

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee Meeting

Minutes of meeting held September 17, 2015
NHCAP, Ottawa

Attendees:

Employee Representatives:

Chair: Milton Dyck, Technician, SPARC-Swift Current SK (PSAC)
Rolfe Antonowitsch, Range Management Biologist, RDIRS-Regina SK (PIPSC)
Sarah Leonard, Research Technician, ACCCRC-St. John's NL (PSAC)
Dean Babuin, Research Technician, PARC-Agassiz BC (PSAC)
Dale Woloshin, Business Continuity Planning Coordinator, Information Technology Security Risk Management, ISB (NHCAP Ottawa)
Gaston Mercier, Chemist, HRDC-Saint-Jean-sur-Richelieu QC (PIPSC)
Jane McDonald, Mass Spectrometry Technician, KRDC - Kentville NS (PSAC)

Employer Representatives:

Joseph Silva, Director, Workplace Programs, Human Resources Directorate, CMB (NHCAP Ottawa)
Matt Shea, Director General, Human Resources Directorate, CMB (NHCAP Ottawa)
Alan Parkinson, Director General, Community Pastures Program, PB (Regina, SK)
Joel Wilkin, Assistant Director, Integrated Services, CMB (NHCAP Ottawa)
Ling Lee, Strategic Advisor, Cross-Sectoral Strategic Direction, STB (NHCAP Ottawa)

Technical Advisors:

Sami Reaz, Head of National OHS Program, CMB (NHCAP Ottawa)
Shauna Guillemin, Director, Workplace Wellness Programs (NHCAP Ottawa)

Secretary:

Ashley Eades, Acting OHS Project Officer, National OHS Program, CMB (NHCAP Ottawa)

Guests:

Jean-François Savard, Director, Departmental Security Services, CMB (NHCAP Ottawa)
Ann Seguin-Huska, Manager, NHCAP Security Services, CMB (NHCAP Ottawa)
Nicolas Auclair, Occupational Health and Safety Coordinator, Quebec (HRDC Saint-Jean-sur-Richelieu)

Regrets:

Denna Dougan, Director, Integrated Services, CMB (NHCAP Ottawa)
John Sharpe, Director, Integrated Planning and Reporting, STB (NHCAP Ottawa)

1. Acceptance of Agenda

- Agenda was accepted with no modifications or additions.

Action:

- Request that all action items are followed-up.
- Create a bring forward document to manage action items.

2. Business arising from the Minutes

b) AED Business Case Guidelines and Template

- After further review, management is continuing to look into the feasibility of an AED program for the Department. This implementation is only focusing on buildings and does not include mobile site coverage at this time.
- Suggestion to send a message to the local WOHSC to promote first aid in the regions.

Action:

- Finalize the implementation plan of an AED program at AAFC which includes the number of employees trained in First Aid.
- Co-chair meeting to be held to discuss finding before December NOHSPC meeting.
- Send out a message to the local WOHSC to promote first aid in the regions.

WHMIS/GHS Update

- L. Lee provided an update on the status of the WHMIS/GHS Request for Proposal (RFP). ISB Procurement is looking for additional details at this time.
- Gaston Mercier has been selected to be a part of the review panel.
- The importance of informing all AAFC employees of the new GHS hazard symbols was also discussed.

Action:

- L. Lee will provide the committee with the timeline for implementation.
(Completed: September 29, 2015)

g) JSA Program

- The JSA Program is being passed through the final approval stages. The program is being reviewed with an editor.
- N. Auclair gave an overview and tutorial on the JSA database training.

Action:

- JSA Program to be approved by the Assistant Deputy Minister of Corporate Management Branch.
- Final communications will be approved secretarially by the co-chairs.
- JSA Program to be communicated once approved.

j) Ergonomics Program

- The Ergonomics Program is being passed through the final approval stages. The program is being reviewed with an editor.

Action:

- Ergonomics Program to be approved by the Assistant Deputy Minister of Corporate Management Branch.
- Final communications will be approved secretarially by the co-chairs.
- Ergonomic Program to be communicated to the WOHSC and NLSC leader.
- Ergonomics Program to be communicated once approved.

l) Internal Audit

- Management had a meeting with the auditor on September 14, 2015, however, no documentation was provided at that time.
- Overall themes of the audit were discussed, including governance across the regions, training, data integrity and reporting and communication.

Action:

- Co-chair meeting to discuss audit findings to be scheduled before December 3, 2015 (DAC meeting).
- Commitment from auditor is to join the December NOHSPC meeting.
(Scheduler sent: September 17, 2015)

a) Violence AGO-120 Revision

- Revisions to the AGO-120 online module are currently on hold as the current contract is up for renewal. Modifications to the training module include text changes and the addition of a testing component.
- Suggestion was made that the questions should be randomized in the testing component of AGO-120.

Action:

- Once the decision on the platform is finalized, the training module will be updated.
- Have test approved and implemented.
- Communication package to be prepared and sent out once test is approved and implemented.

b) Consolidated Workers' Compensation Program

- The pamphlet is in the process of being approved, translated and posted.
- This program has been featured as one of the successful lean process initiatives at AAFC.
- Additionally, the program includes all regions, meaning that all workers' compensation claims will be centrally managed by the Consolidated Workers' Compensation Program.

f) Update on Feasibility of Blackberries for NOHSPC Members

- The NOHSPC does not have the authority to issue Blackberries to its members.

Action:

- M. Shea's office will look into hoteling stations, laptops (including for use during the meeting), Wi-Fi hubs and hard tokens for members who travel to attend these meetings.

d) Mental Health and Wellness Update

- The Wellness Strategy is currently at the approvals stage.
- Currently we are working with our EAP provider to confirm whether we can share access to the dashboard with all employees. Additionally, a suggestion was made to get a desktop icon that links directly to our EAP service provider.

Action:

- Wellness Strategy will be presented at the following NOHSPC meeting.
- A news@work message to promote that EAP is available to family members and the EAP app. will be communicated to all employees.
(Completed: October 29, 2015)
- Follow-up to NOHSPC members on whether the EAP dashboard can be made accessible to all employees.
- EAP Coordinator will look into the feasibility of getting an EAP desktop icon.

3. Corporate OHS Policies & Programs

a) Review OHS Training

- Currently, the Regional OHS Coordinators (ROHSC) are reviewing and updating the draft mandatory training materials.

Action:

- Review and update OHS Roles and Responsibilities trainings (AGO 101 and 102).
- Share draft training materials with NOHSPC members – timeline Early October.
- Explore options for refresher training for AGO 101 & 102.
- Create OHS Committee training and present draft to committee in December.
- Pilot test will be presented at the December meeting.

b) Hazardous Occurrence Investigation Report (HOIR)

- Committee members would like more time to make comments and additions.

Action:

- Final comments to be provided after meeting. (Second reminder email sent out: October 15, 2015)
- Final version to be presented at December NOHSPC Meeting.

c) OHS Reporting Update

- The OHS Training Activity and the Hazardous Occurrences Reports were presented to the Committee.

- A broad discussion took place on the statistics that were presented and how the reporting may be able to evolve to incorporate more trend & gap analysis, and monitoring of high risk areas. One suggestion was to use a dashboard to be able to see the statistics in an easy to read and understand format. Additionally, there was a discussion on the reliability of the data.

Action:

- Provide branch reports to branches.
- Provide regional reports to coordinators.
- Thresholds for core training to be established at the next meeting.
- S. Reaz to circulate template examples of statistics to NOHSPC members.
- New process for ROHSC data input to be put in place before March 31, 2016.

4. Upcoming OHS Communications

- The upcoming events and main communications that will be coming out between now and the next meeting in December were discussed.

Action:

- News@work message for new Job Safety Analysis Program to be communicated.
- News@work message for updated Ergonomic Program to be communicated.
- NOHSPC September minutes to be posted online and communicated.

5. Updates from National Safety Programs

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

- The Bio-Safety Officer (BSO)/Bio-Containment Officer (BCO) training sessions were well attended and well received. Further training on risk assessments is being considered.
- The revised version of the Terms of Reference and the policy were revised and presented to BEC. Few adjustments were required. The required adjustments were made and the documents were sent back in early July. We are still waiting for approval of the documents. As soon as we will receive approval we will post them.

Action:

- Audit results should be shared with the NOHSPC in December 2015.
- L. Lee will provide the committee with the number of CL2 laboratories at AAFC. **(Completed: September 29, 2015)** - There are 29 CL2 labs (human/terrestrial animal pathogen labs), and 6 Plant Pest Containment labs (at level PPC-2/PPC-2A or PPC-3).

b) National Radiation Safety Committee Update

- CNSC notification of expiry of Wallac 1400 Series certification. Email sent to Virginia (Fredericton's RSO) to transfer the device to a certified company before the certification expiration date. Notify the CNSC "Do not intend to request a re-certification of the Wallac". Information sent to the National Radiation Safety

Committee (NRSC). Univert-Tech Company will pick up the device (Wallac 1400) before the expiration date.

- Disposed of the C-14's vial according to the CNSC disposal condition. Container of Carbon 14 found at Guelph Food Research Center (decommissioned site, no RSO). Follow-up with the lab safety officer and NLSC members to safely dispose of the vial according to the CNSC. Vial's quantity below the CNSC exemption quantity.

Action:

- L. Lee will provide the committee with information on what a Wallac is and where it is located at AAFC. **(Completed: September 29, 2015)** - A Wallac is a liquid scintillation counter that we use to measure radioactive samples. Some have a sealed source and are on our consolidated license. We have only one Wallac in Fredericton. We have a total of 14 sites using or storing unsealed and sealed sources.

c) National Laboratory Safety Committee (NLSC) Update

- No updates to report at this time. Discussion on whether this committee has met its mandate and should be disbanded.
- Suggestion that the Terms of Reference for the committee be reviewed.

Action:

- S. Reaz to email co-chairs of committee regarding whether the Terms of Reference for the committee be reviewed or the committee be disbanded.

6. Standing Agenda Items

a) Work Refusals / Emergency Response Measures / Ambulance Calls

- No work refusals, emergency response measures or ambulance calls to report at this time.

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

- Nothing to report at this time.

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) Preparing for Emergencies and Evacuation of Buildings

- J.F. Savard and A. Seguin-Huska provided the Committee with an overview of the templates and standard for the new guideline coming out on Preparing for Emergencies and Evacuation of Buildings.

Action:

- NOHSPC member feedback on guideline due to A. Seguin-Huska by September 25, 2015. **(Completed: September 25, 2015)**

- NOHSPC member feedback on template due to A. Seguin-Huska by October 16, 2015. (Completed: October 16, 2015)

b) Violence in the Workplace

- M. Dyck led a discussion on the Violence in the Workplace Policy. Discrepancies were addressed regarding how the narrative is worded and how it should match the flow chart wording.
- Currently, Corporate OHS is looking into “competent person” training for the ROHSC’s where they could become the “competent person” for other government departments.

Action:

- Address wording of narrative in policy to reflect that the manager is consulting security and Human Resources (5.1.2, bullet #6).
- Look into whether we can hire a “competent person” through EAP provider.

c) Website Review

- M. Dyck led a discussion on the OHS AgriSource page. The injury on duty section was discussed and a modification was suggested.
- Additionally, it was suggested that we make it easier to find the OHS AgriSource page as it is difficult to navigate.
- Starting November 8, 2015, AAFC will be moving to your.email@Canada.ca, and as a result all mentions of email addresses, including the intranet will need to be updated.

Action:

- On the OHS AgriSource page remove “provide a copy to” under the injury on duty section.
- Look into whether we can increase the number of key word associated searches under OHS including OSH, injury, accident and safety.

Next Meetings

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