

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee (NOHSPC)

Meeting

Minutes of meeting held June 15, 2016
National Headquarters Complex for the Agriculture Portfolio, Ottawa, Ontario

Attendees:

Employee Representatives:

Milton Dyck, Technician, SCRDC (PSAC)
Dean Babuin, Research Technician, ARDC (PSAC)
Mariette Beaudet, Research assistant, SHRDC (PSAC)
Dale Woloshin, Senior IT/BCP Analyst, IT Security and Architecture, ISB
Gaston Mercier, Chemist, SJRRDC (PIPSC)
Jane McDonald, Mass Spectrometry Technician, KRDC (PSAC)
Blair English (alternate), Agronomy and Agroforestry Specialist, Environmental Health, BRDC (PIPSC)
Matthew McBurney (alternate), Geomatics Data Modeller, Geomatics, (PIPSC)

Employer Representatives:

Chair: Matt Shea, Director General, Human Resources Directorate, CMB
Alan Parkinson, Director General, Community Pastures Program, PB
Ling Lee, Strategic Advisor, Partnerships and Planning Directorate, STB
Denna Dougan, Director, Integrated Services, CMB
Roxanne Savage, A/Director, Workplace Programs, Human Resources Directorate, CMB

Technical Advisors:

Sami Reaz, Head of National OHS Program, CMB

Secretary:

Ashley Eades, Administrative Assistant, Workplace Wellness, CMB

Guests:

Bob Kingston, National President, Syndicate Agriculture Union, and Co-Chair of the Technical Committee of the Joint Task Force on Mental Health
Mark Scriver, Human Resources Advisor, Workplace Wellness Programs, Human Resources Directorate, CMB

Jenna Mainville, Human Resources Advisor, Workplace Wellness Programs,
Human Resources Directorate, CMB

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

Jessica Beaucaire, Student, OHS, Human Resources Directorate, CMB

Jonathan Elston, Conflict Resolution Practitioner, Workplace Wellness Programs,
Human Resources Directorate, CMB

Regrets:

John Sharpe, Director, Integrated Planning and Reporting, STB

Rolfe Antonowitsch, Range Management Biologist, Regina (PIPSC)

Christine Martel, Project Officer, National OHS Program, CMB

1. Acceptance of Agenda

- Agenda was accepted with two additions in new business.
 - j) Local OHS committee structure in Winnipeg.
 - k) Union submissions of employees for appointment to OHS committees and managerial functions versus supervisory functions, relating to appointments to Local OHS committees.
- March minutes were approved with a few minor modifications.
- It was noted that this would be the last meeting with Gaston Mercier as an employee representative (and the longest serving committee member) and Gaston was thanked for his long service and work with NOHSPC.

2. Business arising from the Minutes

- The action item registry was reviewed and a brief discussion was held.

3. Corporate OHS Policies & Programs

a) Procedures for Resolving a Workplace Violence Complaint – Task Team Update

M. Poirier presented an update from the task team. Updates included a discussion on the complaint template which will help employees with the process and an update on the violence process. It was confirmed that R. Savage will replace J. Silva on the task team.

Action:

- M. Poirier to provide the committee with a new updated process for approvals.
- The task team will continue to work over the summer on the process and have an update for the September NOHSPC meeting.

4. Upcoming OHS Communications

Action:

- The JSA Tool will be communicated once approved.
- The Internal Ergonomic Program will be communicated once approved.

- NOHSPC June minutes to be posted online once approved.

5. Updates from National Safety Programs

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

- The NCBBC has had one videoconference since March. Updates from the NCBBC included:
 - A list of priority organisms for which risk assessments have been sent to Public Health Agency of Canada (PHAC) for review;
 - The updated forms have been posted on the forms catalogue;
 - A genus level risk assessment for *Pythium* is underway to have a RG1 classification for all species of *Pythium* except *insidiosum*;
 - Biosafety and Biocontainment Officers (BSOs/BCOs) expressed a need for a face-to-face meeting with the NCBBC to help establish relationships;
 - The next quarterly report to BEC will be submitted by the end of June 2016; and
 - An authority request may be required to procure a contract for provision of CART services (communication access real-time translation) to enable a hearing-impaired BSO to participate in teleconferences. The funding for these services is currently being discussed between the NCBBC and various Research and Development Centres.
- The BSOs/BCOs held regularly scheduled committee meetings in addition to a teleconference in February. The highlights of these meetings included:
 - A conversation on the preparation of risk assessments including a template for submitting to PHAC;
 - Updates on the reclassification of organisms;
 - Two incidents were reported that followed internally established procedures;
 - A discussion was held on regulations that apply to AAFC research activities including GMOs;
 - The MRAP regarding the Audit (Laboratories) has been closed. All action items were implemented and the final status report was submitted for approval by the ADM on May 19, 2016;
 - A new cycle of compliance assessments will be prepared once licences are issued and clarification is provided regarding plant pathogenic fungi;
 - A discussion was held on the new lists of Risk Group 2 (RG2) pathogens. All centres that possess organisms identified on the RG2 biological agents lists have applied to PHAC for a licence in compliance with the HPTR;
 - An update was provided on the new biological Agent List and implications for Research Centres that handle the TG2 fungal pathogens and a strategy for maintaining compliance until risk group assignments of various pathogens to RG1 can be approved; and
 - Human Pathogens and Toxins Act (HPTA) licence application process was discussed as well as the details of each centre's plan for administrative oversight.

Action:

- L. Lee to email answers to a few questions raised by members (Completed July 26, 2016)

b) National Radiation Safety Committee Update

- An update of the committee was provided. Previous and current reports can be found on their SharePoint page.

c) National Laboratory Safety Committee (NLSC) Update

- The Committee is inactive at this time. A discussion on any residual work was discussed if this committee is dissolved.

Action:

- L. Lee to engage in discussions with key stakeholders on the disbandment of the NLSC, to include the concerns raised in discussion.
- The Lab Safety Advisor will continue to update the Lab Safety manual as well as continue to collaborate and work with local OHS committees and reps as well as the Research Centre's Lab Safety rep/technician based on how each Centre is set-up.

5 Standing Agenda Items

a) Work Refusals / Emergency Response Measures / Ambulance Calls

- Zero work refusals to report.
- There were two incidents reported and measures were put in place and/or staff was reminded of procedures.

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

- Zero reports, AVCs or directions to report.

c) Update on Workplace Violence Cases

- A discussion took place on the status of any Workplace Violence Cases. No employee names were mentioned, only an overview of situation(s) and outcome(s) if available were discussed.
- Additionally, a conversation was held on how to present information to the parties. It was agreed that this will be covered and discussed as part of the new workplace violence process.

Action:

- Workplace Violence Task Team to discuss how information should be presented to parties involved.

d) OHS Audit Update

- Hazard Identification and Assessment Methodology has been sent out to committee members and feedback is due in August.
- S. Reaz will send the methodology for approvals in anticipation of the September deadline.
- The Hazard Prevention Program assessment and database has been circulated to some sites and presented to respective local committees. Implementation will take place over the next three years.

- A lean process task team has been created to review the Occupational Health and Safety document approval process.
- HOIR – completed.
- An OHS Annual Report has been drafted and will be sent for approvals in CMB.
- A news@work promoting Occupational Health and Safety Training was posted June 9, 2016.

Action:

- Review of the Hazard Identification and Assessment Methodology. Feedback due August 2016.
- OHS Annual Report will be circulated to members once approved.
- The lean process task team will provide an update for the September NOHSPC meeting.
- Evaluate the need for one-off meetings between NOHSPC meetings.

e) Update on Automated External Defibrillators

- Training with HeartZap has been scheduled for June 16, 2016. Currently information is being gathered specific to the installation site of AEDs, nomination of site coordinators including an alternate site coordinator and the numbers of first aid attendants at each site. The Atlantic locations are ready and AEDs will be shipped to locations soon. Discussion on how to promote first aid training and potentially utilizing World First Aid day Sept. 10 to help promote training to employees.

Action:

- Ship AEDs to the Atlantic regions.
- Ongoing training of AED coordinators.

6 New Business

a) Employee and Family Assistance Program (EFAP) – Year End Report Presentation

- J. Mainville presented the EFAP annual report.

Action:

- Request to find out if we can order more EFAP magnets.
 - No, they do not make them anymore; they have been replaced with stickers.
- Provide the list of wellness sessions available to members.

b) Mental Health Handbook

- M. Scriver presented the Mental Health Handbook to the committee. Concern was raised as to how this handbook fits in the workplace. This issue will be brought to the Mental Health Sub-Committee for decision.

Action:

- Mental Health Sub-Committee will review Mental Health Handbook.

c) Training Standard

- Discussion on whether AAFC currently offers the correct amount of training to employees. The decision was made that all employees take either AGO-102 or AGO-113.

Action:

- Approve and complete training standard document.

d) Telework Safety Checklist

- M. Poirier provided an updated telework safety checklist for the committee to review. The committee approved the modifications to the checklist.

Action:

- To be communicated and posted on AgriSource OHS website.

e) Updates to the WOHSC Handbook

- M. Poirier provided an overview of the updated handbook which includes modifications to reflect the new regulations. The committee approved the updates to the handbook.

Action:

- To be communicated and posted on AgriSource OHS website.

f) Hazard Identification and Assessment Methodology

- S. Reaz provided an updated on this as part of the audit (6d).

g) Review of Hazard Prevention Program Components

- S. Reaz provided an updated on this as part of the audit (6d).

h) Civility in the Workplace

- J. Elston provided the members with an overview of the Civility in the Workplace Training.

Action:

- J. Elston will provide training to the members at a future meeting.

i) Joint Task Force on Mental Health

- B. Kingston provided a comprehensive overview of the two reports by the Joint Task Force on mental health. A discussion was had on how to implement a successful mental health action plan at AAFC that was consistent with recommendations of the Joint Task Force. The NOHS subcommittee on mental health shall be tasked with fulfilling this goal.

j) Local OHS committee structure in Winnipeg

- A discussion was held to ensure all employees in AAFC offices in Winnipeg were covered under an OHS committee.

k) Union submissions of employees for appointment to OHS committees and managerial functions versus supervisory functions, relating to appointments to Local OHS committees

- The NOHS committee was in consensus that local unions submitted names for OHS committees. The NOHS committee was in consensus that supervisory function was not the same as managerial function, and that unions had every right to submit supervising employees as employee candidates for OHS committees.

Next Meetings

- September 15, 2016 – Ottawa, ON
- December 1, 2016 – videoconference
- March 16, 2017– Ottawa, ON