



Committee Name and Mailing Address:

<p style="text-align: center;"><b>LCBO Provincial Health and Safety Committee</b></p> <p>LCBO 55 Lake Shore Blvd East Toronto M5E 1A4</p>	<p style="text-align: center;"><b>OPSEU</b></p> <p>100 Lesmill Road Toronto M3B 3P8</p>
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**Minutes of Meeting**  
Held Sept. 15, 2010, at 10:00 am, at LCBO Head Office

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 465 Store 945 Store 206
Management Members in Attendance:	Committee Status	Department	Position
Alkarim Kanji Darrell Hamlyn Pat Colalillo Paul Mancini	Co-chair Member Member Member		Manager, Corporate Safety Services Employee Relations Manager Logistics Safety LCBO Retail Corporate Safety, LCBO Regional Director, Eastern 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:
<b>DATE OF NEXT MEETING: Nov. 19, 2010 at OPSEU</b>	
<b>at 100 Lesmill Road, Toronto.</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
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	Closed

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> —Union asked is feedback survey completed? Employer indicated that surveys were for initial rollout. Lift tables are being used, they are fine, message to DA when to expect lift table and employees not to use unless trained – looking at other opportunities for the placement of lift tables (other equipment to support the lift table – lift table presently in approximately 150 stores). Union suggested with regard to training to encourage employees to use equipment to clear off	Employer will look at opportunities to revise current print training materials and advise trainers to encourage employees to use equipment to clear off empty pallets	Open for updates

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		<p>empty pallets</p> <p>b) <u>Cash stations</u>—Union asked for an update regarding cash station project. The employer is currently looking at a store related matter with regard to cash stations.</p> <p><u>Ergonomics—Human Factors North</u>—Employer indicated ergonomist will be onsite at London to carry out Physical Demands Analysis for a variety jobs. Union indicated that JHSC at London should be informed and apprised of initiative</p> <p>Employer indicated that ergonomist to provide information session at upcoming logistics conference.</p>	<p>Open item</p> <p>Employer to follow up with London project - Open item</p>	
18-11-2009	3	<p><u>Other Updates</u></p> <p>a) <u>Defibrillators</u>—Union – presentation.</p> <p>b) <u>Bonar bins</u>—Union provided feedback on procedures for Bonar bins. Union raised concerns regarding the availability of PPE (gloves and eyewear), lack of splash guard, problems with secondary containment bin, pick up problems (delays)</p> <p>c) <u>Stores with asbestos—Union suggested changes</u> 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>Employer to look into opportunities with regard to Bonar bin process (i.e. need for secondary containment bin, availability of PPE, etc.)</p> <p>Union to review draft letter/pkg. and provide feedback</p>	Open
18-11-2009	4	<u>Strategies for committee to move forward</u>		

DATE OF MEETING	REF #	ISSUE	DESCRIPTION OF ACTION(S) TO BE TAKEN RESPONSIBILITY TO COMPLETE ACTION(S)	STATUS
		a) <u>Joint ventures</u> —no update		Open
18-11-2009	5	<u>Online injury reporting</u> —The online accident report is in testing phase, next step is to pilot	Parties will continue to discuss this issue and monitor the progress of the injury reporting 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> —Union inquired where no armored car service available, what is the process to be followed and training.	Item follow-up at next meeting	Open
	7	<u>Shift leaders—H&amp;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 to revise at next printing.	Closed

**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	<b>Certification for Provincial Health and Safety Committee members</b> —Union reported that one member of the committee needs to receive certification training.	Employer will arrange	Open
		<b>Bill 168</b> – Employer provided update regarding risk assessments, Durham is complete, expected completion of all facilities is mid October. Retail is reviewing the risks and controls for piloting the information regionally.	Employer to provide update	Open
		<b>Ladder Safety</b> – Employer provided update regarding procedure to change banners, also looking at opportunities of changing fixtures/systems to improve process	Employer to provide update	Open
18-11-2009	9	<u><b>Report on any MOL orders, work refusals, or critical injuries since last meeting (May 13, 2010)</b></u> a) <u>Criticals—0</u> b) <u>Work refusals—non</u>		Standing Item

**c) MOL Activity  
Retail:**

Store 192	P2	2 orders	- conduct musculoskeletal disorder risk assessment
			- provide information and instruction on safe handling of the bottles and cans while scanning and packing
	P4	6 orders	- protect workers from musculoskeletal disorders with awkward shoulder and wrist postures while using the keyboard at the cashier station
			- develop a compliance plan
			- protect workers from musculoskeletal disorders associated with awkward wrist

			postures while using the cash drawers at the cashier station
			- to develop a compliance plan
			- to protect workers from musculoskeletal disorders associated with awkward neck postures while viewing the large monitor at the cashier station
			- to develop a compliance plan
Store 607	P2	1 order	- provide an eyewash station
Store 1	P2	1 order	- produce a copy of the inspection records from the past year for the lifting devices
Store 326	P2	1 order	- provide an eyewash station
Store 489	P2	6 orders	- remove stored material on a top shelf
			- provide eye protection
			- provide hand protection
			- obtain an unexpired MSDS
			- provide an eyewash station
	P2	No orders	- to deliver a report
Store 132	P3	1 order	- to assess hazards related to the blue racking system.
	P4	1 order	- secure the blue racking system
Store 223	P3	1 order	- provide an eyewash station
Store 447	P3	1 order	- provide an eyewash station
Store 543	P3	2 orders	- to obtain an unexpired MSDS
			- provide an eyewash station
	P3	No orders	- to deliver a report
	P3	No orders	- to perform an ergonomic inspection of the stock room
	P4	No orders	- to deliver a report
Store 393	P3	No orders	- investigate a complaint
	P3	1 order	- to provide information and instruction to workers at the cash stations on bagging and bottle handling techniques
	P4	No orders	- to review a manual material handling video
Store 70	P4	No orders	-
Store 499	P4	2 orders	- to have the blue Raymond Pallet Jack inspected
			- to have the yellow Big Joe forklift truck inspected
Store 556	P4	1 order	- to have at least one certified worker member of the JHSC
Store 242	P4	No orders	-
	P4	No orders	- to deliver report

Store 593	P4	No orders	-
Store 387	P5	No orders	-
Store 265	P6	No orders	-
Store 394	P6	No orders	-
Store 130	P6	2 orders	- repair the water leak in the ceiling - clean the floor and underside of the shelving units in the stock room
Store 390	P6	4 orders	- to ensure cases of alcohol are transported, placed or stored so that the cases will not tip, collapse or fall - to provide a report for the Raymond High Reach device - to provide a report for the Big Joe - to provide a copy of an engineer's pre-start review for the racking structures
Store 106	P5	No orders	-
<b>Logistics:</b>			
Durham	P4	No orders	-
	P4	3 orders	- develop and maintain a program to implement the policy with respect to workplace violence - assess the risks of workplace violence - provide workers with information on the contents of the policy and program
	P5	No orders	-
	P6	No orders	-
	P6	No orders	-

13-05-2010	10	<u>H&amp;S Rep - JHSC recommendations</u> -- look at opportunities to provide direction in Supervisor competency booklet		Open
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