

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held December 18, 2014
By Video Conference

(Video Conference location as indicated for each member and guest)

Attendees:

Employee Representatives:

Mark Grimmett, Analytical Chemist, CLRC-Charlottetown PE (PIPSC)
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (PIPSC)
Rolfe Antonowitsch, Range Management Biologist, RDIRS-Regina SK (PIPSC)
Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)
Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC) (NHCAP Ottawa)
Sarah Leonard, Plant Propagation Technician, SJRC-St. John's NL (PSAC)
Dean Babuin, Research Technician, PARC-Agassiz BC (PSAC)

Management Representatives:

Chair: Caroline Dunn, Director General, Human Resources Directorate, CMB (NHCAP Ottawa)
Alan Parkinson, Director General, Community Pastures Program, PB (Regina, SK)
John Sharpe, Director, Integrated Planning and Reporting, STB (NHCAP Ottawa)
Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)

Technical Advisors:

Nicolas Auclair, Acting Team Lead, National OHS Program, CMB (NHCAP Ottawa)
Ceci O'Flaherty, Director, Labour Relations, CMB (NHCAP Ottawa)

Secretary:

Christine Martel, OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

Guests:

Shauna Guillemin, Director, Workplace Wellness Programs (NHCAP Ottawa)
Alain Houde, Director of Operations-FRDC, STB and Chair of the National Containment, Biosafety and Biosecurity Committee (Saint-Hyacinthe, QC)
Nathalie Ritchot, Departmental Radiation Safety Officer/Advisor, STB, and the Chair of the National Radiation Committee (Quebec, QC)
Marc Savard, Director of Operations-ECORC, STB and Chair of the National Laboratory Safety Committee (ECORC Ottawa)

1. Approval of Minutes and acceptance of Agenda

a) Introduction of new guest

- Shauna Guillemin attended the entire meeting at the request of Caroline Dunn. Starting April 1st, 2015 Shauna will take over responsibility for the National OHS Program under her portfolio with the retirement of Ceci. She will also attend the March meeting to assist in the transfer of this team into her portfolio.

b) Minutes

- October minutes were approved by the Committee with the recommendation that for future minutes only, we add the Completion dates to each action item using red font when items are completed, to reduce the volume of items on the next Agenda under business arising from the minutes.
- Also it was requested that an action item be added to Section 2g) JSA Program indicating that Dean would speak with Nicolas about the possibility of adding a checkbox in the JSA Database to indicate that the Workplace OHS Committee (WOHSC) has reviewed the JSA.

Action¹:

- October minutes to be posted on the website. (Completed: January 19, 2015)

2. Business arising from the Minutes

a) Firearm Use Directive

- Pierre Corriveau requested a minor change to the directive which has now been approved and posted on the OHS website. (Completed: December 10, 2014)
- No news@work will be sent out to all staff because of its specificity to a small number of employees.

Action:

- Communication out to managers and WOHSCs.

b) AED Business Case Guidelines and Template

- The template and guidelines document was approved at the October meeting however some members still have concerns regarding some information in the Background Information.

Action:

- The template and guidelines will be reviewed by Patrick and Nicolas after the meeting to address the issues and will then be shared with the Co-Chairs for final approval. (Completed: December 18, 2014)
- Once approved at the Committee level the Template and Guidelines will be sent to Pierre Corriveau for approval.
- A communication strategy will be prepared with a Target date of January 30, 2014.

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

c) WHMIS/GHS Update

- John Sharpe provided an update on the status of the WHMIS national Request for Proposal (RFP).
- Our RFP was put on hold by Public Works and Government Services Canada (PWGSC) as one similar by National Research Council (NRC) was underway. Upon review of NRC's RFP, it was decided to move forward with our original RFP for WHMIS/GHS.

Action:

- John is to go back to PWGSC.

d) Fall Protection Program

- The document is with Ceci for final review. It will go to Caroline Dunn and Pierre Corriveau for approval.

Action:

- Fall Protection Program package to go up to Pierre Corriveau approval by December 31, 2014. **(Completed: March 2, 2015)**
- Communication will follow once the Program has been approved and posted online.

e) Workplace Violence Prevention(WVP) Policy and Guideline

- The WVP Policy and Guideline has gone to Pierre Corriveau for approval with a change to the definition of Workplace, to match the definition of Workplace taken from the Canada Labour Code (CLC), Part II.

Action:

- Pierre Corriveau to approve by December 19, 2014. **(Completed: December 22, 2014)**
- Communications via news@work, message to managers and WOHSCs. **(Completed: February 2, 2015)**

f) CERT Standard

- With the recent changes in the Corporate OHS manager position, work has been suspended to focus on other priorities.

Action:

- CERT Standard review to be added to the HPP 5 year plan for next year. **(Completed: December 22, 2014)**

g) JSA Program

- The finalized version of the JSA Program aims to clarify information which was missing, which is to identify the roles and responsibilities of the key OHS stakeholders
- It was reiterated that the objective is not to develop JSAs for all tasks but to prioritize those with higher risks. The document contains a National Job Assessment and a new JSA Job Inventory List which identifies 3 categories for different types of work where JSAs must be completed.
- A 7 steps Implementation Plan is also included to provide local management a tool they can use to work with their WOHSCs for monitoring

- Also, it was requested that the specifics on monitoring be clearer. It should explain that we don't expect WOHSCs to review and approve JSAs content prior to them being entered into the database; that is for the employee and their manager to complete. However the WOHSC needs to be involved and participate in the global monitoring and collection process at the workplace by using the tool now available. How the WOHSC wants to be involved should be decided locally.

Action:

- Co-chairs to discuss the final steps of the JSA Program document prior to approval. **(Completed: December 30, 2014)**

Discussion took place December 30: Decision to leave the JSA document as it is currently written and to advise WOHSC through the communication from the NOHSPC co-chairs that individual committees needed to define their monitoring involvement locally.

h) Summerland Firing Range JSA

- The JSA was completed and is in the JSA Database (#1298). **(Completed: December 12, 2014)**

i) National OHS Policy Committee (NOHSPC) Training

- A document was shared with the Committee with a summary of the duties and a list of References that can be read to completely understand the roles and responsibilities each Policy Committee member has. This option offers flexibility for any new members who may join in the NOHSPC in the future compared with a formal in class training.
- A Canadian Centre for Occupational Health and Safety (CCOHS) online training course (although not specific to "Policy" committees) is available and can be added to learning plans. There is no central fund to cover cost of training.

Action:

- It was suggested to add this Information on duties and references the NOHSPC Terms of Reference as an Addendum. **(Completed: January 9, 2015)**

j) Ergonomics Program: Phase II

- A draft document was distributed to show the new program outline which will now incorporate some of the most important non-office environments with the current office environment program.
- Because the range of work activity at AAFC is quite large, Phase II will provide generic information only and will include a few one-pager tools for direct use by employees.
- Any feedback can be sent directly to Nicolas.
- No national in-class training will take place. ROHSCs will address any issue individually with Ergo Coaching when possible.
- It was also confirmed that the external contactor hired to assist with duty to accommodate cases (currently CCRW) will have specialists to help with specific cases that go beyond Ergo Coaching.

Action:

- Consultation to be done with NOHSPC on revised version of the document prior to the March meeting. **(Completed: February 25, 2015)**

k) CSA Standard Subscription

- Our CSA standard subscription will be renewed and paid for by the Canadian Agricultural Library (CAL) with only the 29 CSA standards required. It should be accessible in mid-January.

Action:

- Reactivate link on the OHS website once the CSA standards subscription is active. **(Completed: February 2, 2015)**

l) Internal Audit

- The scope and terms of reference for this internal audit of the National OHS Program are still awaiting approval from the Horizontal Management Committee (HMC).

Action:

- Once the scope and terms of reference have been approved by HMC it will be shared with the Committee (expected for late February).

m) Fire Safety Plan Templates

- The templates were updated to remove reference to Human Resources and Skills Development Canada (HRSDC) Fire Protection Program as it no longer exists. They are all live on the OHS webpage. **(Completed: December 10, 2014)**

n) Smoking on Federal Property

- Following consultations done prior to the December meeting, the Directive on smoking and the use of electronic cigarettes in the workplace was approved by the Co-Chairs at the meeting.

Action:

- The Directive to be prepared for Pierre Corriveau's approval.
- Communication package to also be prepared.

o) WOHSC Handbook Feedback

- The changes proposed at the last meeting (the justification in section 1.16) have been made and posted live on the OHS webpage.
- A few other minor formatting / translation changes have been brought forward by Patrick. They will be reviewed and updated online.

Action:

- Minor formatting / translation changes to be reviewed and updated online. **(Completed: January 19, 2015)**

p) Near misses

- The idea of a near miss campaign or approach will be noted for the next review of the Communications Strategy.

Action:

- Topic to be added to the Corporate OHS Team work plan for future action with the HPP 5 year implementation plan. **(Completed December 30, 2014)**

q) Scent-free discussion

- The need for a communication strategy regarding Scent Free work Environments was deferred.

Action:

- The need to be assessed and added to the HPP 5 year plan for action as required. (Completed January 9, 2015)

3. Corporate OHS Policies & Programs

a) Hazardous Occurrences and OHS Core Learning Program Completion Rate Report

- No reports were prepared for the December meeting.

Action:

- New reporting formats to be developed.

4. Workplace OHS Committees(WOHSC)

a) WOHSC Agenda Item Submission Template

- The template was distributed to WOHSC co-chairs on December 9, 2014.

Action:

- The form will be added to the Forms section on the OHS Webpage. (Completed: January 19, 2015)
- The form will be incorporated into the WOHSC Handbook. (Completed: December 30, 2014)

5. Updates from National Safety Programs

a) National Containment, Biosafety and Biosecurity Committee (NCBBC) Update

- Alain Houde reported that the Committee has welcomed 2 new members in the fall of 2014. Their expertise will serve well on the committee in their respective areas.
- They recently went through an Audit from the Office of Audit and Evaluation (OAE).
- A new meeting format was recently implemented for the meeting with Biosafety and Biocontainment Officers (BSOs and BCOs). This will help make the meeting more formal and will now have minutes and action item follow-ups.
- The BSOs/BCOs have been advised of the new recommendations from the Public Health Agency of Canada (PHAC) regarding regulated and unregulated toxins.
- The Committee had their meeting via Video Conference (VC) in November and will continue to meet via TV in the future. They also review near miss-reports and proposed recommendations to address deficiencies.
- The Committee has agreed to provide training (for many and re-training for some) to BSOs/BCOs on the Containment, Biosafety and Biosecurity (CBB) Program including: roles and responsibilities; risk assessments; new CFIA

directives for living organisms other than plants. This training will be provided by June 15, 2015.

b) National Radiation Safety Committee Update

- Nathalie Ritchot reported that AAFC has 14 locations where the licensed activity has been conducted in 2013-14, 1 site was decommissioned (Delhi).
- One incident was reported in October 2014 (flood of intermediate level radiation lab).
- AAFC has 134 authorized users trained in radiation safety (refresher every three years).

c) National Laboratory Safety Committee (NLSC) Update

- Marc Savard reported that half of Research Centres have implemented their customized version of the AAFC Laboratory Safety Orientation PowerPoint presentation. Remaining worksites are in the process of customizing their presentation.
- Marc asked if the Policy Committee wanted any involvement from the NLSC with respect to the addition of Lab ergonomics into our revised Ergonomic Program (Phase II). It was agreed that Gaston Mercier would share any upcoming documents with the NLSC as he sits on both committees.

Action:

- Gaston to share Ergonomic Phase II documents with Marc and the NLSC for their feedback as we go through the rounds of consultation. **(Completed: February 5, 2015)**

6. Work Refusals/Emergency Response Measure

a) Right to Refuse Dangerous Work modification from October 31, 2014.

Employment and Social Development Canada (ESDC) Labour Program made amendments to the refusal to work process last October 31st which includes a new report template that can be used to record the findings.

Action:

- OHS webpage to be updated (removal of AAFC Work Refusal Process). **(Completed: January 19, 2015)**
- New reporting template to be added to the Forms section. **(Completed: January 19, 2015)**
- WOHSC handbook to be modified. **(Completed December 30, 2014)**
- AGO101 and 102 training materials to be modified.

7. ESDC Reports, Directions and Assurance of Voluntary Compliance (AVCs)

a) Harrow Generic JSAs

- Three generic JSAs were developed and shared with the Committee (Laboratory, Office and Farm (replaces the previous topic suggestion of field to focus on higher risk activities).
- No further action is required on this related to the Harrow AVC from April 23, 2014.

Action:

- Three generic JSAs to be incorporated into the JSA database. (Completed: March 5, 2015)

8. Communications

- Nothing to Report at this time.

9. Workplace Violence Cases

a) Presentation of Active or Ongoing Workplace Violence Cases

- Three Workplace Violence situation updates were discussed. No employee names were mentioned, only overview of situation and outcome if available were discussed.
- A court decision has been recently made relating to Competent Persons and their roles in investigation under Regulation 20 Violence Prevention in the Workplace of the Canada Labour Code (CLC), part II.

Action:

- Patrick to share the article with the Committee. (Completed: January 19, 2015)

10. New Business

a) 2013-14 EAP Mid-Year Utilization Report

- Shauna Guillemin provided the Committee with the 2014-15 EAP Mid-Year Utilization Report.
- This report provided the committee with an overview of new features from Shepell-fgi such as depression screening and case management. It also, includes a more comprehensive comparison in our utilization rates as they now include information on industry averages and national norms.
- The utilization demographics were based on the data provided by Shepell-fgi from June 1, 2014 to present and were difficult to make comparisons with the previous year's demographics provided by Homewood Human Solutions.

b) Lacombe Indoor Air Quality (IAQ)

- Employees have returned to work in the East Meats building.
- The incident was reported as a Hazardous Occurrence and recommendations have been made and are being put in place to prevent any future reoccurrences.
- Local monitoring of the situation will continue. (Completed: December 18, 2014)

c) Emergency Response Package from Security Services

- Questions were raised as to why the Emergency Preparedness package that was sent out nationally was not brought to the NOHSPC prior to distribution.
- Emergency Management and Business Continuity Planning is the responsibility of Departmental Security Services under the management of Jean-Francois Savard.
- Jean-Francois is open to any feedback we have to share and in future, where appropriate, will consult with the NOHSPC.

Action:

- Some feedback was shared during the meeting and Denna will share that information with Jean-Francois. Any other feedback should be shared with Denna or Caroline Dunn. (Completed: December 18, 2014)

11. Round table

- a) The administration of certain NOHSPC processes will be reviewed and changes may be put into place in order to try to increase efficiency in current processes.

Next Meeting

- March 19, 2015 – Ottawa, ON (EVENT#CMB0003)