

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held October 2, 2014
NHCAP, Ottawa

Attendees:

Employee Representatives:

Chair: 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)
Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)
Patrick St-Georges, Lab Safety Technician, ECORC-Ottawa (PSAC)
Sarah Leonard, Plant Propagation Technician, SJRC-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) – On behalf of Denna Dougan

Technical Advisors:

John Tomaselli, Team Lead, National OHS Program, CMB (NHCAP Ottawa)
Ceci O'Flaherty, Director, Labour Relations, CMB (Winnipeg, MB)

Secretary:

Christine Martel, OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

Guests:

Shauna Guillemin, Director, Values, Ethics and Conflict Resolution

Regrets:

Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)

1. Approval of Minutes and acceptance of Agenda

a) Introduction of new members

- Sarah Leonard and Dean Babuin are new PSAC Representatives on the Committee.

b) Minutes

- June minutes were approved by Committee with the addition of scent-free discussion during roundtable and minor changes (to Rolfe Antonowitsch's title).

Action¹:

- June minutes to be posted on the website.

2. Business arising from the Minutes

a) Firearm Use Directive

- The communication strategy has been prepared.
- The directive package is ready for management approval.

Action:

- The directive package to go up to the CMB-ADM for approval by October 17, 2014.

b) AED Business Case Template and Guidelines

- The template and guidelines document has been finalized.
- The communication strategy has been prepared.
- The co-chairs need to establish a process for dealing with business cases being put forward by local workplace OSH committees.
- The Brandon business case was shared with the Committee for their review.
- Legal's input on the Brandon business case was shared with the Committee.

Action:

- The Committee to share their feedback to John Tomaselli by October 17, 2014.
- The co-chairs to finalize the process including timelines for reviewing incoming AED business cases by October 31, 2014.
- Communique to local workplace committees to be sent out using distribution list by November 7, 2014.

c) WHMIS/GHS Update

- Gaston Mercier provided the committee with an update on the changes to the regulations regarding the change over from WHMIS to GHS which normally should become effective on June 1, 2015 to coincide with GHS coming into effect in the United States.
- Our Chemical Inventory software is ready for the change.
- John Sharpe provided an update on the status of the WHMIS national RFP.
- Our RFP was put on hold as one by NRC was underway which seems to match our requirements.
- NRC's RFP should be completed by the end of October and will become a national standing offer.

¹ All action items are the responsibility of the Corporate OHS Unit unless otherwise specified.

Action:

- The NRC WHMIS training will be shared with the Committee for review in November to see if it meets our requirements.
- Discussion and recommendation to be made at the December meeting.

d) Fall Protection Program

- The document was recommended for approval by the committee at the June meeting.
- John Tomaselli to make a few minor changes to address Legal's comments to finalize the document.

Action:

- Communication strategy to be prepared.
- Fall Protection Program package to go up to CMB-ADM approval by October 31, 2014.

e) Workplace Violence Prevention Policy

- The communication strategy has been prepared.
- The policy package is ready for management approval.

Action:

- The directive package to go up to the CMB-ADM for approval by October 17, 2014.

f) CERT Standard

- Mark Grimmett has agreed to replace Glenn Miller on the Working Group.
- John Tomaselli to have a draft document to the Working Group by end of October.
- The new standard will include a small quantity exemption that would allow a person who is trained on the safe use of a product to clean up small spills. Otherwise, a team (internal or external) would need to respond to larger or higher risk spills. The decision to use an internal or external team would be made by each site.

Action:

- John Tomaselli to provide Working Group with draft document to review by end of October.
- Working Group to review and provide their feedback back to John Tomaselli by mid-November, with full Committee review prior to the December meeting.
- The standard to be finalized at the December meeting.

g) JSA Program

- The new JSA Program document was table dropped at the meeting. The Committee will have until October 31, 2014 to provide their feedback to John Tomaselli.
- The new program aims to clarify the processes and make it more consistent from coast to coast.
- The ROHSCs are currently reviewing the JSAs in the database. The good ones will be identified as generic JSAs.

- Recommendations were made that the Lab Safety Contacts be included in the references and roles and responsibilities as they may be resources used as consultants in establishing certain JSAs.
- It was also recommended that the topic of JSAs be added as a standing agenda item for all local Workplace OHS Committee agendas.

Action:

- Committee members to provide feedback by October 31, 2014.
- The JSA Program document to be brought back to the Committee for finalization prior to the December meeting.
- [Dean Babuin to speak with Nicolas Auclair about the possibility of adding a checkbox in the JSA Database to indicate that the WOHSC has reviewed the JSA.](#)

h) National OHS Policy Committee Training

- The training session that took place on October 1, 2014 was not what was expected.
- John Tomaselli to revise a training package based on a previous training plan and the AGO101 training and what is to be updated in the CCOHS CBT training. The new training plan will focus on the requirements for a policy committee.
- The training will be approx. 1.5 hours and is planned for December.

Action:

- John Tomaselli to provide revised training package to Committee for review by mid November.

i) Ergonomics Program: Phase II

- Document is still under development. Aim to have a document for the committee to review by end of November.

Action:

- Share document for review with Committee by end of November, 2014.

j) CSA Standard Subscription

- Our CSA standard subscription is ok for this year but is not funded for next fiscal year.
- A review of the 77 current standards was conducted and a recommendation to keep 27 was made to the Committee. This would reduce the cost from \$5000 to \$2700. Reason for the reduction include some subscriptions are available for free and others have been withdrawn (no longer active).

Action:

- John Tomaselli to provide Shauna Guillemain (CMB rep on the CAL committee) with a formal recommendation and request for funding for the remaining 27 standards – (completed October 2014)

k) Scent-free discussion

- A discussion was had about whether a national policy could be put into place. The decision was made for a Guideline to be put into place based on the current tool-kit and for a communication strategy to be prepared.

Action:

- Scent-free Guideline and communication strategy to be prepared for review by mid November.

l) Internal Audit

- The scope and terms of reference for this internal audit of the National OHS Program has not been tabled yet at HMC.

Action:

- Once the scope has been tabled at HMC it will be shared with the Committee.

3. Corporate OHS Policies & Programs

a) HPP Implementation Plan Update

- A draft 5 year plan was shared with the Committee. The plan is developed based on the Risk Hazard Registry that identifies priorities for program development and based on the date of existing directives and policies.

Action:

- The HPP Implementation plan to be brought to the committee for review at the March meeting. A review of the work completed and plan for the next year to be reviewed and assessed. Input from Internal Audit may also have an effect on the review of work needed to be done and the timeframes.

b) Hazardous Occurrences Report

- The report was presented to the Committee.
- It was noted that we are falling behind in our reporting.
- A discussion was also had about how many years we want to look at on the report and what kind of changes could be made to the reporting structure.

Action:

- A new report format to be presented at the December meeting.

c) OHS Core Learning Program Completion Rate Report

- The report was presented to the Committee.
- A discussion was had about what kind of changes could be made to the reporting structure to streamline the reporting.

Action:

- A new report format to be presented at the December meeting.

4. Workplace OHS Committees(WOHSC)

a) WOHSC Agenda Item Submission Template

- The template has been finalized.
- A communication strategy has been developed.

Action:

- The communication strategy to be reviewed and approved by the Committee co-chairs and communicated out to WOHSC co-chair distribution list by October 17.

5. *Updates from National Safety Programs*

a) National Containment, Biosafety and Biosecurity Committee Update

- Updates to the Biological Safety and Biological Containment Guidelines were done in accordance with changes in guidance documents. A knowledge Workspace site for NCBBC members was created and will be used to facilitate sub-committee projects. A review and update of the AAFC CBB Policy is ongoing.
- A previous Laboratory Acquired Infection was addressed and reported to the Public Health Agency of Canada as well as the ADM of STB. A process for communicating such incidents to the ADM was established.
- Two near miss incidents that occurred in Lethbridge were reported to the NCBBC and appropriate corrective actions were taken locally.
- Ongoing activities include an audit by the Office of Audit and Evaluation (report findings expected in fall of 2014), appointment of new NCBBC members, review of Research Centre Audit Reports and regular teleconferences.

b) National Radiation Safety Committee Update

- A flood occurred in an intermediate level radiation lab in Lethbridge. During a weekly inspection of emergency showers, the water from the shower did not shut off which caused about 10-15 cm of water to pool on the floor. The clean-up and repairs have been completed.

c) National Laboratory Safety Committee Update

- Nothing new at this time

6. *Work Refusals/Emergency Response Measure*

a) Chemical Spill - Fredericton

- The incident occurred following the transferring of chemicals from multiple bottles into one bottle. A reaction occurred in the bottle which caused the bottle to rupture.
- The emergency shower did not have a drain and the shower water spread the contamination from the spill into several labs
- The investigation is still underway. Recommendations will be included in the investigation report.
- An employee went to the hospital for precautionary reasons but no injuries occurred.

b) Indoor Air Quality Testing – Lacombe

- The latest sampling showed the source of the issue to be the boiler exhaust.
- The boiler is currently offline until maintenance is completed.
- The official reports from both the boiler company and the IAQ Company have still not been received.
- Currently, air quality monitors are still set up throughout the building to monitor the situation as an additional precaution.

- Employees will not return to that part of the building until air monitoring confirms the issue has been addressed.

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

- Nothing new to report at this time

8. Communications

- Fire Prevention Week is upcoming (October 5-11). National news@work from Committee co-chairs to be posted on AgriSource by Monday.

9. Workplace Violence Cases

a) Presentation of Active or Ongoing Workplace Violence Cases

- Three Workplace Violence situation updates were discussed. No employee names were mentioned, only overview of situation and outcome if available were discussed.

10. New Business

a) 2013-14 EAP Annual Utilization Report

- Shauna Guillemin provided the Committee with the 2013-14 EAP Annual Utilization Report.
- A new contract started with Shepell-fgi on June 1, 2014.
- Promotional materials were distributed through the ISMs and other management reps for all worksites.
- A Wellness Strategy is being developed.

b) Fire Safety Plan Templates

- The templates currently available on our OHS Website are being updated to remove reference to ESDC program as it no longer exists. Proper process and contact to be included.

Action:

- Templates to be updated by October 31, 2014.

c) Smoking on Federal Property

- Concerns regarding guidance on specific distances from entrances for designated smoking areas and the use of electronic cigarettes were brought to the attention of the committee.
- A decision was made to put a directive in place for all AAFC controlled workplaces. Designated smoking areas should be at a minimum distance of 9m from any entrance, ventilation system, or from any window that can be opened. The use of electronic cigarettes or any similar device will be prohibited in any location where smoking is prohibited.

Action:

- Directive to be drafted and shared with the committee for feedback by October 31, 2014.

d) Ongoing Accident Investigation - Lethbridge

- A discussion was held regarding an ongoing accident investigation regarding an incident that occurred approximately 10 years ago but that was not reported until recently.

11. Round table

a) WOHSC Handbook feedback

- Feedback heard from some local Workplace OHS Committees was provided to the committee. Wording in section 1.6 will be reviewed.

Action:

- Wording in section 1.6 to be reviewed by the committee and recommended changes to be submitted to John Tomaselli by October 17, 2014.

b) Near Misses

- A suggestion was made to consider ideas on how to campaign health and safety at AAFC and try to change the culture around reporting near misses for both employees and managers.

Action:

- To be looked at during the review of the Communication Strategy on ways to build on this suggestion.

c) Travel Options and Costs

- A request was made to consider relooking at travel options again for the Committee.

Action:

- Travel options and costs to be looked at and submitted to management for review by end of November.

d) Roles and Responsibilities and Training for Policy Committee Members

- A recommendation was made for a one-pager for new Committee members to highlight their roles and responsibilities and recommendations on training they should complete to assist them as new members.

Action:

- A one-pager to be developed for review at December meeting.

Next Meetings (tentative)

- June 10-11, 2014 – Ottawa , ON (**EVENT#CMB0001**)
- October 1-2, 2014 – Ottawa, ON (**EVENT#CMB0002**)
- December 18, 2014 – by Videoconference
- March 19, 2015 – Ottawa, ON (**EVENT#CMB0003**)