

**Minutes**  
**CFIA National Occupational Safety and Health Policy Committee**  
**(NOSH)**  
**September 30<sup>th</sup>, 2009**  
**159 Cleopatra Drive, Ottawa, ON**  
**Room 207 (Boardroom)**

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**Employee Representatives:**

Howard Willems  
Zeljko Ruzicic  
Bob Jackson  
Denis Sicard  
Bob Kingston (co-chair)  
Tom Wright (via TC)  
Eric Jackson (co-chair for Tom Wright)

**Absent**

**Secretariat:**

Vera Pasic  
Jennifer Noël-Livernois

**Employer Representatives:**

Vance McEachern (co-chair)  
Ginette Workman  
Colleen Barnes  
Stephen Norman for Susan Shaw  
Jean-Pierre St-Amand

**Absent**

Susan Shaw  
Shannon Laforce

**Invited Guests:**

Sharon Vien  
Richard Arsenault

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**1. Welcome by chairperson**

Vance McEachern welcomed the committee members. Introduced new members, Bob Jackson for PSAC and Shannon Laforce for Operations.

**2. Signing of minutes of last meeting, July 16<sup>th</sup>, 2009**

**3. Review of agenda**

**4. Review of action items from minutes of July 16<sup>th</sup>, 2009**

#### 4 a) Presentation on CFIA Mandatory OHS Training

Colleen Barnes reported that the Hazard Prevention Program module is ready to be launched and is with the Learning Division. The Job Hazard Analysis module is complete and will be transformed into an e-learning/instructor led course. Further updates regarding JHA (Item 4C) will be reflected in this section. The Workplace Inspection checklist and the WHMIS modules will be reviewed next by the training committee.

The Corporate OHS team completed the update of the OHS portion of the CFIA New Employee Orientation training. Three important topics are referenced for further training as required based on an employee's role and responsibilities; WHMIS, JHA and WP Inspection Checklist.

**Action:** The Workplace Inspection module and the WHMIS module will be discussed at the next NOSH PC meeting.

#### 4 b) OHS Governance (Workplace Committee Structure)

The Agency's Committee structure consists of one National Occupational Safety and Health (NOSH) Policy Committee, Area, Regional and Local Workplace Committees or Representatives. The Area and Regional Committees, as stated in the July minutes, will function as policy committees as per CLC II sec 134.1(3) and NJC OHS Directive sec 18.10.

To assist new and existing committees, Corporate OHS presented a draft package which lists the current committee structure; included in the draft package were templates to assist with Workplace Committee meetings, inspection checklists and Hazard Occurrence Inspection Report (HOIR) to assist committee members as per the requirements of the Canada Labour Code Part II. The purpose of the package is to capture the reporting/working relationships between committees at various levels, and offer templates that can be used.

Ginette Workman announced that a dedicated resource will be assigned to Corporate OHS to verify and validate the committee structure.

**Action:** The draft Committee package will be sent to the NOSH PC, Area OHS Advisors and Area and Regional Committee Co-Chairs for the first round of consultation. Comments will be due back by the end of October in order for the changes to be implemented and reported to NOSH PC at the next meeting. The target date for the validation of the committee structure is anticipated for January 2010.

**4 c) Job Hazard Analysis (JHA) Project (CLOSED)**

The JHA module was presented and approved by Union and Management on September 29<sup>th</sup>. The JHA module will be offered as an e-learning course followed by instructor lead, Union/Management participation.

**Action:** Suggestions for trainers by Union and Management will be requested across Canada. Co-training of this module with Unions and Management participation will take place in the near future.

**4 d) Fire Arms in Slaughter establishments**

A Policy for the use of Fire Arms has been drafted and consultations are on-going with provincial partners. Richard Arsenault presented the status of the draft Fire Arms policy.

**Action:** A letter will be written by Policy and Program Branch regarding CFIA's role when our staff is in proximity of a third-party establishment's firearm use. The draft letter will be forwarded to the NOSH PC members for their review.

**4 e) Securing of Filing Cabinets**

Jean-Pierre St-Amand provided the following update on securing of filing cabinets against seismic activities Still Creek BC: A second bid was received on September 25<sup>th</sup>, 2009 and the work will be completed by October 31<sup>st</sup>, 2009.

It was noted that Committees should be struck prior to occupancy of a new or refitted building in order to conduct preoccupancy inspections where feasible.

**Action:** Final update will be provided at next NOSH meeting.

**4 f) Emergency Operations Centre (CLOSED)**

Jean-Pierre St-Amand reported to the NOSH PC that the National Logistics Plan provides direction when to engage the NOSH Co-Chairs prior to emergencies or High Visibility Issues being declared.

**Action:** Prior to the next NOSH meeting, Jean-Pierre St-Amand will provide the update on the National Logistics Plan with regard to the notification process for NOSH Policy Committee members during an emergency or high visibility issue.

4 **g) Campylobacter**

It was discussed that this item is in need of a champion to further its progress.

**Action:** By the next meeting, the working group will meet and provide an update with regard to the proposal, scope, timeline, cost and governance. Science and Operations have agreed to put forward a name for a champion to this cause.

4 **h) Fleet Management Policy (CLOSED)**

4 **i) Health Assessment (CLOSED)**

4 **j) NOSH Committee Administration (Refusal for Paid Leave) (CLOSED)**

Ginette Workman reported that based on her findings there is no policy in place which governs the practice of paid leave for attending non-CFIA OHS Training. The recommendation is that situations of this nature be assessed individually and on their own merit.

**Action:** Procedures to request non-CFIA OHS Training will be provided to the NOSH Members for future training requests.

4 **k) Violence Prevention Policy (Moved to CFIA OHS Policy Structure and Six Directives: Standing Item 5)**

4 **l) Ergonomic Policy (Moved to CFIA OHS Policy Structure and Six Directives: Standing Item 5)**

4 **m) Term of Reference for the NOSH Policy Committee (CLOSED)**

The Terms of Reference for the NOSH PC were discussed and approved by all members. The signed document will be posted on Merlin as a PDF document.

**Action:** NOSH PC TOR will be reviewed on an annual basis; next review will be Oct 2010.

4 **n) Shift Work Changes (CLOSED)**

Shift agreements are negotiated yearly; the NOSH PC recommends that discussion continue at Operations Executive Committee. This forum would best communicate the requirements of shift agreements as they relate to the health of CFIA employees.

**Action:** Reminder that the local Work Place Health and Safety Committees must be consulted yearly when shift agreements are negotiated as well as before any changes to shifts are agreed to where the health of CFIA employees may be affected [CLC II sec 135(7)(i)].

4 **o) Respiratory Protection (Face Mask) for Avian Influenza (CLOSED)**

With the development of the Personal Protection Equipment (PPE) Directive, Operations Branch procedures manual will incorporate the Respiratory Protection program and procedures as an element of the CFIA's broader Personal Protective Equipment Program (PPE) which will include the training requirements. Discussion took place in regards to proper fit testing and fit training and who is considered qualified to carry out the training.

**Action:** Once the PPE Directive has been developed and approved, the Respiratory Protection (Face Mask) for Avian Influenza will be addressed with a section regarding qualified personal for the training.

4 **p) Minutes on Merlin (Moved to Standing Items)**

4 **q) Security Threats (CLOSED)**

JP St-Amand updated the NOSH PC to inform them that ATIP will not prompt the injury test on all Manager's Action Request (MAR) documents sent out as this would not support their mandate. However, the ATIP group is committed to training their personnel to recognize instances where an injury test may be recommended. As well, they will include the need to identify sensitive issues in their initial ATIP training.

**Action:** Communication strategies and training on the MAR regarding the sensitive nature of issues were discussed and up-dated information will be provided to all Managers, ATIP Officers and Web site personal. Merlin will be up-dated to reflect the new procedures.

4 **r) Training for NOSH Members (Moved to Standing Items)**

Bob Kingston and Owen Bale presented the Job Hazardous Analysis training to the NOSH members on September 29<sup>th</sup>, 2009.

**Action:** Specific Policy Committee member training to be discussed at the next NOSH Meeting.

4 **s) Agency Hazardous Occurrence Statistics & Analysis Report for 2008**

Corporate OHS presented the proposed format for upcoming Statistical reports on Health and Safety. The presentation included information on the process of reporting Hazardous Occurrences in relation to their system input and the effect this has on the data extracted. The proposed format includes analysis based on the overall activities of the Agency and broader data is included, such as fleet totals and population variations.

**Action:** The proposed format for the 2009 in-depth trends analysis structure will be sent to the NOSH PC for the first round of consultation. Update to be provided at the January 2010 NOSH PC meeting. The name of this item will be changed to “CFIA National OHS Summary” for the next agenda and minutes.

4 **t) Pregnant Employees:**

The working group members have been established, but to date have not had a chance to meet.

**Action:** Update on working group progress to be presented at next NOSH PC meeting.

**NEW BUSINESS**

5 **a) Health Services Update (Move to standing items)**

Interim measures have been in place since July 1, 2009, a number of options were presented to SCHR on June 2, 2009. SCHR requested that the working group members explore the options that were proposed and determine if options should be considered.

**Action:** Working group members have been formed consisting of representatives from the following groups: PSAC/PIPSC, OHS advisors, HR managers, Legal and Procurement. First meeting to be held on October 9<sup>th</sup>, Senior Management and NOSH PC members will be provided the working groups recommendations; expected time frame is December 2009.

5 **b) Ergonomics – Extended use of laptops (CLOSED)**

Ergonomic concerns were readdressed.

**Action:** NOSH PC recommends that the discussion continue at Operations Executive Committee. A reminder to Managers and Committee members of their obligations under the CLC-Part-II in regards to Ergonomics is required. The OEC forum is the suggested vehicle to communicate this reminder.

5 **c) CFIA OHS Policy Structure and Six Directives (Move to standing items)**

The proposed OHS Program deck has gone through a first round of consultation and the comments received have been integrated into the document. A time line for consultations and recommendations/approvals of the proposed policy and its subsequent directives was distributed. Consultation of the CFIA OHS Policy has been sent to the NOSH PC Members and the OHS Network, recommendation of the revised version will be sent to Senior Management for final approval.

**Action:** The proposed OHS Program deck will be sent for a second round of consultation. The comments are due back by October 16<sup>th</sup>, 2009.

5 **d) Presentation on H1N1**

On August 26, 2009 Jean-Pierre St-Amand presented the CFIA National Logistics Emergency Plan to Senior Management. Within the plan the Business Continuity Planning for H1N1 Preparedness is discussed, within this plan the NOSH PC co-chairs are provided notification regarding the status of an emergency; an overview of possible OHS implications during this emergency; and an opportunity to provide recommended approaches for the health and safety of employees which will be forwarded to the National Incident Commander. The Human Resources Managers Guide which assists the Manager/Supervisor with frequently asked questions and provides a consistent approach to these issues that may arise is included as an appendix.

**Action:** CFIA National Logistics Emergency Plan with the Human Resources Guide for Managers will be sent to the NOSH PC Members for their reference and input.

5 **e) Hazardous Occurrence Investigating and Reporting (HOIR) for Alberta**

When employees encounter an injury an HOIR form is completed by their Manager, following an investigation by a qualified person and/or the Workplace OHS Committee. During the H1N1 that occurred in April/May an area Manager in Alberta had completed the HOIR, it was noted that the Workplace Committee did not participate as required by the CLC II and a more in-depth analysis of the root cause is required in order to assist the Workplace Health and Safety Committee members when recommendations for corrective measures and up-coming training is discussed.

The employer shall develop, in consultation with the appropriate health and safety committee, hazardous occurrence investigation procedures and methodology, which include the process for selecting and appointing a qualified person to conduct investigations.

The procedure for conducting investigations shall include the selection of an appropriate methodology and, as a minimum, include the following steps:

1. planning and preparation;
2. the identification and gathering facts (use of a methodology);
3. the analysis and assessment of facts;
4. the determination of direct causes – unsafe conditions/acts;
5. the recommendation of appropriate preventative and corrective measures -in order to eliminate, reduce, or protect against risks;
6. the verification, in consultation with the health and safety committee or representative, of the corrective measures recommended and their effectiveness, and an acceptable time frame for implementation; and
7. a written report setting out the qualified person's observations and recommendations.

**Action:** The NOSH PC Committee requests that the Manager with the support of the Area OHS Advisor and the Workplace Health and Safety Committee members revisit the HOIR and investigate the root cause which will provide a more in-depth analysis for correction measures and training. This information is to be reported back to the NOSH PC.

## **STANDING ITEMS**

### **6 a) Legislation Reading**

Corporate OHS presented a document which delineates the regulations of the CLC Part-II, section 125.1 where the Agency has met the code and whether the OHS Policy or one of the six directive covers that specific code.

**Action:** The document will be sent to the NOSH PC for comment.

### **6 b) Employee Assistance Program**

Sharon Vien updated the NOSH PC regarding the CFIA Employee Assistance Program (EAP) contract which was set to expire on August 31, 2009. The proposal evaluations were completed and the contract was awarded to Shepell-FGI for the next two years. A difference in the contracts from the previous term was the removal of the stipulation for the NOSH PC to be consulted on the EAP Wellness Program.

**Action:** This topic is a standing item on the NOSH Agenda, up-dates will be provided at the next meeting.



6 **c) Merlin OHS Up-Date**

Presentation on the recent updates was provided.

**Action:** It was recommended that links to CCOHS and HRSDC be prioritized next.

**Round Table:**

It was put forth that a bulletin could be used to communicate Health and Safety information to Agency employees.

Date: \_\_\_\_\_

Employee Co-Chair

Date: \_\_\_\_\_

Employee Co-Chair

Date: \_\_\_\_\_

Employer Co-Chair

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Signature

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