

# **Agriculture and Agri-Food Canada (AAFC)**

## **National Occupational Health and Safety Policy Committee Meeting**

Minutes of meeting held June 11, 2014  
NHCAP, Ottawa  
(the Committee visited ECORC/farm on June 10, 2014)

### **Attendees:**

#### **Employee Representatives:**

Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (PIPSC)  
Mark Grimmett, Analytical Chemist, CLRC-Charlottetown PE (PIPSC)  
Glenn Miller, Storesperson, GPCRC-Harrow ON (PSAC)  
Jane MacDonald, Mass Spectrometry Technician-Kentville NS (PSAC)  
Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)  
Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC technical advisor)

#### **Management Representatives:**

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

#### **Technical Advisors:**

John Tomaselli, Team Lead, National OHS Program, CMB (NHCAP Ottawa)  
Ceci O'Flaherty, Director, Labour Relations, CMB (Winnipeg, MB)

#### **Guests:**

Silvie Millette-Leduc, Director, Value Chair Roundtable Secretariat, NHCAP committee mgmt. co-chair  
Anne Cavan, Project Officer, NHCAP committee employee co-chair (PSAC)

#### **Regrets:**

Rolfe Antonowitsch, Partnership Specialist, RDIRS-Regina (PIPSC)  
Christine Martel, OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

## **1. *Approval of Minutes and acceptance of Agenda***

### **a) Minutes**

- March minutes were approved by Committee with minor changes (correction of management representatives and addition of dates of future meetings and event plan #).

#### **Action<sup>1</sup>:**

March minutes to be posted on the website.

## **2. *Membership***

### **a) PSAC membership changes**

- Michelle Jackson is no longer a Committee member due to retirement.
- PSAC will confirm the timing of the upcoming membership changes as soon as possible and the names of the new PSAC members.

#### **Action:**

- Glenn Miller to send an email to Caroline confirming the new PSAC members by July 4, 2014.

## **3. *Business arising from the Minutes***

### **a) Workplace OHS Committee (WOHSC) Handbook**

- Additional minor changes were made to the handbook, including correction of an error in the English version.
- The changes were minor and were approved by the co-chairs.
- The Committee identified an additional change as a result of the updated Violence Policy.
- The Committee agreed that no further review is required as a result of this change.

#### **Action:**

- The violence flowchart in the Handbook will be modified to match the revised Policy – Completed. No further action is required on this item.

### **b) Firearm Use Directive Addendum**

- Legal Services has provided input on two drafts of the Community Pastures Program addendum
- The second draft will be sent to committee members after the meeting
- The only deviation from the Directive is the use of personal firearms for CPP employees only.

#### **Action:**

- The CPP addendum to be shared with the Committee following the meeting – completed on June 16, 2014.
- Committee members to provide feedback by July 4, 2014.

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<sup>1</sup> All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

**c) Policy Committee Training**

- The co-chairs agreed to move forward with the Gowling's course with the understanding that it will be modified to include the upcoming changes to the Regulations.
- ESDC is working with Canadian Centre for Occupational Health and Safety (CCOHS) to modify the CCOHS Computer based training (CBT) courses and members are asked to include both the Gowling's course (with no cost) and a CBT (approx. 180\$ cost) as part of their Learning Plan.
- Glenn indicated that the PSAC committee membership change may only occur after the September meeting. This would affect the timing for the training. Glenn will discuss with PSAC and will confirm when the change will occur – completed June 19, 2014 (change to take place prior to the September meeting – training can proceed as planned)

**Action:**

- Committee members to include CCOHS CBT (approx. \$180) and Gowling's course (no cost) in their learning plan.
- Glenn Miller to confirm when the PSAC committee membership change will occur.

**d) AED Business Case Template**

- The template has been finalized based on ROHSC feedback. It is presented to the Committee for comments.

**Action:**

- Committee feedback on the draft template is requested by July 4, 2014.

**e) WHMIS/GHS Update**

- John Sharpe provided an update on the Request for Proposals (RFP) for a national contract for WHMIS/GHS training service provider. The RFP request was referred to ISB who requested that the RFP be refined. They provided a current NRC RFP as an example.
- The current WHMIS course will continue to be used until a new service agreement is signed. New licenses will be purchased as required.
- Posters were sent out to the centers describing the difference between GHS and WHMIS since some US suppliers have already adopted GHS.

**Action:**

- An update will be provided at the next Committee meeting.

**f) National Fall Protection Program**

- A final draft has been prepared based on ROHSC feedback. The draft is presented to the Committee for comments.
- The continued availability of CSA standards was questioned. John Tomaselli to verify.

**Action:**

- Committee members to provide feedback by July 4, 2014.
- John Tomaselli to confirm status of CSA standards subscription by July 4, 2014.

**g) Workplace Violence Prevention Policy Update**

- The Committee recommended final approval of the updated Policy and Guideline
- The updated flowchart will need to be changed in the WOHSC Handbook (or a link provided to the Violence Policy).
- It was suggested that the AGO 120 Violence Prevention training should be reviewed. It was agreed to add this to the action registry to be prioritized once the OHS audit is complete.

**Action:**

- Policy will be sent for management approval in July, 2014.
- Add review of AGO 120 to the action registry – completed June 2014.

**h) CERT Standard**

- This item has been identified as a deliverable by December 2014. The working group will discuss the issue and review the standard in August. In the meantime, a communique was sent to all DO reminding them of the requirement for a chemical emergency response plan.

**Action:**

- Working group to review CERT standard in August, 2014 and report back to the Committee for September meeting.

**i) OHS Consultation and Approvals**

- The document is presented as a final document. It describes the process we follow internally for consultation.

**Action:**

- Document will be posted on the Policy Committee shared drive – completed June 2014

**j) NOHSPC Terms of Reference**

- The TOR were approved by the co-chairs after a minor change.

**Action:**

- TOR to be posted on OHS website – completed June 2014

**k) JSA Training/Program**

- The JSA is the hazard identification and analysis portion of the HPP program. It isn't documented other than through the training. This is one of our priorities for this year. We have a working group working on the revised process. The training module requires a JSA and SWP for all medium and high risk tasks. There may be some duplication of work. A draft document will be presented at the September meeting.
- The committee discussed using the JSA to support fitness to work assessments. There is no requirement to provide a JSA but it can be provided if it is relevant. It would be determined on a case by case basis.
- Committee members expressed concern regarding the quality of many of the JSA in the database. It was suggested that the JSA should be vetted by the

WOHSC and that the ROHSC should perform some quality verifications to identify best practices and make recommendations as appropriate to improve quality.

- The Committee would like to see a field that indicates whether or not the WOHSC has vetted the JSA.

**Action:**

- A draft document will be provided for the September NOHSPC meeting.
- John Tomaselli to request ROHSC to verify the quality of the JSA in the database in order to identify best practices and make recommendations on quality improvements
- John Tomaselli to verify if a field can be added to the database indicating that the WOHSC has vetted the JSA – completed June 2014 – students are unable to modify the JSA database. However, WOHSC involvement can be addressed in the new JSA process.
- Denna Dougan to share with the Committee the JSA for the Summerland Firing Range by December 2014.

**4. Corporate OHS Policies & Programs**

**a) HPP Implementation Plan Update**

- A draft 5 year plan has been developed based on the Risk Hazard Registry that identifies priorities for program development and based on the date of existing directives and policies. Some examples were provided, including the “Persons Granted Access” directive.

**Action:**

- The document will be provided to the committee in July 2014. Committee feedback is welcome.

**b) Hazardous Occurrences Report**

**Action:**

- The report will be presented at the September meeting.

**c) OHS Core Learning Program Completion Rate Report**

**Action:**

- The report will be presented at the September meeting.

**5. Workplace OHS Committees**

**a) Nothing new to report from Workplace OHS Committees.**

- A template to allow OHS workplace committees to submit items to the NOHSPC for consideration was presented to the committee. The template includes a statement that every effort must be made to resolve issues locally. The WOHSC is encouraged to seek guidance from the ROHSC to help resolve issues locally if necessary.

**Action:**

- The template will be distributed to the WOHSC in September since most of the committees aren't meeting during the summer.

## **6. Updates from National Safety Programs**

### **a) National Containment, Biosafety and Biosecurity Committee Update**

- John Sharpe provided an update on the activities of the Containment, Biosafety and Biosecurity Committee. AAFC Containment, Biosafety and Biosecurity (CBB) guidelines were reviewed in accordance with the new Canadian Biosafety Standard and Guidelines launched by the PHAC and CFIA. Revised AAFC CBB guidelines are available on line since March 31st. A biosafety report on sequelae from an old laboratory acquired infection (LAI) in one of our research centres was reported to the Chair of the National Committee. The Chair of the NCBBC had to report the incident to the PHAC in accordance with the Human Pathogen and Toxin Act. However, he was told by the PHAC that it is still voluntary this year and it will be fully enforced by 2015. Being proactive with this issue and reporting the incident with their current form is helping in designing the right process to follow in the future.

### **b) National Radiation Safety Committee Update**

- John Sharpe provided an update on the activities of the Radiation Safety Committee. The CNSC annual compliance report was completed and returned to the CNSC May 2014. No incident or accident in 2013. Western Canada AAFC on-site inspections were completed last week, no major issues (only minor issues such as old waste and vials not disposed of and frivolous posting).

### **c) National Laboratory Safety Committee Update**

- John Sharpe provided an update on the activities of the Laboratory Safety Committee. The laboratory inspection and basic laboratory training standards were distributed to research centres, as well as the laboratory inspection templates and basic lab safety orientation module.

## **7. Work Refusals/Emergency Response Measure**

### **a. Fire Protection Program Annual Update**

- Nothing to report at this time

## **8. HRSDC Reports, Directions and Assurance of Voluntary Compliance (AVCs)**

### **a) Harrow AVC and Direction**

- An AVC and direction were received at the Harrow facility initially related to a modified ladder that no longer met its CSA approval. The scope was later increased through a direction that requires a JSA for low risk tasks. The HSO suggested using generic JSA.
- AAFC committed to creating 3 generic hazard assessments for low risk tasks for the following working environments: farm, office and lab.
- The Committee suggested creating a 4<sup>th</sup> generic hazard assessment for Assets.
- The generic hazard assessments will not be stored in the JSA database to avoid confusion but will be accessible on the OHS website.

### **Action:**

- Generic hazard assessments to be completed in consultation with the ROHSC. A draft will be presented to the Committee for the December meeting.

## **9. Communications**

- Nothing to report at this time.

## **10. Workplace Violence Cases**

### **a) Presentation of Active or Ongoing Workplace Violence Cases**

- Nothing to report at this time.

## **11. New Business**

### **a) 2013-14 EAP Mid-Year Utilization Report**

- Deferred to September meeting.

### **b) NOHSPC training plan**

- It was discussed that the NOHSPC should have a recommended training plan. The Committee should identify, as a group, training requirements. For example, CLC Part II every 3 years, specific CCOHS CBT courses, etc.
- It was proposed also that John T. provide the Supervisor/Committee training to the NOHSPC.

#### **Action:**

- Committee members to provide a list of proposed training courses to John T. by end of July, 2014.

### **c) Ergonomics Phase II**

- A draft Ergonomics Phase II document has been prepared and is being reviewed by the ROHSC.
- A draft document will be presented at the September meeting.

#### **Action:**

- Draft Ergonomics Phase II document to be forwarded to the Committee prior to the September meeting.

## **12. Round table**

### **a) Travel authorization**

- This remains a problem since S&T has its own approval process. John Sharpe indicated that the Event plan shows that the travel is approved so the Manager only has to approve the travel authority.
- We need to make travel arrangements as soon as we know we will need to travel (this applies to the alternates as well).

#### **Action:**

- John Sharpe to communicate issue with Branch Executive Committee – done June 2014.

**b) Lab decommissioning**

- There have been a couple of incidents at ECORC where scientists retired before decommissioning their lab
- Lots of hazardous chemicals left behind
- There should be an exit strategy for outgoing scientists
- John Sharpe indicated this was more of a management issue. John will take this to his executive committee.

**Action:**

- LR will be reviewing the separation process and will take this into consideration.
- John Sharpe to take the issue to his executive committee by August 2014.

***Next Meetings (tentative)***

- June 10-11, 2014 – Ottawa , ON (**EVENT#CMB0001**)
- October 1-2, 2014 – Ottawa, ON (**EVENT#CMB0002**)
- December 18, 2014 – by Videoconference
- March 19, 2015 – Ottawa, ON (**EVENT#CMB0003**)