



Committee Name and Mailing Address:	
<b>LCBO/OPSEU Provincial Safety Committee</b>	
LCBO 55 Lake Shore Blvd East Toronto M5E 1A4	OPSEU 100 Lesmill Road Toronto M3B 3P8

**Minutes of Meeting**  
Held November 8, 2007, at 10:00 am, at 31 Wellesley St W, Toronto

<b>Worker Members in Attendance:</b>	<b>Committee Status</b>	<b>OPSEU Local</b>	<b>Position - Department</b>
Tracy Vyfschaft Rob Mithrush Kelly McInnes	Co-chair Member Member	377	CSR – Store 432 CSR – Store 616 Warehouse 3 Store 945
<b>Management Members in Attendance:</b>	<b>Committee Status</b>	<b>Department</b>	<b>Position</b>
Alkarim Khanji Daryl Hamlyn Paul Mancini	Co-chair Member Member		Manager, Corporate Health Services Manager Logistics Safety, LCBO Acting Director, Central Region, LCBO
<b>Guests: Name, Position and Employer</b>		<b>Regrets: Name, Position and Employer</b>	
Terry Aversa, Health and Safety Officer, OPSEU Rob Field, OPSEU Negotiator			
Meeting Hosted By: OPSEU		Recording: OPSEU	

<b>THE ATTACHED MINUTES ARE AN ACCURATE RECORD OF THIS MEETING:</b>			
SIGNED: Worker Co-Chair:	Tracy Vyfschaft	SIGNED: Management Co-Chair	Please note that the employer has declined to sign off these minutes
<b>DATE OF NEXT MEETING</b>			
<b>TBD</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—Terms of Reference Draft</u></b></p> <p>The union provided their rationale for their counter proposal which had been sent to the employer a few days before the meeting.</p>	Between this meeting and the LMC of Dec 6, Wayne Zachar and Rob Field will correspond regarding the Terms of Reference.	In progress
09-06	2.0	<p><b><u>Provincial Safety Committee Minutes: Feb 13, 2007, September 13, 2007</u></b></p> <p>The group noted that the last 2 sets of minutes had not yet been signed off.</p>	The employer side of the committee agreed to review and send feedback over the email prior to next meeting	In progress
09-06	3.0	<p><b><u>Training: Certification</u></b></p> <p>The union asked the employer for a list of workers who have received certification training in 2005, 2006 and 2007.</p> <p>The union asked for a list of workers slotted for certification training in advance of the training.</p> <p>The union requested confirmation that members of this committee will be included in the next certification training, and asked the dates of the next course.</p> <p><b><u>Training: Manager Competency</u></b></p> <p>The union asked how the LCBO ensures that supervisors and managers are competent under the OHSA—ie what type of training do they receive?</p>	<p>Employer will consider whether such a list can be given.</p> <p>Employer will consider whether such a list can be given.</p> <p>Employer said that the next course is in the spring and that members of this committee who have not received certification training already will be included.</p> <p>The employer said they have a booklet for managers and supervisors and would provide it for the union.</p>	<p>Waiting for employer response</p> <p>Waiting for employer response</p> <p>Waiting for employer to confirm</p> <p>Waiting for employer to provide a copy of the supervisor health and safety booklet</p>

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09-06	4.0	<p><b><u>Ministry of Transportation Prov Committee (MAC) Invitation</u></b></p> <p>The parties discussed the invitation from MAC to attend their next meeting in March 2008. It was thought that the entire committee could benefit by attending.</p>	Union would re-approach MAC to see if invitation can be extended to entire committee.	Waiting for union response
09-06	5.0	<p><b><u>Pilot Project Updates</u></b></p> <p>Ongoing pilot projects include:</p> <ol style="list-style-type: none"> <li>1. use of 2 pallets (one 575 and one floater). The LCBO is looking to get feedback from staff using the pallet. Questionnaires were given to employees. It isn't known whether this will work in all pallet drop stores. There's a target date for feedback but LCBO is heading into a busy season.</li> <li>2. Cash stations: It is unlikely that the LCBO will pilot anything new in December. In the new year perhaps. One store will be chosen per region. LCBO is planning to consider criteria such as injury rates, store set-up, equipment in store, whether the store has space to set it up.</li> </ol> <p>The union asked for information about the pilots as it becomes available and to be consulted about where the cash stations pilots will occur.</p>	The employer will share information about results of pallet pilot and consider the union's request to be consulted regarding the cash stations pilots..	<p>Union waiting for employer to provide pallet pilot results</p> <p>Union waiting for employer response as to whether union will be consulted about locations for cash stations pilot</p>

**2.0 HEALTH AND SAFETY ITEMS**

DATE OF MEETING	REF #	ISSUE	ACTION DESCRIPTION	STATUS
02-07	6.0	<p><b><u>Return-To-Work Plan/Policy/Pilot</u></b></p> <p>The union asked for a copy of the LCBO's return to work plan/policy and whether Ottawa Warehouse is the only place that is currently part of a RTW pilot. The employer said that the Equity Committee will deal with this issue rather than this committee.</p>	No action	CLOSED at this committee
09-06	7.0	<p><b><u>Ergonomics</u></b></p> <p>There was a discussion about ergonomics, and what steps the LCBO takes prior to opening new stores to address this hazard. The LCBO said that they are in the process of seeking ergonomic consultation through RFP to help in the planning prior to opening new stores or facilities. They will also continue to undertake initiatives to address ergonomics as issues arise or on an ongoing basis.</p> <p>The union asked that they receive a presentation at future meeting on examples of ergonomic initiatives that the LCBO takes.</p>	Employer will provide updates on RFP and consider the request for a presentation.	Waiting for updates and an employer response.
09-06	8.0	<p><b><u>Asbestos</u></b></p> <p>The union representatives asked for a list of asbestos locations and noted that they had asked previously at every meeting—although this is the first meeting with new employer members of the committee. The employer did report that Property Services have engaged a company (Pinchin Environmental) to do survey reports for stores. Warehouses were done in June.</p>	Employer will consider whether such a list can be given.	Waiting for employer response

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02-07	9.0	<p><b><u>Store Music</u></b></p> <p>The employer, responding to a previous request of the union said that this issue should be discussed at the Labour Management Committee.</p>	Union representatives will carry item over to LMC	Item CLOSED
02-07	10.0	<p><b><u>Safety Booklets</u></b></p> <p>The union noted that they had not yet received copies (4—one for each member and one for OPSEU) of the following booklets that the employer had agreed they could have: JHSC, H&amp;S Reps, Inspections, Asbestos (also—as agreed to earlier—supervisor H&amp;S). The employer said that once the LCBO internal process is concluded that the union will have an opportunity to give feedback prior to finalization.</p>	Employer to provide 4 copies of the booklets	Waiting for employer to provide 4 copies of booklets
02-07	11	<p><b><u>Notice Provisions (Section 51 and 52)</u></b></p> <p>The employer reports that managers have been sent instructions to provide locals the information as prescribed in the legislation. The union said that notices are still not being provided.</p> <p>The union asked that the LCBO draft, send and provide a copy to this committee of a letter to managers clarifying the notices process described in the OHSA.</p>	<p>Further discussion</p> <p>Employer to respond to this request</p>	<p>Further discussion</p> <p>Waiting for an employer response to this request</p>
02-07	12.0	<p><b><u>Ministry of Labour (MOL) Visits</u></b></p> <p>The union asked if:</p>	Further discussion	Further discussion

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11-07	13.0	<p>a) there have been any MOL visits across the province and it this committee could receive and review MOL reports as a standing item at every meeting. It is important for this committee to be aware of occurrences across the province to assist in resolving issues.</p> <p>b) There have been any work refusals across the province?</p> <p>c) If there have been any critical injuries or reports of occupational disease?</p>	Further discussion	Further discussion
11-07	14.0	<p><b><u>JHSCs in stores</u></b></p> <p>The union brought up a concern that management in stores are inserting themselves in the selection process for H&amp;S reps and/or committee members. In fact, in one location, the union reported that management supervised an election for the H&amp;S rep. The parties agree that selecting H&amp;S reps or committee members remains the prerogative of the union. The union clarified that if any facility or store were short a H&amp;S rep, that the manager involved should notify the OPSEU Local President to handle the matter.</p>	No action required	Item CLOSED
11-07	15.0	<p><b><u>OPSEU Zone Tour Forms</u></b></p> <p>The employer asked about the OPSEU Zone Tour form and if they could have a copy. The union explained that it was an internal union form for our members to use while doing zone tours. It is designed for the local to get a snapshot of the state of health and safety at each facility. The union provided a copy of the form to the employer.</p>	No action required	Item CLOSED

DATE OF MEETING	REF #	ISSUE	ACTION DESCRIPTION	STATUS
02-07	16.0	<p><b><u>Working Alone Provisions</u></b></p> <p>The union said that the employer had previously agreed to provide information to the committee about precautions and/or procedures while working alone. The union asked the new members of the employer side of the committee if they could be prepared to provide details at the next meeting regarding this issue.</p>	Employer to provide information at next meeting	In progress—employer to provide information at next meeting

**Next meeting dates for 2008:**

- Guests of MTO Provincial Committee (MAC) March 18, 2008
- Meeting 1—March TBD, hosted by LCBO
- Meeting 2—May TBD, hosted by OPSEU
- Meeting 3—September TBD, hosted by LCBO
- Meeting 4—November TBD, hosted by OPSEU