

**Agriculture and Agri-Food Canada (AAFC)**  
**National Occupational Health and Safety Policy Committee (NOHSPC)**  
**Meeting**

Minutes of meeting held on June 15, 2017  
National Headquarters Complex for the Agriculture Portfolio, Ottawa, Ontario

**Attendees:**

**Employer Representatives:**

**Chair:** Maureen Power, Executive Director, Human Resources Directorate, CMB  
John Sharpe, Director, Integrated Planning and Reporting, STB

**Employee Representatives:**

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

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

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

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

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) via Video Conference

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

**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:**

Patricia Gagné, Occupational Health and Safety Assistant, OHS, Workplace Wellness Programs, Human Resources Directorate, CMB

**Guests:**

Jessica Beaucaire, Occupational Health and Safety Assistant, National OHS Program, Human Resources Directorate, CMB

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

## **Regrets:**

Matt Shea, Director General, Human Resources Directorate, CMB

Denna Dougan, Director, Integrated Services, CMB

Alan Parkinson, Director General, Community Pastures Program, PB

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

Christine Martel, Project Officer, OHS, Workplace Wellness Programs, Human Resources Directorate, CMB

### **1. Acceptance of Agenda and Approval of the Minutes**

- a) The agenda was accepted.
- b) The March 2017 minutes were approved and have been signed.

#### **Action:**

- C. Martel to post minutes on the website.

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

- S. Reaz presented an overview of the Action Item Registry followed by a brief discussion.
- A discussion was held regarding the posting of minutes on the website and the delays due to the pending website update. There were suggestions to post them regardless of the website update and/or to post them on the Knowledge Workplace page, when implemented.
- A discussion was held on the Training Standard document. There was suggestion to change the name of the document for better clarity; however, the decision was to maintain the status quo. A deadline was set to present this document in the October meeting.
- A discussion on the Safe Use of In-Vehicle Telematics was held. The decision is to keep using the current document while awaiting Legal Services' advice for further action. A suggestion was made to talk to Integrated Services to incorporate a safety section into the Departmental Policy on Motor Vehicles.
- A discussion on Job Safety Analysis Guideline was held. Currently, the document has been approved. The communication will be sent out to the WOHSC committee. The suggestion was made to resend the document in the first week of October to target any field workers who might have missed it due to the field season.
- A discussion on Mental Health Strategy was held. It was decided to change the deadline to October 2017 when a presentation of the Mental Health Strategy will be shared.

#### **Action:**

- S. Reaz to find a solution for posting the minutes while waiting the website update.
- Training Standard document and communications to be presented at the October meeting.

- S. Reaz to send communication regarding Job Safety Analysis document and to resend the communication in the beginning of October.
- S. Reaz to share the OHS priorities FY 2017-2018 once established at the Regional OHS Coordinator meeting in mid-July.
- P. Gagné to change the Mental Health Strategy deadline to October 2017.

### **3. Corporate OHS Policies & Programs**

#### **a) Workplace Violence (WPV) Complaint Resolution Process**

- M. Poirier presented an update on the process. This document is ready for consultations and approval.
- Clarification was sought with regard to the WPV Complaint Resolution Process map being reflected WPV Prevention Policy. M. Poirier clarified that it will be reflected when the policy is updated and that the process does not overlap or contradict Departmental Security Service's (DSS) process.
- PSAC and PIPSC expressed concerns regarding differences and similarities with respect to the terms "violence" and "harassment" in view of the November 2015 court ruling. It was mentioned that further clarification from Treasury Board of Canada Secretariat (TBS) is required.
- A discussion was held regarding Departmental Security Services investigation process for a physical violence incident and the relation with the WPV process.

#### **Action:**

- M. Poirier to communicate information from TBS regarding the terms "violence" and "harassment" prior to the October meeting.
- The working group to invite DSS and Labour Relations to obtain their input regarding this process.
- M. Poirier to send the process document for consultation and approval.

#### **b) Update on OHS Statistics**

- S. Reaz presented the analysis of the hazardous occurrence statistics captured in the HOIR log. Out of the 167 occurrences reported by WHOSCs to Labour Program, 122 were captured in the log. The goal for next year is to capture all occurrences reported. Suggestions were made for filtering data by season and type of employee for the reporting period. The committee was also asked to provide feedback on the report regarding the preferred format for next year.

#### **Action:**

- S. Reaz to make data available on shared drive.
- S. Reaz to ensure Regional OHS Coordinators input the data in a more diligent manner.
- Committee members to provide input as to how they would like to see this analysis moving forward.

#### **c) OHS Training Report**

- M. Poirier presented the training report. Increase in participation overall was *noted*; however, the overall rate remained unchanged due to an increase in number of employees.
- The committee agreed to target the remaining 44% of EX level to complete the AGO113 this fiscal year.

**Action:**

- M. Poirier is to target and provide AGO 113 training to the EX cadre.
- M. Poirier to provide Maureen with a report of EXs who have already completed AGO113 to share with senior management.

**d) HPP Implementation Report**

- S. Reaz presented the report regarding the implementation of the Hazard Prevention Program. An assessment was completed of AAFC high risk work sites based on the OHS assessment database. The ROHSCs' efforts were noted for the execution of the first year of the assessment's three year cycle. A suggestion was made to involve the local WOHSs in the assessment.

**Action:**

- S. Reaz to ask ROHSC to get the local committee involved with these processes.
- M. Poirier to present the database to committee in October.

**4. Hazard Prevention Program 3 Year Program**

**a) Update on Persons Granted Access**

M. Poirier presented an update on the Persons Granted Access Guideline. Although this was approved by management, changes are being made to reflect the updates to the AGR 620 training.

**Action:**

- To be communicated secretarially once changes are made.

**b) Update on Workplace Violence Prevention Policy and Guideline**

- M. Poirier provided a status update on the resolution process and informed the committee that the document is ready for consultation.

**Action:**

- M. Poirier to send the document for consultation and approval.

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

- M. Poirier presented an update on the program and sought guidance regarding what should be considered field work and type of first aid training that should be used (basic vs standard).

**Action:**

- M. Poirier to send out the document for consultation.
- The committee is to provide feedback regarding what is considered field work and what type of first aid training should be used.

**d) OHS Policy**

- S. Reaz indicated that the document is pending management approval and should be received by June 23 as per the transmittal slip.
- The policy was revamped and now includes physical and psychological safety.

**Action:**

- P. Gagné to send to translation once approved.

**e) Upcoming Items**

- S. Reaz provided an overview. There are seven items that are to be reviewed this year. Additional items will be included following the deployment of Hazard Identification and Assessment Methodology in July 2017.
- A discussion on WHMIS communication was held. S. Reaz confirmed that the response and outcome was great and additional seats were requested to meet the demand.

**Action:**

- S. Reaz is to send the OHS priorities to the committee by July 30, 2017.
- S. Reaz to send the NOHSPC Terms of Reference secretarially for review and update.

**5. OHS Communications**

**a) Upcoming OHS Communications**

**i. Guideline on Promoting a Scent-Free Work Environment**

- S. Reaz presented the communications.

**Action:**

- Approval is needed from the co-chairs.

**ii. Other Upcoming OHS Event Communications**

- **September – World First Aid Day – Saturday, September 9, 2017**

**Actions:**

- S. Reaz to draft the communication.
- **October – Fire Prevention Week – October 8-14, 2017**
  - S. Reaz stated that Departmental Security Services will be leading the communication this year.

**b) Past Communications**

- **April – National Day of Mourning – April 28**  
Was completed and sent out for this event.
- **May**
  - i. National Mental Health Awareness Week – May 1-7**  
Was completed and sent out for this event.
  - ii. National Occupational Safety and Health Week – May 7-13**  
Was completed and sent out for this event.
- **June**  
**National Public Service Week – June 11 – 17, 2017**  
Was completed and sent out for this event.



### iii. Lyme Disease

- S. Reaz presented the communication that was sent out this year.
- A discussion was held regarding awareness and promotion for tick bite prevention for the future. A task team including, representatives from Public Affairs Branch, will be formed to complete the communication plan prior to next field season. A suggestion was made that communication be provided in the summer employees' welcome package.

#### Action:

- M. Poirier to create a task team to create promotion piece prior to next year's field season and to include PAB member.
- M. Poirier to create a communication campaign for the WOHSC co-chairs, ISMs and ADRTs to promote the tick bite awareness prior to next field season.

### iv. WOHSC Handbook

- S. Reaz confirmed that it was sent out to the WOHSC.

## 6. Updates from National Safety Programs

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

- **Program Management**
  - The National Containment Biosafety and Biosecurity Committee (NCBBC) has a new DG Champion, Dr. Javier Gracia-Garza, Director General, Ontario – Quebec Region
  - The NCBBC has a new Associate Chair, Dr. Anissa Lybaert.
  - The NCBBC requested that a budget be allocated to cover the costs of activities associated with the committee's roles and responsibilities including, preparation of risk assessments for Risk Group 2 (RG2) fungi, face-to-face meeting with NCBBC members, Biological Safety Officers, and Biological Containment Officers, and provision of Transportation of Infectious Materials training (Class 6.2).
- **Human and animal pathogen and toxin licences**
  - 15 centres have been issued licences
  - The NCBBC provided guidance to BSOs regarding disposal of tricothecene mycotoxins (except T2) which are class 6.1 materials that fall under the jurisdiction of PHAC and the *Health of Animals Act* as of January 1, 2016.
- **Training**
  - **Emergency procedure training:**
    - Centres that have CL2 labs conducted hands-on emergency procedure drills in November. The drill for 2016 was a mock dirty-exit from a containment lab.
    - BSO/BCO roles and responsibilities training were completed in December 16, 2016.

## Action:

- J. Sharp to inquire on background regarding their roles and responsibilities training and to verify if it involved NOHSPC consultation. J. Sharp to follow up in October.
- **Incidents**
  - There were nine incidents to report:
    - Total of three near miss at the following centres: Lacombe, Lethbridge (PPC and CL2 facility)
    - One exposure to pathogens at the Kentville RDC(NB. While there was very likely an exposure to pathogens, there was no infection as a result of the exposure)
    - Two non-compliance to Standard Operating Procedures (SOPs) at the following RDC: Lacombe and Guelph.
    - Two damage to or loss of assets at Sherbrooke (environmental samples were among the goods in an AAFC vehicle that were stolen; however, the incident did not present any biosafety or biosecurity threats to the public, to animals, or to the environment.) and at Lethbridge (PPC facility).

## b) National Radiation Safety Committee (NRSC) Update

- Updates from J. Sharp on the NRSC include:
  - Awaiting the CNSC Licence renewal.
  - Varian GC and CPN nuclear gauges have been recertified.

## c) National Laboratory Safety (NLS) Update

- There was no update.

## 7. Standing Agenda Items

### a) Work Refusals / Emergency Response Measures

- There were no work refusals or emergency response measures for the period of March 16, 2017 to June 16, 2017.

### b) ESDC Reports & Directions

#### i. Lethbridge AVC Update

- M. Poirier and S. Reaz presented an update regarding the AVC.
- STB has agreed to purchase new stationary threshers, but procurement cannot be completed in order to have it ready for the season (July). Therefore, alternative measures are being discussed. Efforts are being made to improve Job Safety Analysis and boost training thereof, which will then be communicated nationally.

#### ii. Fredericton AVC

- Three minor issues were identified during a site inspection by a new safety officer (labour program). The issues included: washers observed to have no fusible link present, fire extinguishers not wall mounted, and the access to an electrical panel was compromised.
- All these issues have been resolved.

**Action:**

- AVC and response will be communicated to WOHSC co-chairs across AAFC.

**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; an overview of situation(s) and outcome(s) was discussed.
- Update was provided on five cases: London, NHCAP (ISB), Indian Head, Regina and NHCAP (PB).

**d) Status Update on AEDs**

- 14 additional AEDs were purchased FY 2016-17 and have been deployed and installed.
- AED demo training sessions on how to use the AEDs are on hold until completion of field season to ensure maximum participation. If there are any sites interested in obtaining additional AEDs, additional units can be purchased under the contract. The site would have to provide a rationale for this requirement. Corporate OHS will evaluate the situation and procure additional AEDs as required.

**Action:**

- M. Poirier will provide an update at the October meeting.

**e) Update on National Mental Health Steering Committee**

- M. Power provided an update on the National Mental Health Steering Committee:
  - Organizational risk assessment: The psychological health and safety assessment based on the Guarding Minds @ Work tool is nearing completion. A few focus groups remain to be completed and will be done in September. Some areas of concerns were lack of recognition, training to build awareness, information on available resources, and communication/feedback.
  - Training: Mark Scriver participated in a 'Can I Help?' Train the Trainer MH training provided by Innovation, Science and Economic Development Canada. These games include scenario cards and recommended answers with the goal of matching the scenario to the correct action plan in dealing with each of these situations surrounding mental health.
  - Departmental Co-Champions for Wellness
    - The Co-champions for Wellness have been announced: Tom Rosser and Catherine Keir were in attendance at the last meeting.
  - Not Myself Today: Request for Proposal (RFP) has been sent out. Proposals will be evaluated once the RFP closes.
  - Mental Health Handbook: The handbook contains information about self-care, nutrition, yoga and meditation and was adopted from Statistic's Canada's Mental Health Passport. The mental health continuum (from 'The Working Minds' training) has also been added.

**Action:**

- S. Landry to present on the Mental Health Strategy at the upcoming October meeting.



- The results of the psychological health and safety risk assessment to be presented at the October meeting.

**f) Fire Equipment Test and Maintenance**

- The documents regarding the fire equipment test and maintenance were provided to the committee for information. No discussion was held.

**8. New Business**

**a) Employee and Family Assistance Program (EFAP) Year-End Report**

- J. Mainville presented the EFAP annual report. Discussions were held around the services provided, accomplishments from FY2016-2017, utilization rate and the action plan for FY2017-2018.

**Action:**

- J. Mainville to promote and increase awareness in the regions.
- J. Mainville to invite Health Canada's Specialized Organizational Services (SOS) program to provide an overview of their EFAP at the October meeting

**b) Hearing Protection Program of the Public Service Occupational Health Program (PSOHP)**

- Health Canada recently revamped their Occupational Health Assessment Guide. The Guide consists of a list of occupations that require health assessment (pre-employment and periodically throughout the period of employment) to be able to safely do the work.
- Following changes to Health Canada's PSOHP, departments are now required to hire industrial hygienists to perform the noise exposure assessment.
- Discussions were held around how to triage work environments which are high risk, and if internal assessments should be conducted to determine the need for noise exposure assessments.

**Action:**

- Follow up and update will be provided in October regarding noise exposure.

**c) Fume Hood Cleaning: Discussion on Safe Work Procedures**

- Some of the newer fume hoods have a rinse feature capability to ensure that they are adequately cleaned; however, some older hoods may pose a hazard. For fume hoods with Per Chloric residue, it was agreed the AAFC should contract a High-Hazard contractor.

**Action:**

- The committee is to review the Safe Work Procedures document and provide feedback to S. Reaz.
- Management to evaluate High-Hazard contractors if required.
- S. Reaz to verify the current cleaning procedures.
- The committee membership has been asked to provide any feedback or questions to S. Reaz by June 28<sup>th</sup> as follow-up actions

**d) Domestic Violence: How it affects the Workplace**

- J. McDonald presented a short PSAC presentation regarding the effect of domestic violence in the workplace.
- A discussion was held around promoting the presentation to WOHSC.

**Action:**

- J. McDonald to send P. Gagné a document to send to committee regarding this issue.
- M. Power will share this information with JF Savard (DSS).
- M. Power to follow-up with J.F. Savard to inquire on current security protocol in place in the regions specific to RC having Commissionaires on site and access to buildings
- Discussion is to be held at the October meeting.

**e) OHS Annual Report FY 2016-17**

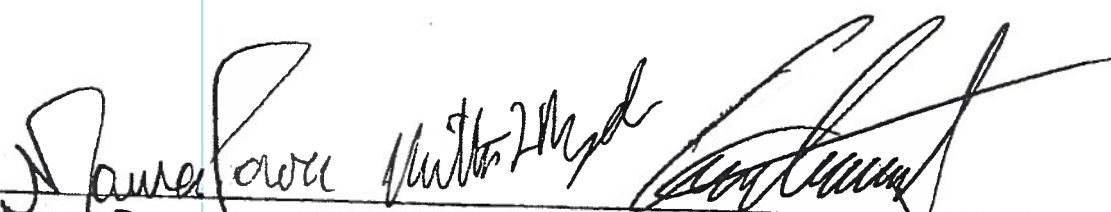
- S. Reaz presented an overview of the annual report. Two new sections have been added: psychological safety and complementary safety programs. The draft report has been completed and forwarded to management for review and approval.

**Action:**

- S. Reaz to share the OHS Annual Report once it is approved by management.

**Next Meetings**

- Proposed: October 5 – Ottawa, ON
- Proposed: December 7, 2017 – videoconference
- Tentative: March 15, 2018 – Ottawa, ON

  
Maureen Power  
(Alternate to Matthew  
Shea)  
Management Co-chair  
NOHSPC

Milton Dyck  
PSAC Co-chair  
NOHSPC

Rolfe Antonowitsch  
PIPSC Co-chair  
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Date Approved:           AUG 22 2017