

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

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

Minutes of meeting held June 25, 2015  
NHCAP, Ottawa

### **Attendees:**

#### **Employee Representatives:**

Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)  
Mark Grimmett, Analytical Chemist, CLRC-Charlottetown PE (PIPSC)  
Rolfe Antonowitsch, Range Management Biologist, RDIRS-Regina SK (PIPSC)  
Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC)  
Sarah Leonard, Research Technician, ACCCRC-St. John's NL (PSAC)  
Dean Babuin, Research Technician, PARC-Agassiz BC (PSAC)

#### **Management Representatives:**

**Chair:** Joseph Silva, Director, Workplace Programs, Human Resources Directorate, CMB (NHCAP Ottawa)  
Matt Shea, Director General, Human Resources Directorate, CMB (NHCAP Ottawa)  
Alan Parkinson, Director General, Community Pastures Program, PB (Regina, SK)  
Joel Wilkin, Assistant Director, Integrated Services, CMB (NHCAP Ottawa)  
Frederick Belin, Manager, Information Management and Business Support, Integrated Planning and Reporting, STB (NHCAP Ottawa)

#### **Technical Advisors:**

Mathieu Poirier, Acting Team Lead, National OHS Program, CMB (NHCAP Ottawa)  
Shauna Guillemin, Director, Workplace Wellness Programs (NHCAP Ottawa)

#### **Secretary:**

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

#### **Guests:**

Karine Brassard, Human Resources Advisor, Workplace Wellness Programs (NHCAP Ottawa)  
Mark Scriver, Human Resources Advisor, Workplace Wellness Programs (NHCAP Ottawa)

#### **Regrets:**

Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (PIPSC)  
Dale Woloshin, Business Continuity Planning Coordinator, Information Technology Security Risk Management, ISB (NHCAP Ottawa)  
Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)  
John Sharpe, Director, Integrated Planning and Reporting, STB (NHCAP Ottawa)

## **1. Acceptance of Agenda**

- Addition of one new item to the Agenda:
  - Discussion in regards to the OHS question and answer from the Deputy Minister's Town Hall held on June 22, 2015. (M. Dyck)

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

### **b) AED Business Case Guidelines and Template**

- After review of the DFO study, union representatives stated their continued support for AEDs at AAFC. M. Shea supported further work and agreed to look into the feasibility of an AED program as well as having a future discussion on how to prioritize OHS resources.

#### **Action:**

- More research to be done on the feasibility of an AED program at the request of M. Shea. **(Completed: September 9, 2015)**
- Working group will include S. Guillemain and P. St-Georges. **(Completed: July 13, 2015)**
- New information to be reviewed by NOHSPC co-chairs.
- M. Shea to be briefed and next steps to be determined.

### **WHMIS/GHS Update**

- F. Belin provided an update on the status of the WHMIS/GHS Request for Proposal (RFP). The Request has been approved by ISB Procurement on June 18, 2015 and will soon be posted on Buy & Sell.
- Discussion on whether or not to promote free training through CCOHS.

#### **Action:**

- M. Poirier to email CCOHS free training information to OHS Coordinators. **(Completed: July 16, 2015)**
- A committee member will be selected as part of the review panel.
- J. Sharpe's team will continue to further develop a national contract and update the committee at the next meeting.

### **g) JSA Program**

- Update was given by M. Poirier that the JSA program is being passed through the final approval stages.
- A discussion was held around JSA training/JSA writing workshops. Recommendation is to promote the JSA database and the program document as training but that the old training should be revised.

#### **Action:**

- JSA Program to be prepared for approval. **(Completed: July 2, 2015)**
- Final communications will be approved secretarially by the co-chairs.
- JSA Program to be communicated once approved.
- Revised draft JSA training to be presented in September.

### **j) Ergonomics Program**

- M. Poirier updated the group and confirmed the package is going through the final approval stages.

**Action:**

- Ergonomics Program to be prepared for approval. (Completed: July 2015)
- Final communications will be approved secretarially by the co-chairs.
- Ergonomic Program to be communicated to the WOHSC and NLSC leader.
- Ergonomics Program to be communicated once approved.

**l) Internal Audit**

- Preliminary findings should be available September 14, 2015.

**Action:**

- The fact-finding sheet from OAE will be shared with the co-chairs. (Completed: September 14, 2015)
- To be reviewed at next meeting and discuss next steps.

**a) Violence AGO-120 Revision**

- The proposed text changes were accepted.
- Testing at the end of the violence training was discussed. It was suggested this could be a pilot for online training.

**Action:**

- Create sample/daft testing for AGO-120.
- Have test approved and implemented.
- Communication package to be prepared and sent out once test is approved and implemented.

**3. Corporate OHS Policies & Programs**

**a) Review OHS Training**

- The Regional OHS Coordinators (ROHSC) have put together a working team to review and update OHS Roles and Responsibilities for Supervisors, Managers and Committee Members (AGO 101), Employees (AGO 102) and Senior Managers (AGO 113) as well as OHS committee member training (AGO 103 and 118).
- Part of this review includes creating a separate committee member training course which incorporates AGO 101, 103 and 118 into one new training course.
- The idea of adding a testing component to existing online training was discussed.
- J. Silva supported the idea of testing for online training and noted that the Canada School for the Public Service (CSPS) has a new mandate to provide core training to departments which may impact OHS training and this should be considered in the future.
- Union concern regarding condensing courses and impact on information provided during training.

**Action:**

- Review and update OHS Roles and Responsibilities trainings (AGO 101 and 102).
- Explore options for refresher training for AGO 101 & 102.

- Create OHS Committee training and present draft to committee in September.
- Pilot test will be presented at the September meeting.
- Review OHS AgriSource page and fix any broken links. (Completed: July 3, 2015)

**b) Hazardous Occurrence Investigation Report (HOIR)**

- Committee members would like more time to make comments and additions.

**Action:**

- Final comments to be provided after meeting. (Reminder email sent out: July 30, 2015)
- Final version to be presented at NOHSPC.

**c) OHS Reporting Update**

- The OHS Training Activity and the Hazardous Occurrences Reports were presented to the Committee.
- A broad discussion took place on the statistics that were presented and how the reporting may be able to evolve to incorporate more trend analysis. Additionally, near misses were also discussed as an area for tracking improvement. The priority is to ensure the data is timely and clean including the tracking of near misses.
- Other complexities with data input were expressed and improvements will be made.

**Action:**

- Provide branch reports to branches.
- Provide regional reports to coordinators.
- Discussion with ROHSC concerning how to better input data. (Completed: July 2015)
- Thresholds for core training to be established at the next meeting.
- Suggestions are to be made by the committee members on what they would like to see in the reports moving forward. (Completed: August 28, 2015)

**4. Upcoming OHS Communications**

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

**Action:**

- News@work message for new Job Safety Analysis Program to be communicated.
- News@work message for updated Ergonomic Program to be communicated.
- NOHSPC June minutes to be posted online and communicated.

**5. Updates from National Safety Programs**

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

- Training sessions were held for Bio-Safety Officers (BSOs) (June 10 and 11) and Bio-Containment Officers (BCOs) (June 15). The training covered roles and

responsibilities, including applicable legislation, regulations, standards, and guidelines; implementing Core CBB training; and completing AAFC CBB program Compliance Assessments.

- BSO/BCO advised that all incidents must be reported to the Chair of NCBBC as well as ADRDT.
- NCBBC discussed implications of the Canadian Biosafety Guidelines (CBSG) on animal trials planned for Lethbridge and Guelph.
- Following the audit, NCBBC has also developed parameters for emergency response procedure drill. Will be conducted in CL2 facilities only.

**Action:**

- Audit results should be shared with the NOHSPC in the annual report presented in December 2015.

**b) National Radiation Safety Committee Update**

- The CNSC Annual Compliance Report was completed and sent to the CNSC April 26, 2015; all concerns in regard to decommissioned radioisotope laboratories were adequately addressed. A questionnaire with completed and returned May 26, 2015, no feedback yet.
- CNSC has notified AAFC that a company, Pro Rayon-X Inc., is providing services without a CNSC licence to process or use nuclear substances. This information was sent to the radiation safety officers who were reminded that it is an offence under the Act to transfer nuclear substances to any person who is not authorized by the CNSC.

**c) National Laboratory Safety Committee (NLSC) Update**

- No updates to report at this time.

**6. Standing Agenda Items**

**a) Work Refusals / Emergency Response Measures / Ambulance Calls**

- No work refusals to report at this time.
- M. Poirier explained that he has reminded the ROHSC that ambulance calls still need to be reported to ESDC as an Emergency procedure and that the reports should be reviewed by this committee.
- Two emergency responses that occurred were presented to the group and reviewed for feedback.

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

- M. Poirier presented an AVC to the committee which was received in Agassiz.

**Action:**

- Send out AVC to the local health and safety committee co-chairs. (Completed: July 30, 2015)

**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.

## **7. New Business**

### **a) Employee Assistance Program (EAP) Year-End Utilization Report**

- K. Brassard provided the Committee with the year-end utilization report on EAP.

#### **Action:**

- Promote the EAP app through the OHS monthly newsletter. **(Completed: September 1, 2015)**
- news@work to promote that EAP is available to family members and the EAP app.
- Look into whether the dashboard can be made accessible to everyone.

### **b) Consolidated Workers' Compensation Program Presentation**

- M. Scriver provided a presentation to the committee on the Consolidated Workers' Compensation Program. Information was published on the OHS AgriSource page on June 24, 2015.

#### **Action:**

- Minor modifications to the accident booklet were suggested, including incorporating the OHS logo, process map on back cover, and including "tell supervisor" in bold. **(Completed: July 6, 2015)**
- Document from M. Scriver was to be shared with the Committee for feedback. **(Completed: July 6, 2015)**

### **c) Event Plan**

- The last request for the Event Plan was for the first quarter only, which covered the June NOHSPC date only.

### **d) Mental Health and Wellness**

- M. Dyck discussed the workplace mental health joint task force between Treasury Board and PSAC.
- S. Guillemain discussed the AAFC Wellness Strategy and how it aligns with the national strategy regarding both mental health and overall wellness.

#### **Action:**

- AAFC Wellness Strategy to be presented at NOHSPC.

### **e) Asbestos Exposure**

- M. Dyck reminded the committee that an HOIR needs to be done after an employee is exposed to asbestos as there needs to be an investigation as well as that the employee needs to be tested medically.
- There was a discussion regarding the lack of reporting "exposure to."

#### **Action:**

- Communication regarding "exposure to" (such as hearing loss and asbestos) including what to do and the link to workers' compensation.

### **f) Roundtable Discussion**

- D. Babuin requested management look into the feasibility of all NOHSPC members having blackberries as access to emails is difficult on travel status.

- P. St-Georges suggested that violent incidents should be filed under the Workplace Violence policy first before choosing to file a harassment complaint. J. Silva reminded the committee that there is both a policy and process in place to address harassment complaints that do not require the complaint to be submitted via the workplace violence process.

**Action:**

- S. Guillemin to look into the feasibility of blackberries for NOHSPC members.  
(Completed: September 17, 2015)

***Next Meetings***

- September 17, 2015 – Ottawa, ON
- December 17, 2015 – by Videoconference
- March 17, 2016 – Ottawa, ON