

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held December 17, 2015
Videoconference / NHCAP, Ottawa

Attendees:

Employee Representatives:

Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)
Sarah Leonard, Research Technician, ACCCRC-St. John's NL (PSAC)
Dean Babuin, Research Technician, PARC-Agassiz BC (PSAC)
Dale Woloshin, Business Continuity Planning Coordinator, Information Technology Security Risk Management, ISB (NHCAP Ottawa)
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (PIPSC)
Jane McDonald, Mass Spectrometry Technician, KRDC – Kentville NS (PSAC)

Employer Representatives:

Chair: Matt Shea, Director General, Human Resources Directorate, CMB (NHCAP Ottawa)
Joseph Silva, Director, Workplace Programs, Human Resources Directorate, CMB (NHCAP Ottawa)
Alan Parkinson, Director General, Community Pastures Program, PB (Regina, SK)
Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)
Ling Lee, Strategic Advisor, Cross-Sectoral Strategic Direction, STB (NHCAP Ottawa)

Technical Advisors:

Sami Reaz, Head of National OHS Program, CMB (NHCAP Ottawa)

Secretary:

Ashley Eades, Acting OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

Guests:

Christine Martel, OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)
Mark Scriver, Human Resources Advisor, Workplace Wellness Programs, Human Resources Directorate, CMB (NHCAP Ottawa)
Jenna Mainville, Human Resources Advisor, Workplace Wellness Programs, Human Resources Directorate, CMB (NHCAP Ottawa)
Alain Houde, Associate Director, RDT, STB (Saint-Hyacinthe, SHRDC)
Nathalie Ritchot, Departmental Radiation Safety Officer/Advisor, STB (Quebec City)
Jennifer Poland, Senior Audit Manager, Internal Audit Division, OAE (NHCAP Ottawa)
Josée Nicholson, Senior Communications Advisor, Corporate Communications, PAB (NHCAP Ottawa)

Regrets:

Rolfe Antonowitsch, Range Management Biologist, RDIRS-Regina SK (PIPSC)
John Sharpe, Director, Integrated Planning and Reporting, STB (NHCAP Ottawa)
Marc Savard, Associate Director, Research, Development and Technology, STB

1. Acceptance of Agenda

- Agenda was accepted with no modifications or additions.
- September minutes were approved.
- A draft of a new minute format was circulated for feedback. The employee representatives recommended that a tracker be created separate from the minutes as there was concern that the new format may lack details needed in the minutes.

Action:

- Create an action registry spreadsheet to manage action items in addition to the minutes.

2. Business arising from the Minutes

b) AED Business Case Guidelines and Template

- The Request for Proposal for the procurement of 130 AEDs has been translated and will be sent to Public Works.
- Currently, Corporate OHS is looking into the first aid needs for the AEDs. This includes identifying where first aiders are needed, any gaps where training is needed and ensuring that all employees across Canada receive the same first aid training.

Action:

- Finalize the implementation plan of an AED program at AAFC which includes the number of employees trained in First Aid.

c) WHMIS/GHS Update

- L. Lee provided an update on the status of the WHMIS/GHS Request for Proposal (RFP). Currently, STB is working with S. Reaz to clarify the statement of work for CMMC.

Action:

- STB to finalize the Request for Proposal by January 2016.
- news@work to be posted with the updated symbols in April 2016.
- S. Reaz to look into the current mechanism to train new employees.
- S. Reaz to look into how many licences may be needed between now and May 2017.

g) JSA Program

- The JSA Program has been renamed as the JSA Tool. As this is no longer a program, it does not need formal approval. The database is implemented and already in use.

Action:

- Tool document to be posted on OHS website.
- Communicating promoting the usage of the tool will be secretarially approved by the co-chairs.
- JSA Tool document to be communicated once approved.

j) Ergonomics Program

- As there were some valid questions about the Ergonomics Program, it is currently being edited by S. Reaz and will then be re-sent for approvals.

Action:

- Ergonomics Program to be approved by the Assistant Deputy Minister of Corporate Management Branch.
- Final communications will be approved secretarially by the co-chairs.
- Ergonomic Program to be communicated once approved.

l) Internal Audit

- This item has been deferred to item 7a under New Business.

a) Violence AGO-120 Revision / Violence Procedures

- Due to the Federal Court of Appeals judgement published on October 30, 2015, the entire violence process will need to be reviewed. A sub-committee will be created to review the violence process to ensure it's in line with CLC Part II, as well as these findings and any other relevant proceedings.

Action:

- Sub-Committee will be formed with two employee and two employer (D. Dougan and J. Silva) representatives from this committee. The two employee representative names will be sent to S. Reaz by Jan. 2016. This sub-committee will present its finding at the June NOHSPC meeting.

b) Website Review

- IT Centre confirmed that we cannot add the OHS AgriSource page to the list of favourites.
- Discussion was held on focusing more on SharePoint over AgriSource moving forward. Suggestion to link the National OHS page to the site pages to ensure consistent information if provided to the sites.

f) Update on Hoteling Stations at NHCAP

- A. Eades contacted IT Centre requesting a list of Wi-Fi areas at NHCAP. Unfortunately, none exist for AAFC employees; they are strictly for IT usage.
- S. Reaz has been able to book a small training room (T5-1-316) with laptops for the week of the NOHSPC meetings for the foreseeable future so that members can use the room and have access to work emails.
- Agenda items will be removed from the agenda if documents aren't sent out to members at least one week prior to the meeting.

Action:

- Corporate OHS will follow-up to find out if/when the employee representatives are scheduled to get laptops and secure remote access.

3. Corporate OHS Policies & Programs

a) Review OHS Training

- The Regional OHS Coordinators (ROHSC) have reviewed and updated the mandatory training materials.
- The training materials have been sent out to committee members.

b) Hazardous Occurrence Investigation Report (HOIR)

- The final HOIR was presented to the committee.

Action:

- Final version to be posted on the OHS AgriSource page.

c) OHS Reporting Update

- Currently, OCHRO is putting together a working group to finalize the OHS PeopleSoft modules for my GC HR.

Action:

- Provide regional reports to ROHSCs.
- Thresholds for core training to be established at the next meeting.
- New process for HOIR data input to be put in place before March 31, 2016.

4. Upcoming OHS Communications

- The upcoming events and main communications that will be coming out between now and the next meeting in March were discussed.

Action:

- The HOIR procedure will be posted and communicated.
- News@work message for updated Ergonomic Program to be communicated.
- NOHSPC December minutes to be posted online and communicated.

5. Updates from National Safety Programs

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

- A. Houde gave a status update of the last quarter which included an update of BSO/BCO and NCBBC meetings, revised CBB Policy and NCBBC terms of reference and compliance assessments.
- There were two BSO/BCO teleconferences which included a debrief of emergency procedure drills (1L spill of infectious material), additions to the quarantine species list (*Phytophthora* spp.), pathogenic fungi (produce mycotoxins) that are under review by PHAC and may be added to list of RG2 pathogens, and BSOs were advised that their ADRDT will be the licence holder for their respective centres.
- There was a NCBBC meeting where an update on MRAP was provided as well as a discussion on Health Canada's new Substance Program regarding pathogenic fungi and the importance of representation of AAFC's expert mycologists.
- The revised CBB Policy and NCBBC TOR was approved and implemented on Oct. 30, 2015. The annual report was submitted to BEC on Dec. 4, 2015.
- All centres required to submit a compliance assessment report have done so except one. This last report is expected at the end of January 2016.

Action:

- Audit results should be shared with the NOHSPC.

b) National Radiation Safety Committee Update

- N. Ritchot presented the National Radiation Safety Committee update to the NOHSPC committee. The amended Radiation Safety Program's decision tree has been approved and posted online. There are new Radiation Safety and Laboratory Safety Knowledge Workplace (KW) sites:
 - a) Radiation Safety: <https://collab.agr.gc.ca/co/aafcrs-raac/SitePages/Home.aspx>
 - b) Laboratory Safety: <https://collab.agr.gc.ca/co/aafcls-slaac/SitePages/Home.aspx>
- At AAFC, naturally occurring radioactive materials (NORM) are used for electronic microscopy and in oxidizer in very small quantities, much of the NORM we have are old and don't pose any exposure risk. The Canadian Nuclear Safety Commission will contact us when their policies are in place to let us know if we are exempted or not, we will probably be exempted.
- There were no compliancy during CNSC inspections in 2014 and we had no CNSC inspection in 2015. There were no incidents or accidents in 2015.

c) National Laboratory Safety Committee (NLSC) Update

- N. Ritchot presented the NLSC update for M. Savard who was unable to attend.
- The NLSC hasn't met since the Lab Safety Program was implemented in 2014. N. Ritchot relayed that M. Savard suggests that the NLSC be disbanded since the Lab Safety Program has been implemented and it will now be the responsibility of the Regional OHS Coordinators. He recommends that N. Ritchot will continue to maintain the lab safety program website, Knowledge Workplace (KW) site and any updates to the documents, manuals and orientations while S. Reaz would become the owner of the KW site replacing M. Savard and Corporate OHS would become site administrators. Discussion was held on whether this committee has met its mandate and should be disbanded.
- The WHMIS to GHS transition and Job Safety Analysis are outside of the scope of this committee's mandate.

Action:

- S. Reaz to email co-chairs of committee regarding whether the Terms of Reference for the committee be reviewed or the committee be disbanded.
- M. Savard would like to have an answer from the NOHSPC regarding whether this committee has met its mandate and should be disbanded.

6. Standing Agenda Items

a) Work Refusals / Emergency Response Measures / Ambulance Calls

- There was one emergency response this quarter. No work refusals or ambulance calls to report at this time.

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

- Nothing to report at this time.

c) Update on Workplace Violence Cases

- A broad discussion took place on the status of any Workplace Violence Cases. No employee names were mentioned, only overview of situation and outcome if available were discussed.

Action:

- S. Reaz to circulate statistics to committee members and to circulate prior to the meeting's in the future.

7. New Business

a) Internal Audit Discussion

- J. Poland provided the committee with an overview of the OHS Audit. Next, it will be going to the Deputy Minister for approval.

b) 2015-16 EAP Mid-Year Utilization Report

- J. Mainville presented the mid-year Employee Assistance Program (EAP) statistics to the committee.
- AAFC is in the process of rebranding EAP to employee and family assistance program (EFAP) to highlight the fact that EAP is also offered to employee's family members.

c) Wellness Strategy

- M. Scriver presented the Wellness Strategy that was recently presented at HRUCC and DGMC. HRUCC recommended that it be presented at the NOHSPC as well.
- It was described as a holistic approach to wellness rather than a single focus strategy with a focus on mental health. The committee supported the initiative and discussed the importance of workplace wellness activities as well as possible liability issues that may arise.

Action:

- Consultation and updates on the Wellness Strategy will be shared with the committee members before the implementation of the plan.

d) Hazardous Identification and Risk Assessment Methodology

- S. Reaz presented a Hazardous Identification and Risk Assessment Methodology to the committee.
- It was confirmed that when determining "exposure to" risk assessments, personal protective equipment (PPE) is included.

Action:

- Ad hoc meetings may be scheduled to discuss the audit findings, including the discussion of the Hazardous Identification and Risk Assessment Methodology.

e) Three-Year Implementation Plan

- S. Reaz presented that there is a Three-Year Hazard Prevention Program being developed.

Action:

- S. Reaz will distribute for feedback before next NOHSPC meeting in March.

Next Meeting

- March 17, 2016 – Ottawa, ON