

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

## **National Occupational Health and Safety Policy Committee (NOHSPC)**

### **Meeting**

Minutes of meeting held on March 16, 2017  
National Headquarters Complex for the Agriculture Portfolio, Ottawa, Ontario

#### **Attendees:**

##### **Employee Representatives:**

**Chair:** 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

Michelle Hambly, General Labourer, Beaverlodge Research Farm (PSAC)

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

##### **Employer Representatives:**

Maureen Power, Executive Director, Human Resources Directorate, CMB

Alan Parkinson, Director General, Community Pastures Program, PB

Ling Lee, Strategic Advisor, Partnerships and Planning Directorate, STB

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

##### **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:**

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

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

**Guests:**

Nicholas Auclair, Quebec Regional OHS Coordinator, STB via Video Conference  
Jonathan Elston, Conflict Resolution Practitioner, Workplace Wellness Programs,  
CMB

**Regrets:**

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

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

Denna Dougan, Director, Integrated Services, CMB

John Sharpe, Director, Integrated Planning and Reporting, STB

Matt Shea, Director General, Human Resources Directorate, CMB

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

- a) Agenda was accepted.
- b) The December 2016 minutes were approved and signed.

**Action:**

- P. Gagné to send the December 2016 minutes for translation.

**2. Business arising from the Minutes**

- S. Reaz presented an overview of the Action Item Registry following which a brief discussion was held.
- Committee agreed that HPP Tracking Item comments will be taken out and put on the Task and Priority Tracker. Action Item Registry will become a tab of this Task and Priority Tracker.

**Action:**

- Follow-up discussion required to modify the Action Item Registry in order to capture the status of each action item.
- P. Gagné to consolidate these documents. Page numbers and legend are to be added to the document.

**3. Corporate OHS Policies & Programs****a) Workplace Violence Complaint Resolution Process**

- M. Poirier presented an update on the process. This is the document AAFC will use moving forward for the resolution of WPV complaints

**Action:**

- Discussion to be held at the June meeting on how to promote it when it is completed.

- M. Poirier to send an email with the final version and the document location to the committee members.

**b) Employer's Annual OHS Report (ESDC)**

- S. Reaz presented an update on the report. All sites submitted their information prior to the March 1<sup>st</sup> deadline. Disabling Injuries dropped by 25% in comparison to 2015.

**Action:**

- S. Reaz to do the final analysis which will be presented at the June meeting.

**c) Workplace OHS Committee Reports (ESDC)**

- S. Reaz presented an update on the report. All sites submitted their information prior to the March 1<sup>st</sup> deadline.

**Action:**

- S. Reaz to check on the number of employees not represented by union for the Melfort Research Centre (a satellite centre of Saskatoon RDC).
- Committee to send questions regarding any numbers or concerns secretorially to S. Reaz for follow up.
- S. Reaz to do an analysis to compare 2015 to 2016 and to verify the integrity of the 2016 data for potential discrepancies and errors in reporting.
- S. Reaz to do final analysis which will be presented at the June meeting.

**d) WHMIS (GHS) Training Update**

- Use for fiscal year 2016 of the 2000 total licenses shows that 421/1500 English ones remain unused and 459/500 French ones. Currently awaiting renewal for next fiscal year.
- Use of WHMIS training is expected to increase fiscal year 2017-18 as all of AAFC sites will be using the same training provider (CCOHS). Last year, we used some licences available from regional training providers that were purchased earlier under multi-year contracts.
- Waiting to hear from the Canadian School of Public Service as to whether the training will continue to be offered at no cost for FY 2017-18.

**Action:**

- L. Lee is to inform the committee about the Canada School of Public Service's response.

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

**a) Discussion on Rescinding Safe Use of In-Vehicle Telematics**

- S. Reaz provided an update on the status of this document and an update based on the review of the document.
- Discussions between Corporate OHS and Legal Services have taken place. Legal Services are currently reviewing the provincial and territorial laws to determine whether these are applicable to off-road and farming equipment being used on Crown land.

**Action:**

- S. Reaz to provide an update at the June meeting.
- b) Update on the Chemical Emergency Response Team (CERT) and Plan**
- N. Auclair presented an update on the plan. No changes to the content, some minor editorial changes only.
  - Appendix C and C1 could be posted on OHS boards.
- c) Update on Persons Granted Access**
- M. Poirier presented an update with very few minor changes
  - Security services have offered to add AGO104 to their online suite training (AGR620) along with AGO120. To be implemented prior to May 2017.
- d) Update on Workplace Violence Prevention Policy and Guideline**
- M. Poirier provided a status update on the resolution process and added that revisions and update are ongoing due to ongoing consultation and evolution of the WPV resolution process.
  - Awaiting for further direction TBS/ESDC prior to final submission (March-June to review)
  - M. Poirier informed the committee that the unions are requesting the Interpretation Policy Guideline (IPG) be nulled. Guidance should be provided by ESDC early FY 2017-18.
  - Other departments are having the same issues.
- e) Update on First Aid and Automated External Defibrillators (AED) Program**
- M. Poirier informed the committee that the document is ready for consultation.
  - The current practice is that we provide first aid training above the legally required standard of basic first aid training. Discussion was held as to whether we should offer basic first aid training (one day) to the sites with lower risk exposure and standard first aid training (two days) to sites of higher risk exposure.

**Action:**

- First Aid Program to be shared with Committee for feedback. Seeking feedback on Basic versus Standard training and what should be considered field work.
- f) Update on Job Safety Analysis Guideline**
- M. Poirier presented a status update including gaps identified in the document which include timeframes, updates and databases. The use of JSA database as a repository for all JSAs was discussed.
  - Minor administrative changes were made. Document is pending management approval.
  - JSA to be presented at BOC next week to the ARDTs.

**Action:**

- Communication document will be disseminated to the WOHSC.
- g) Guideline on Promoting a Scent-Free Work Environment**
- Guideline was recently approved.

**Action:**

- S. Reaz to complete the communication.

**h) OHS Policy**

- Consultations have concluded.

**Action:**

- Endorsement from co-chairs will be sought followed by management approval.

**i) Upcoming Items**

- S. Reaz provided a brief overview.

**Action:**

- S. Reaz to add more items for the next year as the priorities have been established.
- Short discussion will be held at the next meeting to prioritize actions for the year.
- S. Reaz to secretarially provide a list of documents which will require revision no later than early June.

**5. Upcoming OHS Communications**

**a) Lyme disease**

- A discussion was held on the Public Health Agency of Canada toolkit and whether it is sufficient as a communication tool. The committee also discussed the idea of a one/two-pager (Q/A's and overview of the toolkit) that worksites could post for enhancing fieldworker's awareness.
- D. Babuin highlighted the importance of warning signs and reporting following the exposure to tick bites to complement the information included in the toolkit.

**Action:**

- M. Poirier and D. Babuin to provide a communication prior to planting / field season with a draft by April 1, 2017, and to work on updating document for 2018 season.

**b) Other Upcoming OHS Communications**

- Communications for Canadian Agricultural Safety Week and National Farm Safety Week have been sent out.
- Next communications include: National Day of Mourning (April 28), Mental Health Awareness Week (May 1-7) and North American Occupational Safety and Health Week (NAOSH) (May 7-13).

**Action:**

- Committee members to provide suggestions to S. Reaz regarding ideas to promote NAOSH Week.
- S. Reaz to send local committee reference of material used for the promotion of previous NAOSH weeks and material from CCOHS which includes free posters.

**6. Updates from National Safety Programs**

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

- Updates from L. Lee on the NCBBC include:
  - **Human and animal pathogen and toxin licences**

- Reclassification of several fungal pathogens to Risk Group 1 has reduced the number of centres requiring a licence under the HPTA;
  - 15 centres requiring licences have been issued licences;
  - The NCBBC is providing 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 procedures training:
      - Centres that have CL2 labs conducted hands-on emergency procedures drills in November. The drill for 2016 was a mock dirty-exit from a containment lab.
      - BSO/BCO roles and responsibilities training was completed in December 16, 2016.
    - ❖ Biosafety Risk Assessment training:
      - Risk assessment training has been scheduled for April 24, 2017
  - **Incidents:**
    - None to report

**b) National Radiation Safety Committee Update**

- Updates from L. Lee on the NRSC include:
  - In January AAFC received a final notification of expiry of Varian Associates Inc. Radiation Devices Certificates from the Canadian Nuclear Safety Commission regarding our Varian gas chromatograph with a Ni-63 source. Varian was acquired by Agilent few years ago so the certificate issued by Varian which expired on April 30, 2017 wasn't and won't be renewed. N. Ritchot, STB's Radiation Safety Officer, has completed the forms and documentation to re-certify our devices as they are still used by AAFC employees with thousands of samples being analysed weekly. Everything was sent few weeks ago and Ms. Ritchot is waiting for feedback. The centres where the device was in storage have decided to dispose of it, Kentville will be decommissioned shortly.
  - An electronic inspection in radiation safety was sent to Radiation Safety Officers in January and the data were updated. All AAFC authorized users trained in 2013 had a refresher.

**c) National Laboratory Safety (NLS) Update**

- Update from L. Lee on NLS include:
  - For laboratory safety, the National Laboratory Safety Committee was dissolved at the end of its term and C. Dubeau who is inventory manager and N. Ritchot will be appointed as National Laboratory Safety Coordinator to maintain the program. For now, as laboratory advisor, N. Ritchot is maintaining the program and updating documents. The laboratory safety orientation and manual were updated, and C. Dubeau will be updating corrections to AgriCH documents.

## **7. Standing Agenda Items**

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

- There were no work refusals or emergency response measures for the period of December 1<sup>st</sup>, 2016 to March 16, 2017.

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

- There was one AVC issued at the Fredericton Research and Development Centre.
- There was one ESDC Directive issued at the Lethbridge Research and Development Centre.

#### **Action:**

- The amendment to the response to the Directive issued by ESDC requires to be sent.
- Requirement to develop a safeguard for Plot Combine Machines.
- To discuss item No.1 regarding Lethbridge's response to ESDC's Directive at the next June meeting.

### **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) were discussed.
- As per discussion, Section 20.9 of the Canada Occupational Health and Safety Regulation is specific regarding the situation where a competent person provides a report to the employer. In such cases, the report should be shared with the workplace committee without the identity of the persons disclosed unless there is explicit consent. In the event there are two individuals, where one consents to disclose identity and the other refuses, the employer has to avoid disclosing information that could identify either as this could disclose the identity of the non-consenting party.

### **d) Status Update on AEDs**

- All AED units have been installed. There are some inspection delays which will be addressed, by the end of May.
- There was a purchase of 14 additional units for this year, which will be shipped out prior to FY end.
- A question was brought up regarding keys to disable alarms; who is the holder of those keys A comment to not disengage the alarms was raised the committee decided against which.
- It was recommended to keep the AED prep kits attached to the AED main units.
- Currently AED demo training pilot sessions on how to use the AEDs is underway at NHCAP.

#### **Action:**

- Regions are to contact M. Poirier if interested in AED demo training for their regions. M. Poirier is to set up demo training for the interested regions.

### **e) Update on Mental Health Steering Committee (Sub-Committee of NOHSPC)**

- S. Landry provided an update from the Mental Health Steering Committee which includes:

- Organizational risk assessment: The Guarding Minds @ Work Organizational Risk Assessment tool is being used to conduct the organizational psychological health and safety risk assessment. The survey will assist in reviewing existing practices, identify areas of strength, areas of concerns, areas in which perception of management and employees differ, and are also a means of obtaining employee input. The Mental Health Steering Committee has sent out this survey that will be completed by local Workplace OHS Committees, Regional Management Committees, and AAFC's Diversity Networks. The completion of the surveys has a target date of June 2017.
- Mental Health Training: The Workplace Wellness Programs team, members of the Mental Health Steering Committee and personnel from the HRD participated in the Mental Health First Aid course in January 2017 as an evaluation exercise to determine if the department would consider this course be offered more broadly in the future. HRD personnel and members of the Mental Health Steering Committee also participated in the Working Mind training March 14, 2017. DG's are planning on taking The Working Minds on March 30<sup>th</sup>.
- Departmental Psychological Health and Safety Champion: Two options for appointment are still being considered:
  - One senior management champion; or
  - Two co-champions, consisting of one employee, one employer.
- Mental Health Strategy: The Workplace Wellness Programs has developed a department-wide 25 page mental health strategy. The guiding principles of the strategy include:
  1. Acknowledging the importance of employee well-being to organization success;
  2. Recognizing the employee' shared responsibility to organization success;
  3. Ensuring the strategy focuses on solution rather than problems;
  4. Keeping measurement and evaluation as critical focal points; and
  5. Sharing lessons learned with employees and the organization at large.
- Not Myself Today: The contract has been extended for three months while the RFP process is being initiated.
- Mental Health Handbook: The handbook which contains information about self-care, nutrition, yoga and meditation was presented to the Mental Health Steering committee members for feedback. The mental health handbook should have a section added on the mental health continuum and yoga.

**Action:**

- S. Landry will present the approved Mental Health Strategy to the committee at an upcoming meeting.
- S. Landry to send follow up email to co-chairs to say ROSH members are not subject matter expert on March 17.
- S. Landry to provide create a one-pager summarizing the Mental Health training currently available which includes Mental Health First Aid, The Working Mind Training, JLP's Mental Health training be created for the committee. Landry to provide a write-up on yoga to be added to the Mental Health Handbook.
- Results of the Guarding Minds Surveys will be presented at the September meeting.



**8. New Business**

**a) Civility in The Workplace Training**


- J. Elston facilitated the training, which was well received by the committee members

**Action:**

- C. Martel to update training profiles for committee members.

**Next Meetings**

- June 15, 2017 – Ottawa, ON
- September 14, 2017 – Ottawa, ON
- December 7, 2017 – videoconference
- March 15, 2018 – Ottawa, ON



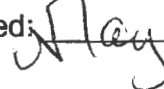
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Date Approved:  May 12. 17