their pregnancy. This should remain in effect until such time as a national position on the issue is recommended to senior management.

Action:

1. Ange-Aimé will provide the Risk Assessment study to the Secretariat for distribution to NOSH members in order to complete the binders distributed at the meeting.

2. Co-chairs will agree on the scope and direction of a review panel who can validate the information received. All members are to provide to the Secretariat, the names of qualified persons who may sit on the panel.

5. Standing Items

a) Legislation Reading

CLC Part-II, section 125.1 to be read by all and reviewed together at next NOSH meeting.

b) Employee Assistance Program

Sharon Vien from HR presented data on usage and trends analysis for services provided to CFIA employees and their immediate family members. A copy of the presentation will be kept on file in Corporate OHS.

Action: Sharon Vien to provide a copy of the Employee Satisfaction questionnaire to the Secretariat for distribution to NOSH members.

6. New Business

- a. All members were in agreement that the next meeting will be rescheduled from April 16th to May 13th, 2009.
- b. The Secretariat will send the next three Policy Committee Meeting dates to the members in order to assist their managers in funding the necessary travel arrangements.

Date modified: 2009-02-26


[Top of Page](#)

[Important Notices](#)