

Approved Minutes
Environment Canada
National Joint Occupational Health and Safety Policy Committee
Tuesday, May 25, 2010 1:00– 3:10 pm

Committee Members

Present:

Committee Members from Unions:

Panas, Todd – UEW Regional Vice, President, Winnipeg
Desormeaux, Manon – UEW, NCR
Tourigny, Pierre – PIPSC, Ottawa, Co-chair

Committee Members from Management:

Grimes David – ADM (MSC) NCR, Co-Chair
Lin, Charles – STB, Dorval
Wartman, Dave – MSC, Dartmouth

Absent:

Committee Members from Unions:

Fletcher, Edward - IBEW, Ottawa

Committee Members from Management:

Poter, Virginia - ESB, Gatineau
Tremblay, Albin - (CEO), EB, Gatineau

Technical Advisors

Labrecque, Michel – Corporate OHS, Gatineau
Latreille, Berny – Executive Director, ACEMD (replacing Karen Anderson)

Guests

Lalonde, Elise – Corporate OHS, Gatineau

Secretary

Diane Umutesi-Gasana – Corporate OHS Administrative Assistant

1. Review and Approval of the Agenda

The bottled water policy was added as additional item and the agenda was approved following this action.

2. Approval of last minutes

Minutes were approved by all members.

3. Action Item Review

Action Item 2008-09-73: Regional OHS Committee Terms of Reference

Item closed as regions and national policy committee submitted comments; which E. Lalonde will incorporate in the new Terms of Reference document.

Action Item 2009-02-45: Violence in the Workplace and Lock-Down procedures

M. Labrecque updated the group on the Violence in the Workplace directive; which is progressing and is on-schedule.

Action Item 2009.03.17: Radon testing

M. Labrecque briefed the group on recent events: Health Canada has been contacted several times, but there seems to be a backlog in getting results from radon testing done in many EC buildings. B. Latreille has also asked PWGSC to share (on a continuous basis) results with EC so that this in turn can be shared with local committees; this would extend to all types of testing done at PWGSC-owned buildings. It was agreed Berny would give an update on the status of these procedures. This item was closed as completed.

***New Action Item 2010.02.01: Test results (info sharing with PWGSC)**

Assets, Contracting and Environmental Management to provide committee with update on agreement with PWGSC to share testing results on a continuous basis.

Action Item 2009.03.18: PeopleSoft – Training component

This item is tabled for the next meeting; which will be a face-to-face event; where the PeopleSoft group will present the OHS module to members.

Action Item 2009-04-21: Firearms policy- supporting directives

P. Lessard sent an update informing the committee that the non-enforcement training and use directive was approved and in effect and other supporting directives were still being worked on. This item was closed as completed and the directives related to OHS will be discussed as an agenda item at the next Face-to-Face committee meeting.

Action Item 2009-04-22: Lock-down procedures

This item was re-tabled for the Face-to-Face meeting in the Fall.

Action Item 2009.04.24: PYR Computer room complaint

Measures are being taken to address the issues raised in the complaint in PYR regarding the computer room. P. Tourigny stated that this issue was first raised in 2008 and posited that this was an unacceptable delay. He stressed to the group that there was a need for a lessons-learned exercise to determine what went wrong. M. Labrecque shared with the group it seems this issue was related to training or lack there of. The new Manager training will reinforce procedures and roles and responsibilities. D. Grimes suggested discussing this topic based on the OHS Audit performed last year; but analyzing what measures were taken since the audit to determine whether this issue was an exception or a systemic flaw in the OHS structure in terms of compliance requirements, reporting and roles/responsibilities. This item was closed as completed.

***New Action Item 2010.02.02: PYR issue and OHS Audit**

Corporate OHS will prepare a report on measures taken since last OHS audit to correct issues identified. The goal is determining whether PYR issue was an exception or a systemic flaw.

Action Item 2009.04.25: Changes to the Small Boat Safety program

M. Labrecque informed the group that Sylvain Brunet had contacted Transport Canada and spoke with the same person who had informed him of the requirements to have all pleasure craft re-certified as commercial. Sylvain was informed that there is no difference between commercial and pleasure small boats. Following this, the OHS unit is awaiting a written memo stating this and will update the committee at the next meeting.

Action Item 2010.01.01: PeopleSoft use and ergonomic concerns

Michel explained there were some concerns about the amount of clicking required by the PeopleSoft software and whether these could pose an ergonomic problem. He has contacted Mike Arnold to discuss whether this was the case and whether changes could be brought to the program. D. Grimes suggested the committee get a program overview from M. Arnold at the next meeting (progress made since using PeopleSoft, issues associated with its use; etc...)

Action Item 2010.01.02: AR-ROSHC referral re. Satellite phones

Policy committee chairs have signed and sent a letter to Chief Information Officer referring to his branch the issue of satellite phones.

Action Item 2010.01.03: QR-ROSHC Referral – SBO Duties

This document was initially assigned to the Security group, due to the emergency component involved; but it has now been transferred to HRB with Daniel Lebel and Deirdre Keane. D. Grimes asked that the approved SBO list be circulated to committee members for information. The action item will be re-worded to reflect that once the document is completed, it be circulated to members.

4. Regional OHS Committee (ROSHC) Terms of Reference (ToR)

E. Lalonde informed the group she had consulted regions and 3 provided feedback. PNR proposed there be a bullet added stating that the ROSHC should ensure Local OHS Committees are established and functional. Presently, the legislative responsibility to ensure LOSHCs are established falls under the Regional Director General (RDG). D. Grimes questioned whether it logical to give this responsibility to the ROSHCs; since the deputy minister is legally responsible for the creation of the NJOHSPC and RDGs are similarly responsible for the creation of LOSHCs. E. Lalonde suggested modifying the ToR to state that ROSHCs should monitor the establishment of LOSHCs. A second comment from the QR was to the effect that the ToR was repetitive in its purpose by repeating or paraphrasing sections of the Canada Labour Code. It should either simply reference the Code and other documents, or duplicate all references in the ToR. Their preference was to simply refer to other documents without repeating them here. On the other hand, a comment from the OR stated that the ToR was not clear enough in its description of role, responsibilities and mandate of the ROSHC. Members agreed on re-wording the purpose and jurisdiction words and replacing them respectively with Responsibilities and Purpose & Scope. Committee members also offered suggestions: one was to provide examples of responsibilities assumed by the ROSHC (compliance.g. ensure committee is meeting, inspecting); to which E. Lalonde suggested we also attach the compliance monitoring template as annex to the ToR. Members suggested quoting the NJC directive; instead of referencing it. Similarly, they recommended re-wording the representation paragraph to reflect that: union and management could nominate alternates instead of each member; “representing” should be replaced with “nominated by”; “sufficient training” is ambiguous and should be replaced with a reference to national policy committee training, tailored to Regional Committees. Committee members approved the new Terms of Reference, pending the changes mentioned above.

5. ROSHC Referrals - AED

3 LOSHC referred issues related to the AED directive to the PNR ROSHC. M. Labrecque reminded members that the AED directive was put in place due to the realization in 2003 that

some EC workplaces had AEDs installed. The Treasury Board directive on this topic states that AEDs can be installed in a workplace but deputy minister approval is required for operation. TBS research had concluded that it was not financially efficient to invest in AEDs in government buildings where ambulance/paramedic service is readily available considering the frequency of use. The EC directive states that when a risk in the workplace justifies it (as in electro-fishing), an AED can be purchased and approval of the ADM and DM are required. T. Panas explained to the group that the Edmonton and Regina committees were seeking approval to purchase AEDs but in the case of Saskatoon, they were already in possession of two AEDs. The Saskatoon committee was enquiring about the authority required to operate the two AEDs; which were purchased before the AED directive came into effect and were now locked up; one being used during electro-fishing activities. After discussing, committee members decided this was not an issue to be referred to this committee as a directive was already in place; with necessary steps and procedures included. It was agreed to write to the ROSHC reminding the LOSHCs of the directive in place and the process involved; and encouraging RDGs to share this information with their staff.

New **Action Item 2010.02.03: ROSHC Referrals reply: AED Directive**

Corporate OHS to write to Regional OHS Committee (PNR) to remind it of the EC AED directive and its process. This letter should also encourage the RDG to share this information. Other regions to receive copies for their information.

6. Bottled Water

B. Latreille explained to the group that the bottled water policy was completed, feedback is being integrated and is awaiting Board and EMC approval. This document sets out EC's position that bottled water will no longer be provided to EC employees in workplaces where potable water is available through city water; to reflect the Canada Labour Code requirements. Water testing will be performed annually and results will be shared with LOSHCs. Some exceptions were remote locations, workplaces not frequently used, field work, workplaces where available water is not potable, or during travel. B. Latreille mentioned he would also consult the committee in regards to the communication process that should be adopted in distributing the information. P. Tourigny suggested adding a statement about the need to review the policy; to which M. Labrecque suggested this be done every 3 years or when a condition changes to be consistent with our review process for THAs and SWPs. Members also recommended B. Latreille give some consideration to the communication of potable water tests to employees; and suggested an annual report be provided to the NJOHSPC about the water testing results; issues encountered and actions taken to remedy to these issues.

7. Round Table

T. Panas: Re-iterated EC should remind employees about the need to run water fountains for 1-2 minutes before drinking it, particularly Monday mornings.

E. Lalonde: An employee information website on OHS was designed by PNR; which is to be posted on their intranet for employee information. Elise would like members to provide comments and it was agreed the document would be circulated and approved before the end of June.

Face-to-face meeting was tentatively scheduled for September 2, 2010; although Diane is still looking at alternative dates to accommodate all members.

Meeting adjourned at 3:10 PM

David Grimes, ADM, MSC, Employer Co-Chair

Date

Pierre Tourigny, PIPSC, Employee Co-Chair

Date