

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee (NOHSPC)

Meeting

Minutes of meeting held on December 1, 2016
National Headquarters Complex for the Agriculture Portfolio, Ottawa, Ontario

Attendees:

Employee Representatives:

Milton Dyck, Technician, Swift Current Research and Development Centre (PSAC)

Dean Babuin, Research Technician, Agassiz Research and Development Centre (PSAC)

Dale Woloshin, Senior IT/BCP Analyst, IT Security and Architecture, ISB

Jane McDonald, Mass Spectrometry Technician, Kentville Research and Development Centre (PSAC)

Blair English, Agronomy and Agroforestry Specialist, Environmental Health, Brandon Research and Development Centre (PIPSC)

Matthew McBurney, Geomatics Data Modeller, Geomatics (PIPSC)

Michelle Hambly, General Labourer, Beaverlodge Research Farm (PSAC)

Employer Representatives:

Chair: Maureen Power, Executive Director, Human Resources Directorate, CMB for Matt Shea

Alan Parkinson, Director General, Community Pastures Program, PB

Ling Lee, Strategic Advisor, Partnerships and Planning Directorate, STB

Sylvie Landry, Director, Workplace Wellness Programs, Human Resources Directorate, CMB

Technical Advisors:

Sami Reaz, Head of National OHS Program, Workplace Wellness Programs, Human Resources Directorate, CMB

Mathieu Poirier, NCR Regional OHS Coordinator, Workplace Wellness Programs, Human Resources Directorate, CMB

Secretary:

Ashley Eades, Acting Project Officer, National OHS Program, Workplace Wellness Programs, Human Resources Directorate, CMB

Guests:

Nicholas Auclair, Quebec Regional OHS Coordinator, STB

Patricia Gagné, Student, OHS, Workplace Wellness Programs, Human Resources Directorate, CMB

Jennifer Pacan, NCBBC Senior Adviser

Nathalie Ritchot, Departmental Radiation Safety Officer/Advisor

Mark Scriver, HR Advisor, Workplace Wellness Programs, Human Resources Directorate, CMB

Christine Martinelli, Facilitator from Morneau Shepell for the Mental Health Awareness Session

Regrets:

Rolfe Antonowitsch, Range Management Biologist, Director's Office RDT Saskatchewan (PIPSC)

Mariette Beaudet, Research Assistant, Saint-Hyacinthe Research and Development Centre (PSAC)

Denna Dougan, Director, Integrated Services, CMB

John Sharpe, Director, Integrated Planning and Reporting, STB

Matt Shea, Director General, Human Resources Directorate, CMB

1. Acceptance of Agenda and Approval of the Minutes

- a) Agenda was accepted with one addition.
 8. d) For discussion - Proposed dates for the NOHSPC meetings 2017-18.
- b) The September minutes were approved.

2. Business arising from the Minutes

- S. Reaz presented an overview of the Action Item Registry following which a brief discussion was held.
- It was recommended that, moving forward, news@work messages such as Fire Prevention Week and North American OHS Week are to be sent out as a joint message from Departmental Security Services and the NOHSPC co-chairs.

Action:

- Follow-up discussion required to modify the Action Item Registry in order to capture the status of each action item.

3. Corporate OHS Policies & Programs

a) Procedures for Resolving a Workplace Violence Complaint

- M. Poirier presented an update on the process. The process was sent to NOHSPC members for consultation and feedback was received. The feedback included a discussion on the impact of the Interpretations, Policies, and Guidelines document on Violence Prevention in the Workplace.

Action:

- M. Poirier to schedule a discussion with the co-chairs for the week of December 5 to review the updated process and further review the feedback provided.
- b) OHS Document Approval Process**
- The OHS Document Approval Process has been approved by ADM, CMB.

- M. Poirier provided an overview of the process to the committee. At this stage, this process is still under evaluation and feedback is welcome.

c) Hazard Identification and Assessment Methodology

- S. Reaz confirmed the Hazard Identification and Assessment Methodology has been approved by the ADM, CMB. Corporate OHS and Regional OHS Coordinators (ROHSCs) will be using the methodology to prioritize and mitigate identified hazards.

Action:

- S. Reaz to draft a communication from the co-chairs to the Local Workplace OHS Committees and ROHSCs.

d) Employer's Annual OHS Report (ESDC)

- S. Reaz reminded the committee of the upcoming annual deadline of March 1, 2017 for the submission of the Employer's Annual OHS Report for calendar year 2016 to ESDC.

Action:

- S. Reaz to submit the Employer's Annual Report to ESDC by March 1, 2017 deadline.
- S. Reaz to provide an update to the committee at the March meeting.

e) Workplace OHS Committee Reports (ESDC)

- S. Reaz reminded the committee of the upcoming annual deadline of March 1, 2017 for the submission of the Workplace OHS Committee Reports for calendar year 2016 to ESDC.
- D. Woloshin recommended M. Poirier share with the committee how data is collected at each of NHCAP's Workplace OHS Committee meetings as it should be considered best practice. M. Poirier confirmed that best practices and guide already exist.

Action:

- M. Poirier to review and add additional details to the guide.
- S. Reaz to ensure the Workplace OHS Committee Reports are submitted to ESDC by the Regional OHS Coordinators by March 1, 2017 deadline.
- S. Reaz to provide an update to the committee at the March meeting.

4. Hazard Prevention Program 3 Year Program

a) Discussion on Rescinding Safe Use of In-Vehicle Telematics

- S. Reaz led a discussion regarding the consideration of rescinding the guideline. Information was presented and discussed as to whether provincial laws are sufficient to warrant rescinding the guideline. This included a discussion as to whether provincial laws are enforced on private property and as to whether the provincial laws applies to distracted driving and not only hands-free driving (contact legal).
- As some employees may cross provincial borders while operating vehicles while on duty, it was recommended that a reminder to follow provincial laws be included in the communications to be sent out.

Action:

- S. Reaz to contact legal to confirm as to whether provincial laws apply to AAFC premises and as to whether provincial laws apply to distracted driving. Based on this outcome further discussion may be needed.
- S. Reaz to contact other science-based departments to inquire on other driving policies and programs.
- PSAC requested decision to be compliant with NJC Occupational Health and Safety Directive on Motor Vehicle Operation.

b) Update on the Chemical Emergency Response Team (CERT) and Plan

- N. Auclair provided an overview of the CERT and Plan to the committee.
- Clarification was provided regarding the need for a risk assessment (mandatory) vs. the CERT and plan (voluntary).
- N. Auclair addressed the need to balance the amount of required training with the need for volunteers. Section 6.1 addresses training needs for all employees as well as the additional training required of CERT members.

Action:

- N. Auclair to provide the committee with the CERT and Plan for review the week of December 5, 2016.
- Once the deadline for review has passed, the document will be submitted for management approval.

c) Update on Persons Granted Access

- M. Poirier thanked the committee for their feedback on the revision of the document.

Action:

- M. Poirier to schedule a discussion with the co-chairs for the week of December 5 to review the updated process.

d) Update on Workplace Violence Prevention Policy and Guideline

- M. Poirier provided a status update on the process which included consultation with other departments. This policy will be going to the Regional OHS Coordinators for review the week of December 5, 2016.

Action:

- M. Poirier to send out the Workplace Violence Prevention Policy and Guideline to the committee for consultation with a target of January 2017.

e) Update on First Aid and Automated External Defibrillators (AED) Program

- M. Poirier informed the committee that the program document is currently with the Regional OHS Coordinators for consultation with feedback due December 2, 2016.
- The updated program will include a section pertaining to AEDs.

Action:

- M. Poirier to send out the First Aid and AED Program document to the committee for consultation with a target of January 2017.

f) Update on Job Safety Analysis Guideline

- M. Poirier confirmed the feedback provided from the co-chairs was accepted.

Action:

- M. Poirier to schedule a discussion with the co-chairs for the week of December 5 to review the updated guideline and have a discussion on the feedback provided.
- Once modifications are discussed with the co-chairs, the document will be sent to management for approval.

g) Guideline on Promoting a Scent-Free Work Environment

- M. Poirier confirmed the feedback provided from the co-chairs was accepted.

Action:

- M. Poirier to schedule a discussion with the co-chairs for the week of December 5 to review the updated guideline and feedback provided.
- Once modifications are discussed with the co-chairs, the document will be sent to management for approval.

h) Upcoming Items

- S. Reaz provided a brief overview of the remaining four items of the Hazard Prevention Program; an update will be presented at the March NOHSPC meeting.

Action:

- S. Reaz committed to distributing the four remaining Hazard Prevention Program items for review to the committee prior to the March NOHSPC meeting:
 - Confined Spaces Standard;
 - Welding Standard;
 - OHS Policy; and
 - Working Alone Standard.
- The following Hazard Prevention Program items will be sent to the committee for consultation prior to the March NOHSPC meeting:
 - Chemical Emergency Response Team and Plan Guideline;
 - First Aid Program; and
 - Workplace Violence Prevention Policy and Guideline.
- The following Hazard Prevention Program items will be discussed at the co-chair meeting with M. Poirier the week of December 5, 2016:
 - Promoting a Scent-Free Work Environment Guideline;
 - Job Safety Analysis Guideline;
 - Persons Granted Access Guideline; and
 - Procedures for a Workplace Violence Resolution process.
- Additional item (Safe Use of In-Vehicle Telematics) will need additional consultation (legal and other departments) prior to decision to rescind. Will revisit at the next NOHSPC meeting in March.
- M. Poirier to provide a condensed version of the HPP 3 year plan tracker.

5. Upcoming OHS Communications

a) Lyme disease

- S. Reaz shared the information provided on Lyme disease on the Public Health Agency of Canada pamphlet. The committee discussed the usefulness of information and the need for a handout to be distributed to the Research Centres.
- D. Babuin brought up concerns about missing information in the Lyme disease pamphlet.

Action:

- A. Eades to send out a link to pamphlet from Public Health Agency of Canada.
- S. Reaz to draft a Lyme disease news@work and circulate to the co-chairs by February 28, 2017, to meet the March communication deadline to all staff.
- D. Babuin to send S. Reaz an email outlining areas of concerns related to the pamphlet on Lyme disease.

6. Updates from National Safety Programs

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

- Updates from the NCBBC include:
 - Updated participants on reclassifications of several species of fungal plant pathogens to RG1;
 - Approximately 95 genera / 200+ species need to be submitted for assessment;
 - The third quarterly report was submitted to the Branch Executive Committee of the Science and Technology Branch on September 30, 2016. The annual report will be submitted at the end of December.
 - NCBBC requested a budget to cover costs associated with developing an updated training module for Transportation of Dangerous Goods, class 6.2;
 - An additional research centre has received a license as per the *Human Pathogens and Toxins Act*;
 - The need for a risk assessment for disposal of DON-contaminated lab ware was discussed including the fact that PHAC has classified DON as a RG2 animal toxin however it remains classified as class 6.1 according to the Transportation of Dangerous Goods Regulation; and
 - CBB Guidelines will be updated as details of new licencing scheme become clear.
- The Biosafety and Biocontainment Officers (BSOs/BCOs) updates included:
 - Follow-up on BSO/BCO input regarding increased engagement:
 - BSOs and BCOs willing to mentor new member of network have come forward.
 - Debrief of emergency procedures drills held to date:
 - Discussed the logistical difficulties for scheduling the drills in centres that have multiple and different containment zones;
 - Need for management support to prioritize mandatory training; and
 - Value of the mock drills was apparent.
 - Dates for BSO/BCO training were finalized; and
 - Incident Report: No Loss of Containment:

- Swabbing revealed that the sanitizer in use in the facility was not effective against pathogen in use;
 - Test area was expanded and swabbed which found presumptive positive samples outside the facility;
 - Confirmation testing performed by a third party laboratory identified a closely related non-pathogenic organism;
 - Procedures and training of personnel working in the facility were reviewed;
 - Manufacturer recommended increasing the sanitizer use concentration by 5 – 10 fold;
 - Swabbing is being performed daily to confirm efficacy of sanitizer at higher concentration and that staff are adhering to standard operation procedures; and
 - Regulator advised that no report was necessary.
- Compliance assessments:
 - New schedule for compliance assessments was distributed to BSOs and BCOs.

b) National Radiation Safety Committee Update

- N. Ritchot provided an annual update to the committee which included:
 - The annual meeting was held on October 12, 2016;
 - In 2016, there were eight on-site inspections completed with no major issues;
 - In 2016, only one site didn't comply with the electronic inspection (refresher not completed);
 - No incidents have been reported since 2014; and
 - An electronic inspection was approved by the National Radiation Safety Committee for January 2017.

c) National Laboratory Safety (NLS) Update

- A Knowledge Workplace site was developed to share information on laboratory safety with a link to an emergency page with the procedure in case of an injury as well as contact numbers for the chemical inventory AgriCH, National Containment, Biosafety and Biosecurity and National Radiation Safety.
- The laboratory safety manual and orientation, and AgriCH documents will be reviewed by January. WHMIS and GHS sections will be reviewed in cooperation with the Regional OHS Coordinators.

7. Standing Agenda Items

a) Work Refusals / Emergency Response Measures / Ambulance Calls

- Zero work refusals and emergency response measures; and two ambulance calls were reported.

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

- Zero reports or directions to report.
- There were two AVCs issued at the Brandon Research and Development Centre (1) for failure to report a dismemberment within 24 hours to ESDC and failure to provide a LAB 1070 to ESDC within 14 days, and (2) for failure to provide adequate training to the injured employee. An email was sent out to ARDTs,

ISMs and ROHSCs reminding them of the requirement for timely reporting to ESDC.

Action:

- S. Reaz to confirm all communications and actions have been completed in response to the AVC.

c) Update on Workplace Violence Cases

- An update on the status of current Workplace Violence Cases was provided. No employee names or other identifying information was released, only an overview of situation(s) and outcome(s) if available were discussed.
- Additionally, a conversation was held on the need for follow-up from the committee. The decision was that the committee's role is to monitor and assure the steps are being completed. The delegated manager and ROHSC are responsible for ensuring the recommendations are implemented following receipt of the Competent Person investigation report and that efforts are taken to prevent recurrence.

d) OHS Audit Update

- S. Reaz confirmed the OHS Audit has been completed.

e) Status Update on AEDs

- A total of 110 employees have been trained by HeartZap on the software monitoring program. Currently, there are 11 regional employees and NHCAP who are awaiting training.
- A provincial breakdown of the installation of the 130 AEDs was provided.
- First aid is targeted for NHCAP and Vineland during which training will be provided on the AEDs.
- Requests for additional AEDs can be sent directly to M. Poirier.

Action:

- M. Poirier to coordinate HeartZap training with remaining employees and follow-up on the installation of the remaining AEDs.
- S. Reaz to work on communication pieces and strategy for promoting the use of AEDs across the department with a target date of January 2017 to coincide with the completion of the installation of the 130 AEDs.

f) Update on Mental Health Steering Committee (Sub-Committee of NOHSPC)

- S. Landry provided an update from the Mental Health Steering Committee which includes:
 - Organizational risk assessment: The committee has completed a preliminary evaluation of the Guarding Minds @ Work organization risk assessment as the tool to use to conduct the organizational psychological health and safety audit. The survey will assist in reviewing existing practices, identify areas of strength, areas of concerns, areas in which perception of management and employees differ, and is also a means of obtaining employee input. The Mental Health Steering Committee is proposing this survey be completed by local Workplace OHS Committees and AAFC's Diversity Networks.

- Mental Health First Aid: The Workplace Wellness Programs team is planning to participate in the Mental Health First Aid course in January 2017 as an evaluation exercise to determine if the department consider this course be offered more broadly in the future.
- Departmental Psychological Health and Safety Champion: Two options for appointment are still being considered:
 - One senior management champion; or
 - Two co-champions, consisting of one employee, one employer.
- Mental Health Strategy: Currently, Workplace Wellness Programs is developing a department-wide mental health strategy. The guiding principles of the strategy include:
 1. Acknowledging the importance of employee well-being to organization success;
 2. Recognizing the employee' shared responsibility to organization success;
 3. Ensuring the strategy focuses on solution rather than problems;
 4. Keeping measurement and evaluation as critical focal points; and
 5. Sharing lessons learned with employees and the organization at large.

Action:

- S. Landry will present the approved Mental Health Strategy to the committee at an upcoming meeting.

8. New Business

b) 2016-17 Employee and Family Assistance Program (EFAP) Mid-Year Utilization Report

- M. Scriver presented the EFAP Mid-Year Utilization Report to the members. This included an overview of activity, utilization rates, preventative services, and tools and resources.
- D. Woloshin recommended reviewing the data from 2010-11 and 2011-12 to compare the data prior to DRAP and Transformation. A brief discussion was held on the percentage of male vs female population using the EFAP services.
- Additionally, Workplace Wellness Programs will increase promotion of the EFAP Managers Orientation Sessions. This will include adding information to the EFAP/Mental Health tools and resources presentation when delivering to management groups.

Action:

- M. Scriver to provide additional statistics to capture the breakdown of the types of services/issues as well as a breakdown by gender and region, including 2010-11 and 2011-12 for the year-end report.

b) Mental Health Awareness Presentation

- C. Martinelli from Morneau-Shepell, AAFC's EFAP provider, presented to the committee on Mental Health Awareness.

c) AGR-620 Training Update

- S. Landry proposed to have OHS Orientation training combined with the current Workplace Violence training module of the AGR 620 which is hosted by

Departmental Security Services to help streamline mandatory OHS training. This would not eliminate local OHS training at AAFC worksites. Due to the tight deadline of a March 2017 implementation, the final version would need to be submitted by December 20, 2016.

Action:

- All members were asked to send suggestions of new training module title for AGR 620 to S. Landry.
- S. Landry to follow-up with Departmental Security Services to expand the name of the training suite.
- S. Landry to follow-up with Departmental Security Services on the cost of doing a subsequent update next fiscal year.

d) Proposed Dates for the NOHSPC Meetings 2017-18 (Added Item)


- The proposed dates S. Reaz presented for the upcoming 2017-18 fiscal year were approved by the committee.

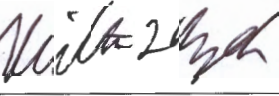
Action:


- S. Reaz will send out placeholders for the approved 2017-18 NOHSPC dates.

Next Meetings

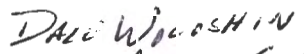
- March 16, 2017 – Ottawa, ON
- June 15, 2017 – Ottawa, ON
- September 14, 2017 – Ottawa, ON
- December 7, 2017 – videoconference
- March 15, 2018 – Ottawa, ON


Matthew Shea
Management Co-chair
NOHSPC


Milton Dyck
PSAC Co-chair
NOHSPC


Rolfe Antonowitsch
PIPSC Co-chair
NOHSPC

Date Approved: Feb. 14 / 17


DALE W. OSHIN
ACTING CO-CHAIR (PIPSC)