

CGC Vision

A leader in delivering excellence and innovation in grain quality and quantity assurance, research, and producer protection.

Final Minutes

National Occupational Safety and Health Policy Committee Meeting (NOSHP)

March 12-13, 2007
CGC 14 floor boardroom

Attendees: Jim Stuart (CGC Management), Dawn Aisenstat (PSAC), Elaine Massie (PSAC), Alex Crane (PSAC), Brian Price (PSAC), Francine Taillon (PSAC), Jim Lowe (CGC Management Industry Services), Twylla Pawlinski (CGC Health & Safety Advisor), Darrell Green (PIPS), Tom Nowicki (CGC Management GRL), Kim Podaima (recorder)

Guests: Bob Kanowicz

Regrets: Gord Mandigo (CGC Management Industry Services)

March 12, 2007

1. Business Arising December 6-7, 2006

Chair – Dawn Aisenstat

Dawn Aisenstat chaired this meeting.

Review of December 6-7, 2006 NOSHP action items

Changed pg 5 of December minutes, removed training and replaced with presentation under Implementation Plan, updated version posted on NOSH drive.

IAPA conference

We have approval to send 8 people, but it looks like there might be 7 people. In total there will be about 12 people attending. Register Alex to hold the spot.

Item 2-Multi Gas Detectors

Update given at meeting, see below (item 3 on March 12, 2007). Brian will report progress at next NOSH meeting in June.

Item 3-Eye Protection

Determined that an evaluation of multiple types of goggles needs to be completed prior to looking at prescription protective eye wear. Need to ask a couple of regional OSH committees to seek out protective eye wear, and bring back some types that work. Brian, Francine, and Alex to bring back to NOSH at next meeting in June. Members to send information to Dawn.

Item 4-Fumigation Policy

Blaine Timlick looking at Berlese lights. Will send the Fumigation Policy to NOSH members prior to coming to the next NOSH meeting (Jim Stuart). He has communicated to the officers not to put grain that has been treated under Berlese lights.

Item 6-Ergonomic Memo

Contact Health Canada if wanting an ergonomic assessment completed, we pay them for this service annually.

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Item 8–Fall Arrest Harness / Safety Vests

Safety Vests

Vancouver preferred their vest. Bob took pictures of the vest and can send it to the regions. They are looking at making the flap larger so that materials/tools will fit properly. Brian will send the vest to the regions first to Alex within 1 week from today March 12, 2007, Alex will send it to Francine, and then Francine will send it to Jim Lowe to bring forward at their local OSH meetings. The vest is good quality and is used by Vancouver airport.

Fall Arrest Harness

On-going, still investigating

2. OT Policy

Chair - Dawn Aisenstat

They have changed the current OT policy to a guideline. Changes to section 6 reference the Canada Labour Code (CLC) and refusing to do OT because employees are tired. Need to have the new OT policy approved. The change to guideline was made after the term, policy, would be confused with overriding the CLC. Using the term, guideline(s), allows more flexibility within Regions. Removal of point number 2 "no more than five 12-hour shifts in a row". There are a certain number of hours that managers should feel is safe to work. Debate around identifying an actual number of hours. With or without a number, operationally it would be difficult to manage.

Action items:	Person responsible:	Deadline:
Send new Labour Code updates to committee members	Twylla Pawlinsky	Next NOSH
Get OT guideline revisions reviewed by IS Management Group. Comments Back at next NOSH.	Jim Stuart	Next NOSH

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3. Gas Detectors/Meters report		Brian Price
<p>The grain terminals in Vancouver have been slow to provide information, when asked what type of detectors they have, if any. Asking where they are installed, what is the rationale for using a certain type? Is there training involved in calibration, etc... One terminal stated that they could not find them; but they think they are a certain type. Cascadia terminal was accommodating and are using micro pac plus which is good for 10000 hours/battery. Draeger has an agreement and will send a meter back for every meter returned by companies. Draeger will be coming to the Vcr OSH committee meeting to give a presentation on their products. Companies were willing to share information with Management but not Brian. Based on the majority of companies that responded, Draeger is their preference. It has an audio alarm that is 85 decibels. The meters are about the size of a credit card, easy to carry and portable, they could wear it. There is no special training to operate them, and no special calibration required. They are calibrated to test for a certain type of gas detection, not multiple types of gas at the same time. Not sure of the cost. The terminals did not want to give up the incidence reports. Concern about Pacific terminal, do they have one?</p>		
Action:	Responsible:	Deadline:
<p>Update members with Draeger presentation information.</p> <p>Is the sensitivity of the meters adjustable?</p> <p>Brian to have presentation early April.</p> <p>Is there anything out there that could detect a range of gases?</p>	Brian Price	Next NOSH
At the IAPA conference check out goggles and detectors, report back to Committee.	Members attending IAPA conference	Next NOSH
4. One Person Operations – Vancouver document (needs NOSH approval)		Twylla Pawlinsky
<p>In Vancouver working alone is primarily for Grave Yard shift. It is not the safest area. The document should replace the procedure currently on the website.</p> <p>Concern in Thunder Bay those individuals working alone when pulling I90 tags, there is no one to report to. The individuals have radios however there are a lot of dead zones where the radio does not work. There is a person at the gate who is employed by the terminal and the CGC employee has to sign in upon entry. However because this individual is not employed by CGC difficult to have them become responsible for our employees.</p> <p>Document approved by members (March 12, 2007).</p>		
Action:	Responsible:	Deadline:
Discuss with Walter Rubert about operations and time requirements for preparing shunts in advance of shift.	Jim Stuart	Next NOSH

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5. Accident Stats for 2006		Twylla Pawlinsky
<p>On a monthly basis the accident report is being sent out to the regions. We are seeing an increase in accidents because we are getting better at reporting. Accidents could be allergies, including sensitivity to scents. The highest percentage of accidents is trips.</p> <p>Who is liable if you are not wearing proper footwear? Is the supervisor responsible, is the employee responsible?</p>		
Action items:	Person responsible:	Deadline:
<p>Who is liable? Look into legislation and ask Rob Maertens, CGC legal counsel.</p> <p>Member requested a break down of only footwear accidents.</p>	Twylla Pawlinsky	Next NOSH

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March 13, 2007

1. Job Safety Analysis of Laboratory task

Twylla Pawlinsky

Video-Understanding Hazards and Risks

Committee separated into groups to complete Job Safety Analysis' (for training purposes) in the Baking Lab, Analytical Lab, and Milling. Required to fill out JSA form and present information found back to committee members.

Overall Comments from members:

Overall, members found this a very useful training exercise.

Suggestion made to have more than one person doing the analysis.

Members felt that exercise was useful, suggestion made that job description be available when someone goes to do a job analysis.

This is one small part of the hazard protection program. JSA's for the lab tasks should be ready by September, or for sure by December.

Handout given to members– Hazard Prevention Program (HPP) excellent resource for the process.

There was an extension on the PID, Sept 2007. Need to review regulations and see what areas need to be improved on.

CFIA document of their program, there is a yes/no question portion. Elaine to send to Dawn and Dawn will send out to all members.

Action items:	Person responsible:	Deadline:
Need to find out number of office environments that have been completed. How often do they need to be reviewed? Some areas will be incorporating JSA's into their work procedures.	Twylla Pawlinsky	Next NOSH
Review Draft of Hazard Prevention Program – send comments/feedback to Twylla	All members	Next NOSH
Distribution of CFIA document from Elaine M to all members (yes/no question portion).	Dawn Aisenstat	Next NOSH

2. Risk Assessment-Boot Policy (LDC Joffre, LDC Lyalta, 8th & 9th floor 303 Main) – Prince Rupert approved???

Twylla Pawlinsky

Members reviewed four Risk assessments, for the Boot Policy- Prince Rupert, LDC Joffre, LDC Lyalta, 8th and 9th floor 303 Main.

Action items:	Person responsible:	Deadline:
The spelling mistakes will be corrected and the documents will be returned to the originators and placed on infonet.	Twylla Pawlinsky	Next NOSH

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3. Refusal to work and Internal Complaint Resolution Training		Twylla Pawlinsky
<p>Video shown-Canada Labour Code</p> <p>Presentation given by Elaine, Bob, and Twylla-3 rights (refuse, participate, to know)</p> <p>Looked at duties of employer under section 25 of the CLC. All employees should know where the CLC is located in their local office. Make sure all managers are trained in due diligence.</p> <p>Is there a need to review the training package at the CGC? Employee training is being tracked. Need to review roles and responsibility with supervisors.</p> <p>New definition of danger 122.1</p> <p>Can use Section 128 of CLC or you can use the NJC procedure.</p> <p><u>TB Chapter 2-19 Refusal to Work Directive (NJC)</u></p> <p>Reporting is different in the NJC it is not only the supervisor that is called in it is also the health and safety committee.</p> <p>Internal Complaint Resolution is any complaint that is not related to danger.</p>		
Action items:	Person responsible:	Deadline:
Send employee training records to Jim Stuart	Francine Taillon	Next NOSH
4. Man lift use in elevators (counter weight type)		Twylla Pawlinsky
<p>Members asked how the counter weight is set up. Are they approved by a national body? There are certificates issued provincially for these elevators. Lifts are <u>only</u> to be used by trained employees. It is a single person elevator. SaskWheat pool has banned the use of these elevators. Saskatoon and Melville have an issue that there is only a straight ladder with no cage. Man lift equipped with a passenger operates manually when going up, and uses gravity going down with a braking system. Straight ladders also have to be inspected for strength, and the age of the ladder needs noted.</p> <p>Ladder policy needs to be translated, was approved by NOSH committee.</p>		
Action items:	Person responsible:	Deadline:
Find diagrams for types of elevators	Bob Kanowicz /Twylla Pawlinsky	Next NOSH
Email members information found on elevators.	Bob Kanowicz / Twylla Pawlinsky	Next NOSH
Ladder Policy translation	Twylla Pawlinsky	Next NOSH

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5. Other – Dust Masks

There was an email from a local OSH member regarding the mandatory use of dust masks. The committee discussed the issue and feels that having masks on hand at all locations is enough to meet safe working requirements. It is up to the individual to wear the mask if they feel it is necessary.

Action items:	Person responsible:	Deadline:

* Next meeting in Winnipeg, tentatively June 11-12, half day of 11th.

Future meeting will have to be in September 18-19, and December 11-12 in order to meet the requirement for the year, dates will be confirmed as soon as possible.

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Deferred Action Items

Business Arising December 6-7, 2006		
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<u>Item 3 – Eye Protection</u> OSH committees to seek out protective eye wear, and bring back some types that work. Members to send information to Dawn.	Brian Price Francine Taillon Alex Crane Dawn Aisenstat	Next NOSH
<u>Item 4-Fumigation Policy</u> Send the Fumigation Policy to NOSH members	Jim Stuart	Next NOSH
<u>Item 8–Fall Arrest Harness / Safety Vests</u> Report back to NOSH findings from the regions. Brian will send the vest to Alex within 1 week from today March 12, 2007, Alex will send it to Francine, and then Francine will send it to Jim Lowe, all members will bring forward at their local OSH meetings	Brian Price Alex Crane Francine Taillon Jim Lowe	Next NOSH

March 12, 2007 – Action Items

Item 2 – OT Policy		
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Discuss with Walter Rubert about operations, should we be making up shunts?	Jim Stuart	Next NOSH
Item 5 - Accident Stats for 2006		
Action items:	Person responsible:	Deadline:
Who is liable? Look into legislation and ask Rob Maertens, CGC legal counsel. Member requested a break down of only footwear accidents.	Twylla Pawlinsky	Next NOSH

March 13, 2007 – Action Items

Item 1 – Job Safety Analysis of Laboratory task		
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Item 2 - Risk Assessment-Boot Policy (LDC Joffre, LDC Lyalta, 8th & 9th floor 303 Main) – Prince Rupert approved???		
Action:	Responsible:	Deadline:
Spelling errors need to be corrected on PRG-Boot assessment.	Twylla Pawlinsky	Next NOSH
Item 3 - Refusal to work and Internal Complaint Resolution Training		
Action:	Responsible:	Deadline:

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