



Committee Name and Mailing Address:

LCBO Provincial Safety Committee	
LCBO 55 Lake Shore Blvd East Toronto M5E 1A4	OPSEU 100 Lesmill Road Toronto M3B 3P8

Minutes of Meeting
 Held September 30, 2008, at 10:00 am, LCBO Head Office, 55 Lakeshore Blvd. East

Worker Members in Attendance:	Committee Status	OPSEU Local	Position - Department
Tracy Vyfschaft Rob Mithrush Kelly McInnes	Co-chair Member Member	377 741 499	Store 432 Store 616 Ottawa Logistics Facility
Management Members in Attendance:	Committee Status	Department	Position
Alkarim Kanji Darrell Hamlyn Paul Mancini	Co-chair Member Member		Manager, Corporate Safety Services Manager, Logistics Safety District Manager, Central Region
Guests: Name, Position and Employer		Regrets: Name, Position and Employer	
Terri Aversa, Health and Safety Officer OPSEU			
Meeting Hosted By: LCBO		Recording Secretary: LCBO	

THE ATTACHED MINUTES ARE AN ACCURATE RECORD OF THIS MEETING:

SIGNED: Worker Co-Chair:		SIGNED: Management Co-Chair:	
DATE OF NEXT MEETING			
Nov. 19, 2008, 10:00 am, at OPSEU Head Office, 100 Lesmill Road, Toronto.			

DISTRIBUTION: Copies Committee Members, OPSEU Health and Safety Unit

A copy of these minutes will be posted on the OPSEU website 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
		<p><u>Old Minutes</u> March 2008 minutes provided for review, soft copy to be emailed.</p> <p><u>Role of Committee</u> The Terms of Reference are finalized.</p>	<p>Union to review minutes and reflect changes in follow up minutes.</p>	<p>Item remains open.</p> <p>Item closed.</p>

2.0 HEALTH AND SAFETY ITEMS

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p><u>Training</u></p> <p><u>Supervisor competency issue—Booklets</u></p> <p>The union indicated that on pg. 2 – missing under Supervisor Responsibilities:</p> <ul style="list-style-type: none"> — Actual / potential hazards — Every precaution reasonable <p>Some discussion regarding refresher training for Supervisors/Shift</p>	<p>Information to be reviewed for updates</p>	<p>Item closed</p>

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		Leaders. Employer indicated that training is not limited to the one booklet.		
		<p><u>Training Certification Training</u> The employer confirmed that OSSA to deliver local certification training for the LCBO organization. Concerns raised by the union regarding OSSA's ability to offer training, given WSIB's proposed initiative of amalgamating Health and Safety Associations – once WSIB initiative has been confirmed impact on training will be assessed.</p>		Open
		<p><u>Pilot Project Updates</u> <u>Cash registers</u>—The employer reports that one (1) store per region will have a new cash desk for a trial period to see if the design works. The new cash system has a “well design” that can incorporate paper bags. <u>Lift Tables</u>—The employer reports that they are trying a new piece of hydraulic equipment at Store 1 (was at Store 355). This lift is in a fixed position compared to the older style that could be moved around. They are monitoring feedback</p>		Open for updates
		<p><u>Asbestos</u> The employer reports that they have received many surveys that outline the locations of asbestos in the LCBO operation. Currently they are considering locations to get small amounts of asbestos removed, and plan to include other locations with significant amounts of asbestos into the LCBO asbestos management plan. The employer reported that asbestos removals will be conducted by appropriate contractors and in compliance with existing legislation.</p>		Open
09-06	6.0	<p><u>Other safety booklets not received</u> There are still booklets that were promised (JHSCs and H&S representatives) but that have not been received by the union. The employer responded that the others are still in development. The LCBO</p>		Open

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		said that the committee is welcome provide feedback and looks forward to starting this process.		

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09-06	7.0	<p><u>Notice Provisions in the OHSA</u></p> <p>The union advised the employer that for the purposes of Section 51 and 52 reporting, that the worker members of this committee represent “the union” for the purposes of these sections of the Occupational Health and Safety Act. Of further note—in addition to providing to the “union,” the Act also mandates that Section 51 and 52 notices be provided to the workplace health and safety representatives or worker joint health and safety committee members. At the workplace level, the union advised that the notices should be handed to the appropriate individual within four days of the occurrence, and that workers should have a secure place to retain them. The information to be provided is contained in the Industrial Regulations Section 5. Any additional information (ie, “what corrective action was taken.”) will be provided in other formats as appropriate.</p>		Open
09-06	10.0	<p><u>The existence of Joint Health and Safety Committees where number of term employees bring numbers above 20</u></p> <p>The union stated its position that where the number of “Term Employees” bring the total number of people employed above 20, that the LCBO has a duty to form a JHSC pursuant to Section 9 of the Act, and provided the employer with a copy of the “Brewer’s Retail” case that in their view supported their position. The union asked the employer for their view on the issue.</p>	Employer to review “Brewer’s Retail” case and respond	Open

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09-06	11.0	Working Alone —The employer reported that they formed an internal committee to examine this issue. The committee includes a retail focus employee, property services, resource protection, corporate safety, retail safety, corporate training, retail training. The committee will be examining many instances where workers may work alone other than just in retail, ie, bank deposits, managers driving alone from one store to another, etc. The employer stated that there will be a policy developed regarding working alone that will be brought back to the committee for comments.	Further discussion, opportunity for union to comment on draft policy and get committee updates	Open

3.0 STANDING ISSUES

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
09-06	12.0	<p><u>Report on any MOL orders, work refusals, or critical injuries since last meeting</u></p> <p><u>Criticals</u></p> <ul style="list-style-type: none"> • <u>Durham Warehouse</u>—the employer reports that one visit here having to do with a possible critical injury. • <u>Kingston</u>—the employer reports a hand injury from power lifting equipment was treated as a critical injury as a precaution <p><u>Work refusals</u></p> <ul style="list-style-type: none"> • <u>Durham Warehouse</u>—One reported work refusal at Durham warehouse about forklift battery changing • <u>London warehouse</u>—a work refusal regarding a “Stand-up” forklift. The MOL recommended a change to training programs. 		Open

	<p>MOL visits—The union asked for copies of Mol premise reports to be provided along with the discussion.</p> <ul style="list-style-type: none"> • Store 310—employer reports a selection representative issue and a conveyor nip hazard • Store 20—a visit, no other details provided • Store 409—a routine visit, no other details provided 		
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4.0 NEW BUSINESS

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05-08	13.0	<p>Security Guards—The union asked if the employer had entered into a contract for provincial coverage of security guards and if so, if there was going to be a set of guidelines for how employees should interact with them or assist them. The employer said that they are developing a training package for managers on the security and what employees should do.</p>	Employer to provide guidelines on security coverage	Open