

National Committee on Occupational Safety and Health (NCOSH)

Minutes of the 62nd Meeting, June 12, 2018

Location: Building M3, Room 122, Ottawa

Duration: 1:10 pm to 3:45 pm

<p>Members Present: Lawrence Charlebois (PIPSC) Francois Cordeau (VP-ENG) – Co-Chair Cathie Fraser (RCEA) – Co-chair Lawrence Mak (PIPSC) – Chair Paul Treboutat (DG, DFS) Richard Tremblay (DG, CONST) Michael Vandenhoff (RCEA)</p>	<p>Resource Persons: Frédéric Dorval (OHS Manager, HSE) Nancy Fortin (OHS Advisor, HSE) - observer Carolyn Lauzon (Labour Relations Officer, HRB) Theresa Paris (OHS Advisor, HSE) – observer Lucie Robitaille (Executive Director, HSE) Daniel Therien (Director, Real Property, ASPM) – guest presenter</p>
<p>Regrets: Duncan Stewart (GM, SDT) (on leave)</p>	<p>Recorder: Shelley Sommerville (Recorder, HSE)</p>

Agenda Item	Action Items	Responsible
<p>1. Approval of Agenda: The meeting agenda was approved with no changes.</p>		
<p>2. Guest Presenter – Mr. Daniel Therien Mr. Therien, Director of ASPM Real Property oversees the leasing of NRC facilities to external companies. With assistance from Caroline Dodd, Senior OHS Advisor, the HSE Guide for Tenants, specifically the annexes to the guide have been revised to incorporate suggestions from NCOSH. The annexes require third party tenants to provide information on logistical details and provide information on the agents they work with, for example radioactive materials, biohazardous materials, etc. These annexes were revised and submitted to legal services. Legal counsel suggested that all the annexes be moved into the official lease documents. This would make information contained in them legally binding. However, information collected from the annexes in the current process still provides essential information from the tenants when they arrive on NRC property and when they vacate the workspace, essentially closing the loop, without having to incorporate the annexes within the lease agreement.</p> <p>Only a few health and safety events involving third party tenants have occurred at NRC, and Therien confirmed these events were acted on immediately and quickly resolved.</p> <p>Legal counsel suggested NRC retain the rights to inspect tenant workspaces however this may prove to be labour intensive. Therien suggested that we need to determine inspection objectives, and who will conduct and enforce the inspections. Additional resources would be needed for ASPM to conduct such inspections, documentation of findings and enforcing.</p>		

<p>Dorval asked if other lease agreements from other similar government departments have been reviewed and is the wording in the current NRC lease agreement well prescribed. Therien agreed that there are other similar lease agreements that have been reviewed and the writing in the current NRC agreements is well prescribed. Like most landlords, NRC does have the right to inspect at any time the workspace of the third-party tenants.</p> <p>Lauzon asked if NRC is liable for inspections. Therien responded that if inspections identify health and safety hazards, they cannot be ignored, follow up is required to be compliant with health and safety regulations.</p> <p>Lauzon asked if the third-party tenants need to conduct their own inspections, under provincial legislation. Therien confirmed that legal council advised that tenants are required to conduct their own inspections of their workspaces. Dorval added that NRC could potentially ask the tenants to provide a copy of their inspection reports, however, this is not indicated in the NRC Tenant Guide.</p> <p>Mak inquired if NRC could ask tenants to ensure they have an emergency safety plan in place specific to their hazards within their workspaces. Dorval and Therien both responded that safety plans are required by tenants and are submitted to the respective site CBI.</p> <p>Dorval mentioned that if NRC conducts the inspections in third-party work spaces as part of the already established COSH inspections, NRC would then take on the liability of those workspaces. Therien suggested that tenants could hire their own company to conduct inspections. Dorval added then the inspection reports could be submitted to COSH for review, so this might be a possible solution to ensure inspections are conducted.</p> <p>Mak inquired on how many NRC sites have tenants. Therien estimates that there are approximately 22 sites that lease space to third-party tenants. It is unsure what type of work space is leased (e.g. office, laboratory, workshop, etc.). Therien will provide a list to the committee of sites with tenants and the type of workspace being leased.</p> <p>Mak thanked Therien for providing information on the lease agreement and an update on progress, and that it would be important to include VPs and SEC in the conversation. Therien agreed to continue to update the committee.</p> <p>Therien concluded that the revised annexes will be completed by tenants, as leases are renewed. Generally, leases are short term, 1 to 2 years, so it expected within the next 24 months that most of the tenants will have completed and submitted the annexes.</p>	<p>1. Provide a list of NRC leased sites and the type of space leased.</p>	<p>Therien</p>
<p>3. Approval of Minutes of 61st Meeting (April 4, 2018): The meeting minutes were approved with changes.</p>		

<p>Action Items:</p> <ol style="list-style-type: none"> 1. <u>December 4, 2017 Meeting Minutes</u>: Meeting minutes were revised and sent to all meeting members. 2. <u>Lease Agreements</u>: Invitation to the Director from Real Property to present at June 2018 meeting. Refer to agenda item #2. 3. <u>Recognition of OHS Roles – Working Group</u>: The working group is drafting articles for NRC newsletters and have contacted the Communications Branch for assistance. (Working Group Members: Cordeau, Fraser, Mak and Lauzon) 4. <u>Safe Guarding Project Implementation Plan</u>: The CSA Standard Z432-16 Safeguarding of Machinery was shared with the committee on April 19, 2018. 5. <u>Health, Safety and Environment (HSE) Branch Priorities</u>: HSE priorities will be presented to the committee at the September meeting, after the priorities have been reviewed by SEC. 6. <u>Hazardous Products Safety Program (HPSP) Secretarial Review</u>: The committee members sent their comments and suggestions to Dorval. 7. <u>Hazardous Products Safety Program (HPSP) Secretarial Review</u>: All HPSP documents have been revised by Dorval and sent to translation. 8. <u>WHMIS2015 Update</u>: refer to agenda item #5. 9. <u>COSH Membership Process – COSH Membership List Requested</u>: The OHS Resources Group provided a list of membership updates submitted by each COSH to the committee. <ul style="list-style-type: none"> • Dorval mentioned that if the Bargaining Agents would like more information about the COSHs that is not already provided please let the OHS Resources Group know so this information can be requested during the renewal of the COSH Terms of Reference. • Dorval informed the committee that the Terms of Reference for both NCOSH, COSH and Health and Safety Representative will be revised as indicated in the OHS Audit that was conducted in 2017. The draft documents will be submitted to NCOSH secretarially for review and comment. • The committee was unclear if the “appointment date” indicated in the COSH membership list was the most recent appointment date or the original appointment date to the COSH. Perhaps in future, it would be helpful to request both the original appointment date and the recent appointment date because in some instances an employee maybe appointed more than one term. 	<ol style="list-style-type: none"> 2. Revise April 4, 2018 meeting minutes. 3. Development of articles for newsletters 4. Share HSE Priorities with NCOSH 5. Share final version of HPSP with NCOSH 6. NCOSH, COSH & Health and Safety Rep ToR for review 	<p>Sommerville</p> <p>Cordeau, Fraser, Mak, and Lauzon</p> <p>Robitaille</p> <p>Dorval</p> <p>All members</p>
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<p>10. <u>COSH Membership Process – PIPSC Membership List</u>: Mak provided a list of membership for PIPSC to the OHS Resources Group.</p> <p>11. <u>Hazard Prevention Program (HPP) Implementation Status Report</u>: Committee members were provided a summary of terminology used in HPP on April 11, 2018.</p> <p>12. <u>Review of Monthly SEC Report(s)</u>: The committee requested additional information on First Aid and Good Catch reporting.</p> <ul style="list-style-type: none"> • Vandenhoff inquired if first aid events are received by SEC and are included in the SEC report. Dorval responded that first aid injuries are to be written in the first aid booklet by the injured employee, however, these events are not reported to SEC, unless an EHOIR is also submitted. • Fraser asked if the first aid injuries entered in the first aid book are read by COSH. Dorval recommended that the booklet be reviewed by first aid attendants, and an EHOIR be completed by the employee’s supervisor, ensuring that SEC and the respective COSH are informed. Completion of the first aid book is mandated by the Canada Labour Code, so it needs to remain as part of the reporting process. • Mak inquired if COSHs and First Aid Attendants were aware of both processes in reporting first aid events. Dorval confirmed that EHOIRs (both initial and final reports) are reviewed for quality and stakeholders such as COSH members will be contacted if required. • Mak provided an example of a “Good Catch” to Dorval on June 8, 2018 about water leaking from a water cooler that was reported as a “Good Catch”. However, it was deemed further investigation and implementation of recommendations was required. He emphasised that if further investigation was not taken, then COSH and others would not have benefited from the investigation and recommendations. Dorval suggested that as much information about the event be provided in the EHOIR to assist with the categorization of the EHOIR. In this example, the event would not have been categorised as a “Good Catch” as the event already occurred and would be changed to a “Spill” event and an investigation would be carried out and COSH informed. The EHOIR reviewers will change the category if required based on the information submitted. If the category is changed to another event type and an investigation is required, stakeholders will be contacted. Mak added that the EHOIR reviewers did not change the category in this case. • Lauzon inquired if the “Good Catches” were analysed. Dorval confirmed that the all “Good Catches” are reviewed and trends are identified. Once trends are identified then health and safety initiatives are launched, e.g. head injury awareness campaign that included distribution and sale of bump caps. 		
<p>4. Introduction of new members: Mr. Richard Tremblay, Director General of Construction, is a new employer representative on the committee.</p>		

<p>5. WHMIS 2015 Update: Dorval provided an updated <i>WHMIS 2015: Implementation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS)</i> presentation. He confirmed that action #5 of the <i>NRC WHMIS 2015 Implementation Action Plan: NRC Hazardous Products Safety Program (HPSP)</i> had been completed and sent to translation.</p> <p>Robitaille mentioned at the last meeting the committee expressed concerns that employees were not up to date on WHMIS training and that there was a need for awareness and an urgency to ensure completion prior to the legislative deadlines. A communication will be sent out shortly by Robitaille to the Director of Operations and Managers, so they are aware of the status of WHMIS training within their respective Research Center/Branch/IRAP (CBIs). A list of employees that require WHMIS can be sent to the HSE Branch and employees will be registered for training.</p> <p>Robitaille explained that some WHMIS training records have been captured in OSHELs (Occupational Safety and Health E-Learning Solution), however, other training data might be kept locally with CBIs. Once this data is received then it will be tracked in OSHELs. Supervisors are responsible to ensure training is completed by the employee, however, Robitaille confirmed that employees can also identify and let their training needs be known to their supervisor. Tremblay mentioned that not all supervisors are aware of their responsibilities regarding employee training and have mentioned that they may not be aware of health and safety legislation changes. Dorval recommended that supervisors reach out to their local OHS Advisor as well as participate in the Hazardous Prevention Program (HPP) as it will identify training gaps and ensure that training meets legislative requirements. Vandenhoff agreed those CBIs that are lacking HPP status would miss out on identifying training needs.</p>	<p>7. Share WHMIS communication with NCOSH</p>	<p>Robitaille</p>
<p>6. Update on Active Working Groups: Dorval mentioned that there are no active working groups at this time. However, Firearms Safety will most likely be the next new working group.</p> <p>Fraser recommended that there be active working groups for all health and safety programs. There will be an active working group as Dorval mentioned for the Firearms Safety program, but there may not be an active working group for every program. Fraser emphasized that there is a need for working groups, because NCOSH cannot act as a working group, due to other responsibilities and commitments and the numerous changes and modifications of the last few OHS directives. Active working groups should be developing the program documents and the final version be submitted to NCOSH for review. She recommended that the OHS Group should oversee the working group and ensure the program documentation is of quality prior to submission to NCOSH.</p> <p>Mak noted that the last few NCOSH meeting agendas have had limited information from the OHS Group. Dorval agreed, however due to recent staff changes within the group and the NRC dialogue, there has been</p>		

<p>limited resources. However, that is expected to change with recent hiring within the HSE branch.</p>		
<p>7. Hazard Prevention Program (HPP) Implementation Status: The HPP Status Report was provided to the committee for review. Mak asked for clarification on the meaning of <i>compliance</i> in HPP. Paris explained that there are two sets of exercises that are reviewed by CBI management in order to determine if they are in compliance. The first exercise is to review the main program elements. The second exercise is to look at a more extensive list of OHS programs, procedures, and processes. If management team deems themselves as compliant then this is indicated within the report, essentially a self-auditing process. This HPP reporting tool is used for awareness and for change management and is not a formal auditing tool. CBIs will determine if they are meeting program elements and if not, they develop an action plan to improve programs elements. Dorval mentioned in the future more formal auditing of HPP will be introduced.</p> <p>Paris provided explanation of the 5 tiers within the HPP report:</p> <ul style="list-style-type: none"> • Tier 1 – Assessment of the OHS programs, procedures, processes that apply to all NRC buildings. (E.g. does the COSH meet 9 times a year as legislated?) • Tier 2 – Assessment of OHS programs, procedures, processes specific to a site or hazard. • Tier 3 – Assessment of space or work areas (e.g. identifying hazards at a room level and key controls) • Tier 4 – Incoming project assessments of projects outside of the “normal” activities of the CBI. (E.g. a new activity or a new chemical that is being introduced to the workplace). • Tier 5 – Assessment of the activity and/or hazard. (E.g. does a new piece of equipment have the appropriate safe guarding?) <p>Vandenhoff was concerned that not all activities are related to a specific project, for example the activities of the Hazardous Waste Liaison Officer (HWLO) may originate from another CBI. Paris agreed that an activity is not always linked to a project and the activity can still be identified as a separate activity in the HPP.</p>	<p>8. Send a list of programs that are reviewed in Tier 1 of HPP to the committee.</p>	<p>Paris</p>
<p>8. Review of OHS Policy Instrument Status Report: Dorval mentioned that the <i>NCOSH Terms of Reference</i>, <i>COSH Terms of Reference</i> and the <i>OSH Representative Terms of Reference</i> are currently in the Research and Analysis Phase and will be submitted to NCOSH soon for review and comment.</p> <p>The Firearms Safety Program will be becoming active soon and a working group established. Charlebois mentioned that the Construction Research Center is involved in work in the Arctic and would have a vested interest in this working group.</p> <p>Dorval mentioned the <i>Workplace Violence Prevention (WVP) Policy</i> is currently in the process of being transferred to the Human Resources Branch (HRB). Workplace violence prevention and awareness is still part of the Canada Labour Code, even if it is under HRB, therefore it will still</p>	<p>9. Provide CONST contacts with interest in Firearms Safety to Dorval</p> <p>10. Provide committee with</p>	<p>Charlebois</p> <p>Dorval</p>

<p>be identified in HPP. The WVP Policy has been revised to incorporate the changes in responsibilities, however, the content will remain the same.</p> <p>Vandenhoff asked how the committee will review policies and programs that are not under the HSE branch but still have a health and safety component for example the WVP policy that is now transferred to HRB. Cordeau suggested that the committee make a request to Senior Management to send to the committee policies and programs related to health and safety for review and comment. Fraser added that the WVP policy and Bill C-65 (<i>An Act to amend the Canada Labour Code (harassment and violence)</i>) will be discussed at the National Joint Council committee (NJC), which will provide an opportunity for review and comments from union representatives as well.</p> <p>Lauzon inquired if marijuana will be included in the <i>NRC Directive on Smoking (including e-cigarettes)</i>. Dorval responded that the directive will come from the Treasury Board. Lauzon indicated that the Treasury Board is uncertain on how they plan on moving forward at this time, regardless, there needs to be discussion on how NRC is going to address this workplace concern.</p>	<p>CBIs that currently use fire arms</p> <p>11. Suggest to Senior Management to send policies and programs related to health and safety to NCOSH</p>	<p>Cordeau</p>
<p>9. Review of Monthly SEC Report (April 2018):</p> <p>After review of the SEC Report Dorval explained that the custodial person of the employee is responsible for completing an EHOIR, even if the employee is a visiting worker. Reporting the injury will also assist with implementation of recommendations. Mak agreed that it is not clear to employees and supervisors what events need to be reported and to whom. Perhaps a communication could be shared with the COSH Community of Practice to share with their members on the importance of reporting injuries for all employees; NRC employees, visiting employees or employees that otherwise have access to NRC.</p> <p>Mak asked if COSHs receive all information about employee injuries. Dorval responded that if an EHOIR is not completed then, no, the COSHs would not be aware of the injury. It was therefore suggested that NCOSH send a reminder about the importance of EHOIR reporting for all injuries. Lauzon agreed that it is important to know the roles and responsibilities for reporting. Mak also suggested that an article provided in ECHO might be helpful to raise awareness. Robitaille mentioned that there are several OHS articles coming soon in ECHO. She also mentioned that Boucherville provided a cheat sheet to employees recently that might be helpful in relaying the message of the importance of reporting. Mak suggested that perhaps this would be helpful. Currently a document is being drafted and Dorval will verify with the OHS Group the document and share with the committee.</p> <p>Vandenhoff had concerns that the SDT COSH (Sussex Building) are not receiving EHOIRs from other buildings on Montreal Rd. Campus even though SDT employees work at this location and inspections are carried</p>	<p>12. Share the health and safety reporting cheat sheet with the committee</p> <p>13. Share EHOIR reporting fact sheet with committee</p>	<p>Robitaille</p> <p>Dorval</p>

<p>out in this location by the SDT COSH. He also was concerned that there are really two COSHS for Sussex (SDT COSH and M-54 COSH) and this needs to be changed to one COSH at Sussex. The adoption of a one site COSH needs to be directed and implemented by Senior Management. The current configuration is as follows; SDT COSH oversees MSS and SDT employees at Sussex and the M-54 COSH oversees HHT and ACRD employees at Sussex. He also mentioned that the current inspection process does not cover the entirety of Sussex and that it is far too much work for members of COSH. Cordeau provided examples of other COSHS that have an inspection team that involve members of management and employees that volunteer their time to participate in the inspection process but are not members of COSH. Inspection teams can also encourage supervisors of specific work areas to participate in the inspections. Robitaille explained that in Boucherville all employees are required to participate in one inspection per year. Vandenhoff agreed that a larger inspection team would be helpful, but there are inspection items that require follow up and ensuring compliance is an overwhelming job for COSHS. Finding volunteers for the inspection process is very challenging, and there needs more management support to find volunteers, as this should not be the responsibility of the COSH employee members. Cordeau mentioned that the COSH for his building has not had problems recruiting volunteers and there has been support and participation in the inspections by all levels of staff.</p> <p>Vandenhoff mentioned that there is a great deal of work for COSHS and assistance needs to come from Bargaining Agents and Management to determine appropriate size of the COSH, workload and workplace inspection processes. The inspection process needs to ensure that all workplaces within the building are inspected including ASPM spaces and documentation is shared with COSH. Sussex building for example is 350,000 square feet, or just under 30,000 square feet per month and is not possible to complete with the current inspection team.</p> <p>Mak asked how do you know what building areas to inspect and how to organize an inspection schedule? Dorval suggested that COSH contact their local OHS Advisor to assist with creating an inspection plan. Management and Bargaining Agents can also assist with ensuring that COSHS are set up such a manner that they are effective and serving the interests of the employees. It was agreed that there should be further discussion involving OHS and Advisors with the concerns mentioned related to the SDT COSH.</p> <p>It was identified by Mak in the SEC report that <i>fire related events have increased 400% from the PYTD (previous year to date) (0 events) to CYTD (current year to date) (4 events) and the Spills have increased 100% from PYTD (5 events) to CYTD (10 events)</i>. The committee reviewed the fire related events within the report, which appeared to be non-related events. At an NRC building there was a reported mercury spill and Vandenhoff asked if this incident was reported to the Environmental Group. Robitaille confirmed that it was reported as the environmental group is notified immediately when an EHOIR indicates a spill event. Now that the environment and health and safety groups are amalgamated into the Health, Safety and Environment (HSE) Branch this</p>	<p>14.Contact OHS and Advisors to discuss COSH concerns at Sussex</p>	<p>Fraser</p>
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