

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held March 19, 2015
NHCAP, Ottawa

Attendees:

Employee Representatives:

Chair: Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)
Mark Grimmett, Analytical Chemist, CLRC-Charlottetown PE (PIPSC)
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (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:

Caroline Dunn, Director General, Human Resources Directorate, CMB (NHCAP Ottawa)
Alan Parkinson, Director General, Community Pastures Program, PB (Regina, SK)
John Sharpe, Director, Integrated Planning and Reporting, STB (NHCAP Ottawa)
Joel Wilkin, Assistant Director, Integrated Services, CMB (NHCAP Ottawa)

Technical Advisors:

Nicolas Auclair, Acting Team Lead, National OHS Program, CMB (NHCAP Ottawa)
Ceci O'Flaherty, Director, Labour Relations, CMB (NHCAP Ottawa)
Shauna Guillemin, Director, Workplace Wellness Programs (NHCAP Ottawa)

Secretary:

Guests:

Dale Woloshin, Business Continuity Planning Coordinator, Information Technology
Security Risk Management, ISB (NHCAP Ottawa)

Regrets:

Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)
Christine Martel, OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

1. Acceptance of Agenda

- Addition of two new items to Agenda:
 - Asbestos issue in Fredericton – For Information (Rolfe)
 - Security and Emergency Management (Milton)

2. Business arising from the Minutes

a) AED Business Case Guidelines and Template

- The guidelines and template documents are on hold. P. Corriveau has asked for more research to be done as more case studies from other departments are being conducted. The review of new case studies may help clarify and determine what options we should take. Union representatives stated on the record that they support having AEDs in our research centres across the country.

Action:

- More research to be done at the request of P. Corriveau. Includes the review of new case studies by other departments. **(Completed: April 17, 2015)**
- Review new information with NOHSPC co-chairs. **(Meeting schedule for June 8)**
- Brief P. Corriveau with new information to determine next steps.

b) WHMIS/GHS Update

- J. Sharpe provided an update on the status of the WHMIS national Request for Proposal (RFP). The Request is currently with ISB Procurement and will soon be posted on Buy & Sell.
- C. Dunn reminded everyone that we can not interfere and give any companies a heads up that this is to be posted.
- The RFP will be for 1 year starting 2015-16, with the option of 2 additional years.

Action:

- The RFP is part of the transition plan for moving from WHMIS to GHS (WHMIS 2015). **(Completed: April 5, 2015)**

c) JSA Program

- The final versions of the JSA Program and its associated JSAs have been translated.
- A discussion was had around training. No new training will be developed and will be dealt with site by site based on the various implementation phases existing at the worksites.
- A discussion was had on clarifying the roles of supervisors, employees, WOHSCs and ROHSCs. Targeted messages will be developed in support of the Program to clarify the roles, state expectations and identify how the monitoring will be done at multiple levels.

Action:

- Generic JSAs to be entered in to the JSA database. **(Completed: June 5, 2015)**
- JSA Program to be prepared for approval.
- JSA Program to be communicated once approved.

d) Ergonomics Program

- A few modifications were brought forward during the consultation phase which was all addressed.
- One more change was requested during the meeting.
- The Ergo program was recommended for approval following the last change requested.

Action:

- Ergonomics Program to be prepared for approval. (Completed: June 2015)
- Ergonomic Program to be communicated to the WOHSC and NLSC leader.
- Ergonomics Program to be communicated once approved.

e) Internal Audit

- Still no update at this time due to loss of resources in the Office of Audit and Evaluation.

Action:

- Once the scope and terms of reference have been approved by HMC it will be shared with the Committee (expected for end of July).

f) Smoking on Federal Property

- The Directive is with P. Corriveau for approval.

Action:

- Communication package to be prepared and sent out once Directive is approved. (Completed: April 16, 2015)

3. Corporate OHS Policies & Programs

a) 5 year plan 2014-2019 Review and Planning

- Three items that were not completed during 2014-15 and will be carried over to fiscal 2015-16 (Persons Granted Access, Review OHS Training and Chemical Emergency Response Team and Plans).
- A discussion was had regarding the plan for training review and its timeframe for completion. Objective of time frames will be looked at with the new OHS team lead. As for what the training will look like and if smaller modules are something to be looked at, consultations will need to be done with branches and other stakeholders.
- Five items that were on the current plan for the upcoming year were discussed.
 - Hazardous Occurrence Investigation Report (HOIR) is currently under review with ROHSC and will be coming to the Committee soon.
 - The Communication plan is more of a planning tool used for forecasting.
 - Hearing protection has been adopted as Appendix F of the PPE Program in 2012; therefore the standing item can be removed from the web and will be part of the cycle review for the entire PPE Program.
 - A specific document to help with the management of Pesticide Use and Handling could be developed based on the NJC Directive and should include an inventory of pesticides.

- Violence Prevention in the Workplace (AGO120) module was discussed, specifically as to whether the current module is truly enough as a training module or if further development is required.

Action:

- Timeframes for 3 remaining items to be set with new OHS team lead once staffed.
- Consultations for new training courses to be done with stakeholders.
- J. Sharpe to look into how baseline hearing tests and blood tests are being done across the country and how it is being communicated to managers.
(Completed: March 24, 2015)
- Violence Prevention in the Workplace online training module will be review to ensure it is aligned with the new Policy.

b) Hazardous Products Regulations – Implementation of new Globally Harmonized System (WHMIS 2015)

- In general, the employer’s responsibility is the same but the training will need to be reviewed. A transition plan is drafted and will need to be finalized by the new OHS team lead. Health Canada is the main organization responsible in Canada to provide information on GHS. Fact sheets and posters already exist and will be easily included in our strategy. Signage will need to be updated in all buildings. Employer is allowed a three year transition plan to allow for current chemicals to be used prior to purchasing under the new regulations.

Action:

- Transition plan including timelines to be established and communicated out to all who use chemicals.

c) OHS Reporting Update

- New reporting dashboard options are being looked at for both training and accident reporting.

Action:

- Examples to be presented at the next meeting in June.

4. Upcoming OHS Communications

- The upcoming events and main communications that will be coming out between now and the next meeting in June were discussed.
- A discussion was had about getting more involvement from sites and encouraging the ROHSCs to help engage involvement at the local level.

Action:

- News@work message for National Day of Mourning (April 28) to be communicated. (Completed: April 16, 2015)
- News@work message for North American Occupational Safety and Health Week (May 3-9) to be communicated. (Completed: April 16, 2015)
- NOHSPC March minutes to be posted online and communicated
- News@work message for New Directive on Smoking and the Use of Electronic Cigarettes in the Workplace to be communicated. (Completed April 16, 2015)
- Scent free reminder to be communicated (Completed April 21, 2015)

5. Updates from National Safety Programs

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

- An audit has been conducted for all level 2 laboratories. Overall no significant finding but it did focus on training and record keeping as areas that could be improved.
- A number of improved processes will result including Emergency Response and the use of drills to exercise procedures.

Action:

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

b) National Radiation Safety Committee Update

- No incidents or accidents have occurred since last meeting.
- Some new regulations have been implemented but none that affect our work at AAFC.

c) National Laboratory Safety Committee (NLSC) Update

- Mostly focussing on the implementation of WHIMS 2015

6. Standing Agenda Items

a) Work Refusals/Emergency Response Measure

None to report at this time.

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

- Annual WOHSC report of activity LAB1058 reports were submitted to ESDC on time.
- Positive feedback was provided on the first national report. We need to continue to make improvements on this business process to ensure the data integrity by having ESDC providing a more clear definition of certain information required.

Action:

- Clear instructions to be established for all Committees and incorporated into the WOHSC Handbook by early 2016 due to ESDC.

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) New procedure for collecting new business starting in June

- S. Guillemin provided the Committee with details on how we would like to move forward with new business items starting for the June meeting. This does not mean that last minute items will not be accepted, it just means that where

possible, we would like to have as much information available as possible to have a meaningful discussion instead of it coming after the meeting and waiting for a result or outcome at the next meeting. So members can at any time in between the meeting send their questions to initiate any research as soon as possible.

b) Fire Protection Program March Update

- J. Wilkin provides a brief summary of the compliance checklist rolled out at the AAFC worksites in order to meet the requirement of fire protection. The vast majority has complied to requirements.

Action:

- Document from J. Wilkin to be shared with the Committee as information.
(Completed: May 26, 2015)

c) NOHSPC next meeting dates

- Next meeting will be June 25, 2015.
- Following meetings are set for: September 17, 2015, December 17, 2015 (via VC) and March 17, 2016.

Action:

- Schedulers will be sent out to all committee members.

d) PIPSC Alternate to NOHSPC

- D. Woloshin was introduced as the new PIPSC alternate and attended the meeting as an observer.

Action:

- D. Woloshin will be added to distribution lists and access to and shared information will be granted. (Completed: April 13, 2015)

e) 2014 PSES Results

- Some PSES Questions and results relating to OHS, workplace violence and duty to accommodate were discussed. It has been pointed out that AAFC results are scoring above the public service for many areas.
- Branches will be asked to dig into their own results.

Action:

- From a Corporate wide perspective, when the data gets further analysed, a subsequent discussion will occur at the NOHSPC

f) Regional OHS Coordinators (ROHSCs) Status

- A discussion was had around vacancies in the ROHSCs across the country.
 - D. Graham is now covering all of Albert and BC in J. Bryant's absence (his area of responsibility was Northern AB/BC)
 - A. Sears is covering for L. Peters for Saskatchewan. (During his absences, G. Curry or D. Graham is covering and M. Kratochvil focusses on the CPP sites in this region).
 - N. Auclair is covering Quebec region during his acting

- The employee representatives would like to state for the record that they believe these positions are key and any vacancies should be filled and note that when there is no coordinator in place that OHS matters can slip or get missed very quickly.

g) Lacombe Indoor Air Quality (IAQ) Update

- Testing has been completed and equipment has been purchased to deal with any of the IAQ issues that were at the site.
- Any further follow up will be handled locally.

h) Asbestos issue in Fredericton

- For information only, a quick point is made to remind how communication is important when such situations occur.

i) Security and Emergency Management

- A question was raised about the exact connection between this workgroup and the NOHSPC. In the past, we have briefed them on some OHS matters such as violence and we have provided information on what needed to be developed. For broader matter, this would be brought to the NOHSPC. Acknowledgement by J.F. Savard was made at the HR Union Consultative Committee. Special meeting could be considered if necessary.

Next Meetings

- June 25, 2015 – Ottawa , ON
- September 17, 2015 – Ottawa, ON
- December 17, 2015 – by Videoconference
- March 17, 2016 – Ottawa, ON