

Committee Name and Mailing Address:

**LCBO Provincial Joint Occupational Health and Safety Committee**

LCBO  
55 Lake Shore Blvd East  
Toronto M5E 1A4

OPSEU  
100 Lesmill Road  
Toronto M3B 3P8

**Minutes of Meeting**

Held February 8, 2007, at 10:00 am, in the LCBO 2<sup>nd</sup> Floor Large HR Boardroom

<b>Worker Members in Attendance:</b>	<b>Committee Status</b>	<b>OPSEU Local</b>	<b>Position - Department</b>
Denise Davis Wendy Guitard Barb Hamlyn	Co-chair Member Member	378 682 378	Pallet Control Clerk – Durham RSC CSR – Store Maintenance – Durham RSC
<b>Management Members in Attendance:</b>	<b>Committee Status</b>	<b>Department</b>	<b>Position</b>
Peter Cahill Patti Davis	Co-chair Member	874 864	Manager, Corporate Safety Services Manager, District 25
<b>Guests: Name, Position and Employer</b>		<b>Regrets: Name, Position and Employer</b>	
Terry Aversa, Health and Safety Officer, OPSEU Janet Naidu, Manager Workplace Diversity and Ombuds Office, LCBO Aileen Ng, Health and Safety Projects Officer, LCBO		Darrell Hamlyn, Manager Logistics Safety, LCBO	
Meeting Hosted By: LCBO		Recording Secretary: Aileen Ng	

**THE ATTACHED MINUTES ARE AN ACCURATE RECORD OF THIS MEETING:**

SIGNED: Worker Co-Chair:	Denise Davis	SIGNED: Management Co-Chair	Please note that the LCBO has declined to sign off these minutes
<b>DATE OF NEXT MEETING</b>			
<b>May 10, 2007, 10:00 am, Boardroom "A" at OPSEU Office located at 31 Wellesley St., Toronto.</b>			

**DISTRIBUTION:** Copies Committee Members, OPSEU Health and Safety Unit

A copy of these minutes will be posted on the OPSEU website [www.opseu.org](http://www.opseu.org)

**1.0 ADMINISTRATIVE ISSUES**

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
09-06	1.0	<p><b><u>Role of Committee</u></b></p> <p>This committee is not intended to replace functions of the local committees and health and safety representatives outlined in the Occupational Health and Safety Act (OHSA). The Proposed MoA is intended to address that issue.</p> <p>Discussion on the role of the committee, the Draft Terms of References (ToR) and the LCBO Proposed Memorandum of Agreement were not held as the Committee agreed these issues are to be resolved by Wayne Zachar (LCBO) and OPSEU representatives..</p>	<p>Discussions on this issue will occur between Wayne Zachar (LCBO) and OPSEU Representatives (Mike Sullivan, Rob Field) (OPSEU)</p>	<p>Item on hold until issue is resolved.</p>
09-06	2.0	<p><b><u>Protocol organizing committee meetings including time off issues, notifications, and next meeting dates.</u></b></p> <p>Discussions about the 800 day pool are still ongoing in other forums. No resolve to this issue yet. LCBO said that some conceptual agreement on this issue in this forum could be brought to the other forum for discussion and consideration. LCBO may send this committee a draft proposal that this committee could consider in consultation with the Labour Management Committee.</p>	<p>Discussions on this issue will occur between Wayne Zachar (LCBO) and OPSEU Representatives (Mike Sullivan, Rob Field) (OPSEU)</p>	<p>Item on hold until issue is resolved.</p>
09-06	3.0	<p><b><u>Training: Certification and Advocacy</u></b></p> <p>The union asked the employer for a list of safety training programs delivered to LCBO employees and how they are delivered.</p>	<p>LCBO provided a list of training programs, including Asbestos, Powered Lift Equipment (PLE), Workplace Hazardous Materials Information System (WHMIS) and First Aid. The LCBO The LCBO's certification program meets the minimums set by the WSIB and has</p>	<p>The union will provide feedback after reviewing the videos on WHMIS, PLE, Hard Target, Shop Theft. The union will provide feedback after review of the booklets.</p>

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		<p>The union asked for copies of LCBO Safety Booklets for review.</p> <p>The union asked to be involved with the early process of development for the information booklets. The union reminded the employer to include the responsibilities under section 9(31).</p> <p>The union asked for more details regarding certification training Part 1 and Part 2.</p> <p>The union asked if they could attend the next JHSC certification training.</p>	<p>additional components tailored to LCBO workplaces. Training is delivered internally— Core training is 3 days and hazard specific is 2 days.</p> <p>Safety Booklets that have already been printed, were provided on (1) Joint Health and Safety Committees (2) Safety Representatives (3) Workplace Inspections (4) Asbestos. Note: the booklets were not provided. I have a note in my minutes that the 4 booklets will be sent. We did not receive them yet.</p> <p>A Draft copy of the Employee Orientation Safety Booklet, which is almost complete for roll-out, was provided to the union for review and comment.</p> <p>LCBO summarized the training topics covered in the safety committee certification training program. LCBO also provided a copy of the Training Manual to the union committee chair.</p> <p>The LCBO invited the union to attend the next scheduled Phase 1 JHSC Certification Training session.</p> <p>The LCBO offered the union the opportunity to</p>	<p>The union will submit feedback prior to the next Provincial meeting. The Union agreed not to copy or distribute the booklet to anyone other than members of this committee.</p> <p>COMPLETE</p> <p>Union members are registered to attend the next Phase 1 certification training.</p> <p>The union declined the offer to co-facilitate the training session.</p>

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			share in the training session using existing materials and established training time lines	
09-06	4.0	<p><b><u>Safety Committees and Safety Representatives</u></b> The union requested a list of all existing safety committees in the province.</p> <p>The Union, asked if the LCBO had a list of safety representatives in each store</p>	<p>The LCBO provided a list of all the active Joint Health and Safety Committees in the organization, and meeting dates for fiscal 2006/07.</p> <p>The LCBO did not have a list but agreed to work together with the Union to find out who the current health and safety representatives are.</p> <p>The LCBO gave an overview of how health and safety committees are organized at the last meeting.</p>	<p>COMPLETE</p> <p>The Union will continue to work to ensure that the locals select health and safety representatives and/or committee members at each store</p>
09-06	5.0	<p><b><u>Communications</u></b> In terms of notices of critical injury and fatalities (Section 51 of the OHSA) and injuries and occupational disease (Section 52 of the OHSA), the union requested that the notices be sent (instead of to OPSEU regional offices) to this committee (as the union) care of OPSEU head office to the attention of the Health and Safety Unit (at fax 416-443-0553). The union believes that the information is not provided to the “field” JHSC and/or Safety Representative as per the OHSA.</p>	<p>The LCBO suggested that instead of having all accident forms sent to this committee so that the Union could confirm with each workplace safety representative/committee member that they were aware of the accident, that an alternative process be considered. Further discussions will occur regarding quarterly reports on trends by category. The employer said that they track by six categories. The union also requested that each site have a health and safety board that contains only health and safety material. The LCBO said that they agree and they are in the process of doing this. The LCBO suggested that</p>	<p>The Union agreed to consider the alternative process. Additional conversation will be held at the next meeting on this issue.</p> <p>The LCBO will discuss this issue with the Manager of Corporate Health Services and Directors of Employee Relations and Human Resources Services. The LCBO will provide an update by the next meeting.</p>

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			<p>it should be assumed that the information was provided and made available and until it is found otherwise, this committee will not receive the forms.</p> <p>The LCBO stated it will advise all workplace managers to provide the safety representative/committee member the information obligated in Sections 51 &amp; 52 for accidents that happen at the workplace. Note—this information is not to be provided to all employees.</p>	

## 2.0 HEALTH AND SAFETY ITEMS

DATE OF MEETING	REF #	ISSUE	ACTION DESCRIPTION	STATUS
02-07	6.0	<p><b><u>Workplace Violence and Working Alone</u></b></p> <p>The union requested information on LCBO policies and procedures for preventing and addressing workplace violence.</p>	LCBO Workplace Diversity and OMBUDS office presented the Workplace Intimidation and Violence Prevention Program workshop to committee members at this meeting. A video and information package was provided to the members.	Specifics and update on the working alone policy will be discussed at the next meeting.
09-06	7.0	<b><u>Ergonomics</u></b>	N/A	Further discussion.

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		This item will be discussed at next meeting.		
09-06	8.0	<p><b><u>Asbestos and Mould</u></b></p> <p>LCBO provided the Asbestos Management Program to the union, and discussed with the union that the LCBO is currently in the process of having all stores tested and updated to Regulations 278/05, portions of which do not come into effect until November 2007. As per the new regulations, new committees will also. It is agreed that JHSCs do not have to be formed pursuant to Regulation 278 where asbestos has been fully removed from the facility/store. be established at stores identified under the Asbestos Management Program. The Union requested that the LCBO post in all stores whether asbestos exists in any form at that site. Also, the union requested that information be posted if asbestos has existed in the past and whether it has been removed or if the site is still being managed through the asbestos program. The notices are critical because workers move from store to store and do not know the history at each store. LCBO reminded the Union that the LCBO allowed the union to select a Safety Representative at all LCBO workplaces beyond the minimum requirements as prescribed in section 8(1).Mould. LCBO said that no system is in place to identify new mould. There will be further discussion on this issue.</p>	<p>Upon identification of stores under the Asbestos Management Program, the safety committees will be established and will submit quarterly meeting minutes.</p> <p>LCBO discussed with the union that there are no regulations place for mould. Guidelines are available and may be accessed online.</p>	<p>LCBO to update the Asbestos Management Program to Regulations 278/05.</p> <p>The union has agreed to allow LCBO to provide asbestos locations by November 2007.</p>
02-07	9.0	<p><b><u>Store Music</u></b></p> <p>The union asked if they can select their own music to play in retail.</p>	N/A	Further discussion.

**Next meeting dates for 2007:**

- May 10, 2007, (Cancelled by the employer)
- September 13, 2007, hosted by LCBO
- November 8, 2007, hosted by OPSEU