



Committee Name and Mailing Address:

<p style="text-align: center;">LCBO Provincial Health and Safety Committee</p> <p>LCBO 55 Lake Shore Blvd East Toronto M5E 1A4</p>	<p style="text-align: center;">OPSEU</p> <p>100 Lesmill Road Toronto M3B 3P8</p>
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Minutes of Meeting
Held May 13, 2010, at 1000 am, in Room 201, OPSEU Head office 100 Lesmill Road

Worker Members in Attendance:	Committee Status	OPSEU Local	Position - Department
Tracy Vyfschaft Kelly McInnes Jennifer Van Zetten	Co-chair Member Member	377 499 162	Store 432 Store 945 Store 367
Management Members in Attendance:	Committee Status	Department	Position
Alkarim Kanji Darrell Hamlyn Pat Colalillo	Co-chair Member Member		Manager, Corporate Safety Services Employee Relations Manager Logistics Safety LCBO Retail Corporate Safety, LCBO
Guests: Name, Position and Employer		Regrets: Name, Position and Employer	
Terri Aversa, Health and Safety Officer OPSEU		Paul Mancini, Regional Director, Eastern Region	
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: Sept 15, 2010 at 55 Lakeshore	

DISTRIBUTION: Copies Committee Members, OPSEU Health and Safety Unit
A copy of these minutes will be posted on the OPSEU website www.opseu.org



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at LCBO Head Office, 55 Lakeshore Blvd, Toronto.

1.0 ADMINISTRATIVE ISSUES

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
26-02-2010	1	<u>Sign-off of previous minutes</u> Feb 26, 2010—Committee reviewed/edited previous minutes.	Employer will forward final draft May 14, 2010	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	2	<u>Pilot Project</u> a) <u>Lift tables</u> —Employer used a feedback survey to collect information about the use of lift tables. Only employees who could potentially use the lift tables normally receive training on the lift tables. A video and 6-step approach is being used to train. b) <u>Cash stations</u> —The committee discussed the recommendation to raise the printers up off the floor as one aspect to improve	Employer will provide a copy of the feedback survey used. The employer will confirm their training requirements and who receives training in regards to using lift tables. The employer will review the recommendation regarding printers at customer service stations.	Open for updates

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p>layout of computers at customer service stations.</p> <p>The ergonomist consultant is reviewing overall cash register design and will issue design recommendations but the employer hasn't received them yet. Once received or at any time this committee may offer recommendations.</p> <p>c) Ergonomics—Human Factors North—Work continues in ergonomics; safe lift video and lift table video have been developed with assistance of the ergonomist.</p> <p>The employer is considering opportunities to raise awareness of ergonomics issues within their employee and management groups.</p> <p>The employer summarized Human Factors North's role as three-fold; PDAs, assistance with any ergonomic MOL orders, and overall strategies to improve operations, such as the project regarding cash station design.</p> <ul style="list-style-type: none"> • Durham ergonomic pilot project—receiving platform—This equipment (basically an extension of existing conveyor system) improves ergonomic conditions when unloading containers. Feedback has been positive overall, but will be improved based upon use and suggestions. 	<p>The employer will share the design recommendations from the ergonomist when available.</p>	
18-11-2009	3	<p>Other Updates</p> <p>a) Defibrillators—Union will provide information to assist in what criteria may be used when assessing potential defibrillator locations. The Union recommends that defibrillators should be</p>	<p>The union will gather information about placement, how many, use etc.</p>	Open

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		<p>installed to protect staff that are often engaged in strenuous activities and compose an aging workforce. The committee discussed inviting an expert to present information to the committee regarding defibrillators.</p> <p>b) Bonar bins—Following discussion at the last meeting, the Employer shared information about bonar bin use with the committee and the group discussed covering the use of bonar bins in next blitz. The group discussed various possibilities to improve use; ie adding stickers, lids, or second bins. Committee should send specific suggestions for bonar bin protocols prior to next meeting.</p> <p>c) Stores with asbestos—Employer distributed a draft of introductory letter and material to be given to stores forming new JHSCs due to asbestos. It is proposed that new committees would get the introductory letter, copies of the inspection report, minutes form, and “A Guide for Joint Health and Safety Committees and Representatives.”</p>	<p>Committee members to send specific suggestions for bonar bin usage to Pat who will have further discussions with department responsible for bonar bins</p> <p>Union to review draft letter/pkg and provide feedback</p>	
18-11-2009	4	<p>Strategies for committee to move forward</p> <p>a) Joint ventures—Possible topics to be discussed.</p> <p>b) Ergonomic project with OHCOW—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

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18-11-2009	5	<u>Portal checklist/online injury reporting</u> —The committee discussed how compliance with OHSA could be reached in regards to injury notice provisions. The employer is still working on the portal and considering how information can be transmitted electronically. It is thought that a system method may be piloted in a region for a short duration of time to see if it works.	Parties will continue to discuss this issue and monitor the progress of the portal system and possible pilot.	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	6	<u>Armored car service</u> —Follow-up at next meeting. Committee had discussed a protocol for where no armoured car service available.	Item follow-up at next meeting	Open
	7	<u>Shift leaders—H&S competency training (update of Self-Study Guide)</u> —Union suggested that question #17 should be changed for shift leaders to “take corrective action” rather than “take disciplinary action” and suggested that question #20 should remove the reference to “shop steward.”	Employer will consider proposed changes and respond to the committee.	Open

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	Certification for Provincial Health and Safety Committee members —Union reported that one member of the committee needs to receive certification training.	Employer will arrange	Close
18-11-2009	9	<p><u>Report on any MOL orders, work refusals, or critical injuries since last meeting (Feb 26, 2010)</u></p> <p>a) <u>Criticals</u>—1</p> <ul style="list-style-type: none"> • Store 494—a worker dropped a role of paper from height and hit worker below who may have gone unconscious. Event investigated by MOL and local JHSC. <p>b) <u>Work refusals</u>—none</p> <p>c) <u>MOL visits</u>—</p> <ul style="list-style-type: none"> • Store 274, no orders—verify compliance with previous order • Store 275, no order, follow up previous • Store 494—visit with the critical injury • Store 192—to investigate a complaint regarding cash station • Store 156—Georgetown, no orders, part of MOL blitz (slips and trips and new and young workers) • Durham warehouse—no orders, complaint investigation regarding smelly container 		Standing Item

		<ul style="list-style-type: none"> • Head office—no orders, routine visit 		
13-05-2010	10	<p>Bill 168 preparation—The employer reports that the Diversity and Corporate Safety Departments will collaborate and work towards compliance with amendments to the OHSA—with Diversity dealing more with harassment and Corporate Safety with workplace violence. First the policy will be updated to reflect the amendments, then a risk assessment tool will be created that will work in LCBO operations. Part of the policy development will include a communication/roll-out strategy with accompanying information. Committee suggestions are welcome.</p>	Employer will provide updates in progress and committee can provide input at any time.	Open
13-05-2010	11	<p>May Health and Safety Blitz—Ladder Safety—Committee discussed the issue of maintaining 3-point contact while using ladders. It may be difficult to perform some tasks maintaining “3-point contact.” The employer is investigating how to resolve this issue, ie using different light fixtures or other ways to perform the tasks keeping 3-point contact, or investigating the use of platform ladders and other devices.</p>	Employer will continue to seek a solution and report back	Open