

Agriculture and Agri-Food Canada (AAFC)

National Occupational Health and Safety Policy Committee (NOHSPC)

Meeting

Minutes of meeting held September 29, 2016
National Headquarters Complex for the Agriculture Portfolio, Ottawa, Ontario

Attendees:

Employee Representatives:

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

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

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

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

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

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)

Employer Representatives:

Matt Shea, Director General, Human Resources Directorate, CMB

Alan Parkinson, Director General, Community Pastures Program, PB

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

Joel Wilkin, Assistant Director, Integrated Services and Real Property, CMB

Roxanne Savage, Director, Workplace Relations, Human Resources Directorate, CMB

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

Maureen Power, Executive Director, Human Resources Directorate, CMB

Technical Advisors:

Sami Reaz, Head of National OHS Program, CMB

Secretary:

Ashley Eades, Acting Project Officer, National OHS Program, Workplace Wellness Programs, CMB

Guests:

Mathieu Poirier, NCR Regional OHS Coordinator, Workplace Wellness Programs, Human Resources Directorate, CMB

Jessica Beaucaire, Student, OHS, Human Resources Directorate, CMB

Regrets:

John Sharpe, Director, Integrated Planning and Reporting, STB

Denna Dougan, Director, Integrated Services, CMB

Jonathan Elston, Conflict Resolution Practitioner, Workplace Wellness Programs, Human Resources Directorate, CMB

1. Acceptance of Agenda and Approval of the Minutes

- a) Agenda was accepted with two additions.
 - o Roundtable; and
 - o Mental Illness Week will be added to the update from the Mental Health Sub-Committee.

- b) The June minutes were approved with M. Dyck's modifications.

Action:

- Modifications of the minutes in addition of two new points:
 - o Removal of S. Leonard from list of employee representatives; and
 - o Addition of note of thanks to G. Mercier for his extensive service on this committee as it was his last meeting.

2. Business arising from the Minutes

- S. Reaz presented an overview of the action item registry and a brief discussion was held.
 - o It was agreed to have the minutes distributed to the committee in a more timely fashion and moving forward will follow the Terms of Reference 30 day standard.

Action:

- Lyme disease refresher will be discussed at the December meeting in preparation for the spring season.

3. Corporate OHS Policies & Programs**a) Procedures for Resolving a Workplace Violence Complaint – Task Team Update**

- M. Poirier presented an update from the task team. Updates included a discussion on the violence process. A note was made that S. Landry has joined the task team as the Director of Workplace Wellness Programs.

Action:

- M. Poirier to provide the committee with the violence process for consultation.

- The task team will continue to work over the fall on the violence policy and have an update for the December NOHSPC meeting.

b) OHS Document Approval Process

- M. Poirier, as lead of the Lean Process Task Team, presented the OHS Document Approval Process to the committee.
- Committee approved OHS Document Approval Process

Action:

- The process document will be submitted formally for approval.
- Document will be saved in NOHSPC shared drive under Approval Process

c) Hazard Identification and Assessment Methodology

- S. Reaz presented the Hazard Identification and Assessment Methodology. Corporate OHS and ROHSCs will be using the methodology to prioritize identified hazards. Previously identified issues from the risk registry will be used for hazard identification.
- The committee agreed on the Hazard Identification and Assessment Methodology.

Action:

- S. Reaz to send the Hazard Identification and Assessment Methodology to management for approval.

4. Hazard Prevention Program 3 Year Program

a) Guideline on Promoting Scent-Free Work Environment

- M. Poirier presented the guideline to the committee including an overview of the modifications.
- A discussion on best practices and whether we can cover all of them on the poster(s) was held. Decision was that not all sensitive issues can be identified.

Action:

- M. Poirier to ensure PSAC link is referenced by hyperlinking the AgriDOC pdf version to the document.
- M. Poirier to provide the committee with the guideline for review the week of October 3, 2016.
- Once the deadline for review has passed, it will be submitted formally for approval.

b) Job Safety Analysis Guideline

- M. Poirier presented the guideline to the committee including an overview of the modifications (preamble). This led to a discussion on the purpose of the guideline including training, target audience, and the development of JSA in the database.

Action:

- M. Poirier to provide the committee with the guideline for review the week of October 3, 2016.
- Once the deadline for review has passed, it will be submitted formally for approval.

c) Ergonomics Program

- M. Poirier informed the committee that this program has been approved and that the communications and website updates are in progress.

Action:

- S. Reaz to provide the co-chairs with the communication pieces for review.
- Once reviewed, the communication pieces will be submitted formally for approval and sent out once approved.
- The website will be updated to reflect the updated program online.

d) Upcoming Items

- S. Reaz discussed the 13 items of the Hazard Prevention Program for review throughout the current Fiscal Year 2016-17. Currently, there are six in progress and the remaining seven will be presented at the December NOHSPC meeting.

Action:

- S. Reaz committed to sending out the seven remaining Hazard Prevention Program items for review to the committee this fall.
- These seven programs will be discussed at the December NOHSPC meeting.
 - Workplace Violence Prevention Policy and Guideline
 - Working Alone Standard
 - Chemical Emergency Response Procedures and Guideline
 - Persons Granted Access Guideline
 - First Aid Standard
 - Confined Spaces Standard
 - Safe Use of In-Vehicle Telematics

5. Upcoming OHS Communications

a) Fire Prevention Week

Action:

- A News@Work on Fire Prevention Week will be circulated to the co-chairs September 30, and sent for approvals and communicated to all staff in time for the October 6 deadline.

6. Updates from National Safety Programs

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

- Updates from the NCBBC include:
 - Update to participants on the reclassification of several species of fungal plant pathogens to RG1 – the pace of reclassifications is slowing down;
 - The second quarterly report was submitted to Science and Technology Branch, Branch Executive Committee in June 2016; and
 - André Lévesque stepped down from the committee. The committee will seek potential candidates with similar expertise to fill the vacancy.

- The Biosafety and Biocontainment Officers (BSOs/BCOs) held their last meeting on September 28, 2016, where highlights of this meeting included:
 - An incident report in which an employee inside a Biological Safety Cabinet (BSC) dropped a plate and the sleeve of their lab coat came into contact with the plate. Procedures were followed and Public Health Agency of Canada (PHAC) was contacted for an opinion and confirmed that if a laundry contractor knowingly accepts contaminated personal protective equipment, the contractor must have a licence to handle pathogens under the *Human Pathogens and Toxins Act*;
 - Dates have yet to be confirmed for the annual emergency procedures drill and the BSO trainings; and
 - Follow-up on BSO/BCO requests for increased engagement including:
 - A face-to-face meeting included in 2nd quarterly report to BEC; and
 - Opportunities for mentoring.
- Compliance assessments:
 - Eleven research centres have been issued licences by PHAC;
 - A new cycle of assessments will be prepared once licences are issued and there is some clarity provided regarding plant pathogenic fungi;
 - Training will be provided to new BSOs to ensure that they understand the expectations, their roles and responsibilities with respect to their local CBB Program

b) National Radiation Safety Committee Update

- An update of the six transactions completed since June 2016 was provided to the committee. These included:
 - Liquid scintillation source replacement in Saskatoon;
 - New version of the Internal Use Permit sent to the radiation safety officers (RSO);
 - Notification of the expiry of the Troxler 4300 Portable Gauge was sent to Fredericton RSO and Swift Current RSO;
 - All the on-site inspections for 2016 were completed;
 - A new system to access the laboratory (electronic access card) will be implemented; and
 - Decommission of room 2550 at Lethbridge Research and Development Centre to a basic level laboratory.

c) National Laboratory Safety Committee (NLSC) Update

- Any residual work will be coordinated via the Lab Safety Advisor and in collaboration with the various centre laboratory safety officers including updates to the manual and communications.

7. Standing Agenda Items

a) Work Refusals / Emergency Response Measures / Ambulance Calls

- Zero work refusals and ambulance calls to report.
- There was one incident of squatters in Agassiz Cornfield reported and measures were put in place and staff were reminded of procedures.

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

- Zero reports, AVCs or directions to report.
- We have received notification that Fredericton Research and Development Centre will be inspected by ESDC.

c) Update on Workplace Violence Cases

- A discussion took place on the status of current Workplace Violence Cases. No employee names or other identifying information were mentioned, only an overview of situation(s) and outcome(s) if available were discussed.
- Additionally, a conversation was held on the need for a formal (vs. informal or management initiated) complaint in order to hire a competent person to investigate. It was agreed that this will be covered and discussed as part of the workplace violence resolution task team.

Action:

- Workplace Violence Resolution Task Team to discuss how to request for a competent person.

d) OHS Audit Update

- Currently we only have two outstanding OHS Audit items remaining. The Hazard Identification and Assessment Methodology and the Document Approval Process (lean process task team) which were both presented today.

Action:

- The two items will be forwarded for management approval in October 2016.
- There will be a status report back to the Departmental Audit Committee.

e) Update on Automated External Defibrillators

- 114 AEDs have been shipped to regions. The remaining 16 will be installed at NHCAP.
- Training with HeartZap in English is underway. There has been a delay in having the French training rolled-out, as are waiting on a French version of the training.
- Training in the Atlantic region has been completed and the AEDs have been installed.
- There may be a need to purchase an additional 2-3 AEDs depending on outcome of a discussion with CFIA at NHCAP.
- Discussion on awareness of AEDs and communications will take place once they are installed.

Action:

- S. Reaz to contact CFIA to find out if they have AEDs installed in Towers 1 and 2 of NHCAP.
- M. Poirier to coordinate HeartZap training with remaining employees and follow-up on the installation of the remaining AEDs.
- S. Reaz to work on communication pieces and strategy for promoting the use of AEDs across the department.

f) Update on Mental Health Steering Committee (Sub-Committee of NOHSPC)

- S. Landry provided a presentation on the Mental Health Steering Committee updates. Priorities identified include:
 - Appointment of a Psychological Health and Safety Champion
 - Definition of roles and responsibilities of committee representatives; and
 - Evaluation of options to conduct an organizational risk assessment
- S. Landry brought forward an idea regarding fitness which she called 'taking back your lunch' i.e. taking the time to use breaks to exercise.
- M. Shea asked for NOHSPC's feedback on the appointment of the Psychological Health and Safety Champion and/or Co-Champions. The employee co-chairs raised the importance of having a departmental champion who has a passion in the areas of Psychological Health and Safety and Mental Health in the Workplace. This is critical, in encouraging collaboration between various stakeholders.
- M. Shea recommended that a few representatives from the committee look at options for conducting a psychologically health and safety risk assessment.

Action:

- S. Landry to send out the links to the Mental Health Steering Committee page and the Wellness Knowledge Workspace site to the committee. The Mental Health Steering Committee page includes committee related documents and information pertaining to committee membership. The Wellness Knowledge Workspace site includes information on Workplace Wellness Programs and initiatives.
- The Wellness Knowledge Workspace site will continue to be promoted across the department.
- Add list of different days and months that Health Canada promotes on the Mental Health to the Knowledge Workspace page.
- S. Landry will take the information discussed back to the Mental Health Steering Committee.

8. New Business

a) Presentation on OHS Annual Report

- S. Landry presented the OHS annual report to the members. The employee co-chairs would like to review the questions included in the OHS Assessment database.

Action:

- S. Reaz to distribute the questions included in the OHS Assessment database to the co-chairs for review.

b) Civility in the Workplace

- J. Elston was unable to attend our meeting. This training will be postponed until March 2017.

Action:

- J. Elston will provide training to the members at the March 2017 meeting.

c) Roundtable

- Nothing of significance was discussed.

Next Meetings

- December 1, 2016 – videoconference
- March 16, 2017– Ottawa, ON