

COMMITTEE MINUTES

Provincial Joint Occupational Health and Safety Committee Meeting

Name of Committee and Mailing Address:			
LCBO/OPSEU Provincial Joint Occupational Health and Safety Committee			
55 Lake Shore Blvd. East		and	100 Lesmill Road
Toronto, Ontario M5E 1A4			Toronto, Ontario M3B 3P8
Date of Meeting: Sept 22, 2006			
Date of Next Meeting: November 16, 2006 Room 206 OPSEU Head Office			
Worker Members in attendance:	OPSEU Local	*Status	Position Title
Denise Davis	378	Co-chair	Pallet Control Clerk
Wendy Guitard	682	CM	CSR
Barb Hamlyn (not present)	378	CM	Maintenance
Management Members in attendance:		*Status	Position Title
Wayne Zachar (meeting chair and contact person)			Director, Employment Relations
Darrell Hamlyn			Manager, Logistics Health and Safety
Peter Cahill			Manager Corporate Safety Services
Patti Davis			District Manager, District #25
(note composition of employer members not final yet)			

Note *: **CM** – Committee Member **A** – Alternative

Recording Secretary: <u>LCBO</u>
Guests:
Terri Aversa, OPSEU Health & Safety Officer Mike Sullivan, LBED Division Executive member

THE ATTACHED MINUTES ARE AN ACCURATE RECORD OF THIS MEETING:
SIGNED: Worker Team Coordinator: _____
SIGNED: Management Team Coordinator: _____

DISTRIBUTION: Copies Committee Members, OPSEU Health and Safety Unit

A copy of these minutes is posted on the OPSEU website www.opseu.org

LCBO/OPSEU

Date of Meeting **Sept 22, 2006**

Reference No. (as applicable)	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
<p>Administrative Items No previous minutes to sign—Sept 22 is the kick-off meeting.</p>		
<p>1.0 Administrative issues</p>		
Item 1 09-06	<p><u>Role of Committee</u> Both sides exchanged proposals on the potential role of this committee. It was noted that the objectives of both parties appeared similar in regards to this committee. Both parties agreed to review each other's document and respond.</p>	LCBO
Item 2 09-06	<p><u>Protocol organizing committee meetings including time off issues, notifications, and next meeting dates.</u></p> <p>The group discussed how time off should be booked for committee members; both the mechanics of it and how it should be covered. Differing positions existed on how the time should be covered; the union said caucus and face to face meeting time was employer paid as per Sections 9 (34) of the OHSA, and the employer feels that it should come out of the 800 day pool, because in their view, this is not a committee mandated by the OHSA. The parties decided to hold this issue over until the 800 day issue is resolved, which is happening in other processes.</p> <p>The 800 day pool issue also affects the mechanics of how time off is arranged. The parties agreed that for the time being, employees would tell their own managers informally when time off will be required as early as possible and employer committee members will likewise inform managers within their own organization while OPSEU continues to notify the person at LCBO who arranges time off.</p> <p>The next meeting was set for November 16, 2006 at 100 Lesmill. (OPSEU). Next year, meetings will be held in February, May, September and November. Whoever hosts will be responsible for drafting the minutes.</p>	Item on hold til 800 day issue resolved

Date of Meeting Sept 22, 2006

Reference No. (as applicable)	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
Item 3 09-06	<p><u>Training: Certification and Advocacy</u></p> <ul style="list-style-type: none"> The issue of providing certification training at the Workers Health and Safety Centre (WHSC) was discussed. The LCBO is not agreeable to changing their training organization to WHSC because they have certified in-house instructors that provide certification using the OSSA program. The LCBO thinks it is beneficial to train both workers and managers together and haven't had any complaints about their certification program in the last 7-9 years that this has been in place. Approximately 7-9 years ago, hazard specific modules (for Part 2 of cert training) were chosen due to the findings of a survey done by the LCBO of all employees in their organization. The employer will provide more details of their certification training next meeting. All members of this provincial committee will receive certification training. Advocacy. (training for LCBO wide JHSC members and H&S Representatives.) The LCBO is poised to release a Health and Safety Booklet to all JHSC members and Representatives. The employer will circulate the draft booklet to this committee for input after review by the retail management team. The employer does not want to delay the role out process and would like to obtain internal feedback first. 	LCBO
Item 4 09-06	<p><u>Inventory of workplace committees and reps in field and how LCBO organizes health and safety within</u></p> <p>LCBO accounts for JHSCs but does not keep account of who the Health and Safety Representatives are. Inspection reports from all workplaces are sent in to LCBO but no official list of Health and Safety Representatives is kept. The employer agreed to provide a current list of committees at the next meetings.</p>	LCBO

LCBO/OPSEU

Date of Meeting **Sept 22, 2006**

Reference No. (as applicable)	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
Item 5 09-06	<p><u>Communications</u></p> <p>The union's question of how this committee would communicate with "field" JHSCs and Health and Safety Representatives was discussed, and no decision was made. Difficulty arises because no list of Representatives exists.</p> <p>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 regional offices) to this committee (as the union) care of OPSEU head office to the attention of the Health and Safety Unit (at fax 416-443-8888). Of course, notices will also be sent to the "field" JHSC and/or Health and Safety Representative as per the OHSA.</p>	<p>Open</p> <p>LCBO</p>

Date of Meeting Sept 22, 2006

Reference No. (as applicable)	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
2.0 Health and Safety Items		
Item 6 09-06	<p><u>Workplace Violence/Working Alone</u></p> <p>The union asked questions about changes since the robberies that have occurred (Toronto—store #9, Sundridge and Palmerston in summer 2006). Coupled with working alone, workplace violence is an important hazard to address. The employer shared information about their preventative measures, such as educational videos and changes in stores, and will provide more details regarding their workplace violence prevention next meeting.</p>	LCBO
Item 7 09-06	<p><u>Ergonomics</u></p> <p>The employer reported 60-70% of the injuries were soft tissue injuries related to lifting or overexertion. They reported that an “adjustable receiving platform” is being tested at the Durham Warehouse. This platform lifts workers up so they can unload cases from a container at case height instead of lifting above the shoulder. One problem is the lift cannot be used in a container where the stock is on pallets. For stores, the employer is distributing carts that can be used to move cases of stock into the store instead of manually lifting. Also, cash station design is also being looked at to reduce these injuries. Other details, such as moving bar codes off the bottom of cases were discussed as possible ways to reduce these injuries. The employer reported that an ergonomist was brought in to assess Store 60 but that the final design was not acceptable to the workers.</p>	Further discussion

Date of Meeting Sept 22, 2006

Reference No. (as applicable)	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
Item 8 09-06	<p><u>Asbestos and mould</u></p> <ul style="list-style-type: none"> • <u>Asbestos</u>--The union asked if the employer was conducting new asbestos assessments in the field given the new asbestos regulation where employers must identify both friable and non-friable asbestos in workplaces. The LCBO said that their assessments have always identified both types of asbestos. The LCBO will consider providing information to the union about the location of asbestos in LCBO workplaces. The union noted that the new regulation mandates that asbestos plans need to be reviewed every year in consultation with JHSCs and Health and Safety Representatives and the union wanted to support that process. • <u>Mould</u>—The parties discussed the importance of a number of factors related to mould remediation: the importance of locating the source of moisture that caused the mould and fixing it, taking appropriate ranges and types of samples to identify the extent of the mould before remediating, the importance and value of consulting with and having the presence of JHSC members and/or health and safety representatives at the start of the testing procedure, and in providing reports to JHSCs, Health and Safety Representatives and workers. Policies and procedures for mould are currently being reviewed at LCBO. 	<p>LCBO and further discussion</p> <p>No further action—Item closed</p>
	<p>Next dates for 2006</p> <p>November 16, 2006 => Room 206, OPSEU Head Office, Toronto</p>	