



Discover the World

Committee Name and Mailing Address:

<b>LCBO 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 18, 2009, at 0930 am, in Room 206, OPSEU Head office 100 Lesmill Road

<b>Worker Members in Attendance:</b>	<b>Committee Status</b>	<b>OPSEU Local</b>	<b>Position - Department</b>
Tracy Vyfschaft	Co-chair	377	Store 432
Rob Mithrush	Member	741	Store 616
Kelly McInnes	Member	499	Store 945

<b>Management Members in Attendance:</b>	<b>Committee Status</b>	<b>Department</b>	<b>Position</b>
Alkarim Kanji	Co-chair		Manager, Corporate Safety Services
Darrell Hamlyn	Member		Employment Relations
Pat Colalillo	Member		Manager Logistics Safety LCBO
			Retail Corporate Safety, LCBO

<b>Guests: Name, Position and Employer</b>	<b>Regrets: Name, Position and Employer</b>
Terri Aversa, Health and Safety Officer OPSEU	Paul Mancini

Meeting Hosted By: OPSEU	Recording Secretary: OPSEU
--------------------------	----------------------------

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

SIGNED: Worker Co-Chair:		SIGNED: Management Co-Chair	
-----------------------------	--	--------------------------------	--

**DATE OF NEXT MEETING**

**at LCBO Head Office, 55 Lakeshore Blvd, 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](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
18-11 2009	1	<p><b><u>Sign-off of previous minutes</u></b></p> <p>Nov 19, 2008—employer has draft, need to agree and sign off Feb 19, 2009—employer to provide draft Sept 2, 2009—union to provide draft</p> <p>For this meeting the committee will pilot “real-time minutes” to deliver minutes at the conclusion of the meeting.</p>		Item remains open.
18-11-2009	2	<p><b><u>Dates for 2010</u></b></p> <p>Union proposed (employer host) Feb 10, (union) May 12, (employer host) Sept 15, (Union) Nov 17 2010. Parties will finalize dates by email as soon as possible.</p>	Finalize by email	open

**2.0 HEALTH AND SAFETY ITEMS**

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
18-11-2009	3	<p><b><u>Pilot Project</u></b></p> <p>a) <b><u>Lift tables</u></b>—Employer update –100 currently in operation. Ten (10) on reserve for new stores. For second phase, 80 more lift tables coming but not yet placed - screening stores for</p>		

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p>suitability is in progress. Workers are providing positive feedback about the lift tables. In some stores, adjustments are needed in stores prior to being able to accommodate a lift table. Investigating use of lift tables in warehouses is ongoing.</p> <p>b) <b>Cash stations</b>—A meeting will be held shortly with the ergonomist and store design team regarding cash stations to determine next steps.</p> <p>c) <b>Ergonomics—Human Factors North</b>—Work continues in ergonomics, and efforts to integrate ergonomic awareness are ongoing within the organization.</p> <ul style="list-style-type: none"> <li>• <b>Durham ergonomic pilot project—receiving platform</b>—This equipment (basically an extension of existing conveyor system) improves ergonomic conditions when unloading containers. Employer will arrange to have an ergonomic assessment of equipment and obtain employee feedback to determine effectiveness of the equipment. The equipment is a custom-made prototype and subject to changes that are needed.</li> </ul> <p>d) <b>Audits—“SWAPSO” (amalgamated SWAs)</b>—the employer has engaged them to inspect a number of stores/warehouses to provide a report on health and safety performance.</p>		Open for updates
18-11-2009	4	<p><b>Other Updates</b></p> <p>a) <b>Defibrillators</b>—Union provided data (Guidelines for recreational facilities) in support of their request that the LCBO consider instituting a defibrillator program. The documents</p>	The union will gather information about placement, how many, use etc.	Open

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p>comment on the liability issues and provide useful guidance on placement and use of defibrillators in recreational facilities. It is the union’s view that a defibrillator program shows corporate responsibility and makes sense because LCBO has an aging workforce and many public areas now have defibrillators. The employer has many questions that need to be answered prior to making such a recommendation, ie—how to evaluate location, number, cost, etc.</p> <p>b) <b><u>Bonar bins</u></b>—Union believes these bins may present hazards to employees (broken glass, opening door with one hand, bad smell). Employer inspected (and spoke to employees) a selection of bonar bins, found inconsistencies with how they handle breakage, with lids, etc. — the inconsistencies may be presenting the problems.</p> <p>c) <b><u>Portal checklist/online accident reporting</u></b>—The union asked if the booklet that health and safety representatives use to do inspections be posted online in portal to assist with inspections. The employer is working on the portal and stated that the booklet and accident reporting will be on the portal once completed.</p> <p>d) <b><u>Committees where “Term employees bring “regularly employed” over 20</u></b>—Union asked for the LCBO response to this issue. The employer has no response as of yet, but notes that establishing committees in asbestos locations will take care of some of this, and then certification will be the issue to examine.</p> <p>e) <b><u>Stores with asbestos</u></b>—Union reports from zone tours show many locations that contain asbestos—the union supports that the reps identified at those stores will be the established “worker committee members” until such time and if local presidents appoint new ones in due course. The committee</p>	<p>Employer will collect information about the process for the bonar bins and the committee will examine the process at next meeting with a view to address inconsistencies which will hopefully resolve issues with bins.</p> <p>Employer will follow up on this issue</p> <p>Union will send employer a list of asbestos locations gathered through zone tours to serve as a working document for the parties to finalize a list</p>	

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p>intends to work together in next steps of the process which includes finalizing a list, creating an information package (i.e. draft letter to workers and managers, Q and A), to go out to those locations to form committees and provide guidance to the new committees. Employer reports that surveys for leased stores are completed, but reports are not in yet.</p> <p>f) <b>Zone tour results</b>—Union provided feedback about zone tours - Thirty-seven (37) of 42 locals conducting tours, 17 of 37 sent in zone tour forms to date. Some issues identified include — concerns about working alone and a desire for written protocols or information about what precautions are in place or how safety can be improved. General concerns about not having armored car delivery, and concerns regarding too much product. The committee agrees that concerns should be addressed by local workplaces through the process of inspections, recommendations, and action. Many zone tour forms stated no complaints with health and safety—that concerns were dealt with in a timely manner.</p>		
18-11-2009	5	<p><b>Strategies for committee to move forward</b></p> <p>a) <b>Joint ventures</b>—Union may have ideas about possible joint ventures from the zone tour forms to bring forward.</p> <p>b) <b>Ergonomic project with OHCOW</b>--Union provided update about proposed project with OHCOW in 2010 regarding ergonomics—that OPSEU has formally notified OHCOW of desire for a project for 2010 for LBED members and hopes that the employer wants to participate jointly.</p>	<p>Employer will consider opportunities given that they have ergonomic activities in progress and based on current information regarding OHCOW are not certain how they will relate.</p>	Open
18-11-2009	6	<p><b>Notice Provisions OHS</b></p> <p>The committee discussed the idea of notice reporting and is still</p>	<p>Parties will continue to discuss this issue. For</p>	

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		examining options to improve this process.	now, the employer will re-visit the issue.	Open

### 3.0 STANDING ISSUES

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
18-11-2009	7	<p><b><u>Report on any MOL orders, work refusals, or critical injuries since last meeting</u></b></p> <p><b><u>a) Criticals--none</u></b></p> <p><b><u>b) Work refusals—</u></b></p> <ul style="list-style-type: none"> <li>• Store 243 resolved at stage 2, about temperature in the store</li> <li>• Durham warehouse to stage 2 treat as complaint, throwing object issue</li> <li>• Ottawa warehouse—resolved stage 1, meal break</li> </ul> <p><b><u>c) MOL visits—</u></b></p> <ul style="list-style-type: none"> <li>• <b>Store 438</b>, no orders—part of chemical hazard blitz</li> <li>• <b>Store 192</b>, one order, ergonomics—enough people for load, also follow up visit - 3 orders, emergency procedures and instructions related to power outage, and addressing written recommendations.</li> <li>• <b>Store 390</b>, Markham, 4 orders regarding managerial</li> </ul>		

		<p>functions and selection of H&amp;S rep, footwear, securing ladder, providing information about injury at store</p> <ul style="list-style-type: none"> <li>• <b>Store 613</b>, 2 orders, eye wash station, securing speed racking to floor, manufacture does not require this—manufacturer information sent to MOL</li> <li>• <b>Durham Warehouse</b>—continuation of previous visits with 2 orders regarding different seating and work to do with dock plates</li> </ul>		
--	--	--	--	--

**4.0 NEW BUSINESS**

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
18-11-2009	8	<p><u>H1N1</u>—Union noted that LCBO sent out notification regarding the handling of absenteeism in relation to the incentive program due to H1N1.</p> <p>Regarding doctor notes, the union stated that health care practitioners are advising employers not to request unnecessary doctor notes—it is flooding the system and asked how the LCBO will respond. The LCBO is reviewing their process regarding doctor notes and will determine whether any changes are required to the current policy.</p> <p>The employer stated that information about H1N1 will be available on the portal.</p>		Open

18-11-2009	9	<b><u>WIVP extension program—“Racial Profiling”</u></b> —Union asked if the employer could forward this new part of their existing program to the committee for their records.		
18-11-2009	10	<b><u>JHSC Training</u></b> —The union raised concerns about holding part 2 of certification in Toronto for all people across the province. The result is that people in some cases are traveling (and not being paid for total travel) to attend training - the OHSA implication of time spent being certified (including time to get there) the employer will investigate.		
18-11-2009	11	<b><u>Christmas Build</u></b> —Union suggests that the parties develop an action plan to address excess stock. Employer thinks it is a good idea. However given that the season is upon us, committee will work to identify where issues arise and see if we can work through the district manager level to resolve issues.		
18-11-2009	12	<b><u>Armored car service</u></b> —discuss in detail next meeting—not available in every region.		