

<p>health and safety activities outside the scope of their everyday work responsibilities. The working group agreed that an article in ECHO as well as in the Management newsletter would be a suitable first step. The article would provide information on health and safety roles and responsibilities as well as encourage supervisors to discuss with their employees' health and safety commitments during CTE reviews.</p> <p>6. <u>Hazardous Product Safety Program (HPSP)</u>: Deferred to item 6.</p> <p>7. <u>NRC Biosafety Program Update</u>: No updates since last meeting.</p> <p>8. <u>NRC Firearms Safety Program Update</u>: Deferred to item 9.</p>		(Cordeau, Fraser, Mak), and Lauzon
<p>3. Introduction of members: New resource representing NRC Labour Relations, Carolyn Lauzon.</p>		
<p>4. Safe Guarding Project Implementation Plan: Presentation update to NCOSH by guest speaker, Mr. Serge Perron:</p> <ul style="list-style-type: none"> • The project was originally a major capital project, but was never approved. Last year, however, the project was presented as a corporate project to be financed by Research Centres and Branches. • Phase I and II assessments have been completed for high risk environments and equipment. The focus currently is to rectify the gaps identified during these assessments. • Phase III assessments have been completed for lower risk environments and equipment. • Immediate attention was needed at the Ice Tank in St-John's; corrective actions were completed in March 2018. • CBIs have been provided with the list of corrective actions and recommended modifications from the assessments. CBIs are responsible to secure funding, draft their Statement of Work, post for tender, and award contracts to carry out the corrective actions and modifications. • Duration of the Safe Guarding of Machinery Project is expected to be 24 months starting in July 2018. <p>Trebutat asked Perron if employees will be consulted prior to modifications made to equipment, ideally during the drafting of individual Statements of Work. Perron stated that the assessment does not provide specific modifications to equipment; however employees will be involved in Statements of Work and throughout the process.</p> <p>Cordeau asked if CBIs have an acquisition process to ensure new equipment is safe to use and compliant in regard to safeguarding standards. Perron mentioned the Canada Standards Association (CSA) provides a standard titled <i>Z432-16 Safeguarding of Machinery</i>. A Hazard Prevention Program (HPP) will identify risks and mitigation methods for new equipment, ensuring safety and compliance to safeguarding standards.</p> <p>Charlebois mentioned that, with the implementation of recommendations from the safeguarding project, supervisors and managers need to be mindful</p>	<p>4. Share CSA Z432-16 <i>Safeguarding of Machinery</i></p>	<p>Dorval</p>

<p>there may be changes in work production, and support employees through the transition so that health and safety best practices are not circumvented.</p>		
<p>5. Health, Safety and Environment Branch Update: Robitaille provided a brief overview of her career at NRC prior to becoming the Executive Director of the Health, Safety and Environment Branch.</p> <p>The HSE Branch was established in October 2017 as a result of the NRC Dialogue recommendations. The Branch is currently in the process of integrating both the Environment and Occupational Health and Safety Groups. In May 2018, the HSE Branch priorities will be presented to SEC, and NCOSH will be updated in June.</p>	<p>5. Share HSE Priorities with NCOSH</p>	<p>Robitaille</p>
<p>6. Hazardous Products Safety Program (HPSP) Update: The HPSP was revised to integrate feedback and comments submitted by members before December 22, 2017.</p> <p>Additional comments and suggestions were raised:</p> <ul style="list-style-type: none"> • Fraser expressed concern that not all employees would be familiar with calling M1 in case of an emergency. Dorval confirmed further contact information will be provided within the document (e.g., a phone number, email address). • Treboutat commented that there will be need to be further changes to the program once the custodial responsibilities are approved (Site Management). • Vandenhoff made the following comments/suggestions: <ol style="list-style-type: none"> a) Noted that the Introduction section referred to the Transportation of Dangerous Goods (TDG) Act for the storage of hazardous chemicals whereas in the Storage section Health Canada, TDG is not referenced. It was suggested to clarify the Introduction to reflect the regulations for storage of chemicals. Dorval clarified that Health Canada's Storage Requirements guidelines apply to storage of hazardous products, TDG only applies when they are transported. (Section 10) b) Suggested that the definition for Workplace Label be reworded to meet the requirements as stated in CCOHS (Canadian Centre of Occupational Health and Safety). (Section 4) c) Noted that PBI needs to be changed to CBI throughout the document. d) Noted that Hazardous Waste Training is currently provided as TDG training which is federal training, not provincial. Dorval clarified that hazardous waste training covers the applicable provincial waste classification and registration requirements. (Section 6.4) e) Add the following sentence: <i>These records must be kept by the Hazardous Waste Coordinator</i> in regard to keeping copies of the hazardous waste inventories. (Section 6.4) f) Provide further clarification of <i>Safety Action Plan</i> in the following statement: <i>Building and workspace specific procedures. Supervisors are responsible for training their employees on building and workspace specific procedures related to working with hazardous product, including: Project review, covering the handling of hazardous products throughout its lifecycle, risk assessment and safety action plan.</i> (Section 6.5) 	<p>6. Submit further comments to Dorval</p> <p>7. Revise HPSP and submit for secretarial review</p>	<p>All members</p> <p>Dorval</p>

<p>g) Reword the following statement: <i>Shipping of dangerous goods, if applicable (including when using a qualified third party for preparing transportation of dangerous goods shipments (instead of having an NRC employee certified in TDG) (Section 6.5)</i></p> <p>h) Include emergency contact phone numbers in Important Contact Information as email is not always accessible during emergencies (Section 15).</p> <p>Lauzon noted that Section 3 “<i>This program applies to every NRC employee, non-salaried workers, and visitors granted access to any workplace owned, occupied or otherwise under the control of and/or the responsibility of the NRC</i>” requires modification to include “supplementary worker”.</p> <p>Dorval provided the <i>HPSP Stakeholder Engagement Registry</i> used to record a time line of document review. Vandenhoff referred to the February 6, 2017 entry about the OHS Group updating the Environment Group on an annual basis about any activities or initiatives related to hazardous materials and waste management to drafting NRC’s Annual Environmental Report. Dorval confirmed the Environment Group was and will continue to be updated annually.</p> <p>Charlebois inquired about the reference to the environment within the document<i>an instance where a hazardous product comes out of its containment device and can be deleterious to an employee or employees and / or the environment.</i> Dorval confirmed that “environment” makes reference to air, water or soil within this document. (Section 4).</p> <p>Dorval welcomed further comments and the committee agreed to review the HPSP documentation secretarially.</p>		
<p>7. WHMIS2015 Update: Fraser submitted, on March 12, 2018, questions regarding WHMIS2015 implementation, employee training and compliance of training, in preparation for the full transition to WHMIS2015.</p> <p>Dorval presented information about the implementation of WHMIS2015 which included the Health Canada transition phases, and the NRC WHMIS2015 Implementation Action Plan. The deadline for full compliance is December 1, 2018; however, federally-regulated employers have until May 31, 2019 to ensure all products in their workplaces comply with the 2015 requirements.</p> <p>Vandenhoff shared concerns that NRC will not be able to meet the deadline to train all employees by December 1, 2018 using the Occupational Safety and Health E-Learning Solution (OSHELS). Dorval stated the WHMIS course in OSHELS will continue to provide content from WHMIS1988 and WHMIS2015 until NRC is confident that WHMIS1988 content is no longer needed. Dorval stated that there is a possibility NRC may receive hazardous products with WHMIS1988 labelling until November 30, 2018. Additionally, Vandenhoff is concerned:</p> <ul style="list-style-type: none"> • that management needs to know that if CBIs are audited, that training needs to be completed • whether or not OSHELS lacks historical data 	<p>8. Provide an update on WHMIS2015 at June 2018 meeting</p>	<p>Dorval</p>

<ul style="list-style-type: none"> • that implementation of OSHELS requires a training coordinator before supervisors can assign training to their employees • that employees may misinterpret OSHELS communications as spam • that OSHELS checklist does not place WHMIS as a priority • with the perceived lack of OHS Group commitment of implementation • on how training is tracked to ensure training is completed • that OSHELS implementation may not be completed prior to December 1, 2018. <p>Dorval reassured the committee that all concerns raised will be addressed, and due to the deadlines for implementation, WHMIS training will be identified as a top priority. CBIs will be able to add their training data to OSHELS to assist with tracking of completion dates.</p> <p>Cordeau asked if the OHS Group is responsible for training. Dorval responded that the OHS Group provides the training solutions (in-house system, 3rd party recommendations), yet the training responsibility lies with the CBI and supervisors. Dorval agreed to provide an update at the next meeting.</p>		
<p>8. COSH Membership Process: Mak updated the committee during the September meeting that 2/3 of COSH members had not gone through the membership nomination process therefore non-compliant to the Canada Labour Code. The OHS Group sent a message to COSH Co-Chairs in December 2017 to remind them of the membership renewal and nomination process, and of the requirement to review their COSH Terms of Reference. Since then, PIPSC stated having received 13 nomination forms. Due to the poor response Mak suggests that an individual COSH representative coordinate this so as to not rely on individual members. Mak was also concerned that COSH members find it challenging to find the COSH Terms of Reference. Dorval responded that the COSH Co-Chairs are responsible to ensure the nomination process is followed. The membership nomination process and location of Terms of Reference will also be emphasized at the next COSH Community of Practice. Mak stated that while he is glad to help, it is NRC's responsibility to ensure COSH memberships conform to Canada Labour Code and employee members adhere to the nomination process detailed in the COSH Terms of Reference.</p> <p>Vandenhoff suggested that, instead of Terms of Reference documents with the list of memberships imbedded in them, NRC provide the Bargaining Agents with a list of COSH members only. Dorval agreed to provide the list of names to the Bargaining Agents, and the Bargaining Agents can then contact the members directly.</p>	<p>9. Provide a list of membership updates submitted by each COSH at June 2018 meeting</p> <p>10. Provide a current list of membership for PIPSC</p>	<p>Dorval</p> <p>Mak</p>
<p>9. Update on Active Working Groups: No new updates</p>		
<p>10. Hazard Prevention Program (HPP) Implementation Status: The committee requested a document that summaries the terminology used in the implementation spreadsheet.</p>	<p>11. Provide committee with summary of terminology used in HPP</p>	<p>Dorval/Paris</p>

<p>11. Review of OHS Policy Instrument Status Report: Dorval shared the status report as well as a document that outlines the new formatting requirements for documents posted on MyZone. The formatting is completed during translation phase.</p> <p>Lauzon inquired if there are working groups for all programs. Dorval replied that not all programs require a working group. Some programs require working groups because they involve stakeholders and/or require additional expertise.</p> <p>Fraser asked if the <i>NRC Internal Complaint Resolution Process</i> only referred to health and safety issues. Dorval confirmed that this is only for health and safety complaints and the process is clearly outlined and available to all employees on MyZone.</p>		
<p>12. Review of Monthly SEC Report(s): Reports submitted for review included Nov 2017, Dec 2017, Jan 2018 and Feb 2018. Lauzon indicated that some of the events stated that “no investigation” was required and that the lessons learned from the event might not be relayed or shared with employees. Dorval confirmed that some events may not require further investigation such as “good catches”. However, the OHS Group does collect data on all events as this can be useful, such as for promotional campaigns, e.g. bump caps available at stores.</p> <p>Mak mentioned that if First Aid and Good Catch events are not investigated, how supervisors could make recommendations and corrective actions; and how COSH could receive information on recommendations or follow-up actions. Therefore, the lessons learned are missed. Dorval agreed to follow-up with the OHS Group to determine if data from first aid and good catches would be available centrally to managers. He also stated that Near Misses do have a final investigation, because a hazardous event did occur, therefore requiring an investigation.</p>	<p>12. Provide more information on First Aid and Good Catch reporting</p>	<p>Dorval</p>
<p>13. Round Table: Fraser shared information on the <i>Guarding Minds at Work</i> survey which includes 13 psychosocial factors known to have a powerful impact on organizational health, the health of individual employees, and the financial bottom line. Dorval informed the committee that mental health initiatives are being transitioned to the Human Resources Branch. The OHS Group will continue to support related programs, e.g., Employee Assistance Program (EAP), until such time as the transition is complete.</p> <p>Dorval clarified that NCOSH meetings must take place at least once every quarter, reminding members that copies of NCOSH meeting agendas and minutes are submitted to the Treasury Board Secretariat (TBS) and to Employment and Social Development Canada (ESDC), Labour Program.</p>		
<p>Next Meeting: June 12, 2018 Meeting Chair: Lawrence Mak</p>		