

MEMORANDUM

Ontario Public Service
Employees Union

OPSEU



SEFPO

Syndicat des Employé-e-s
de la Fonction Publique
de l'Ontario

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services

All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: December 5, 2006

SUBJECT: **Ministry of Community Safety & Correctional Services
Health & Safety Committee
Minutes – November 21, 2006**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Leah Casselman
President

Terry Baxter
OPS Supervisor/Negotiator

/jm
att.

cc: MERC Chairs
Ministry ERC

**Ministry of Community Safety and Correctional Services
Provincial Joint Occupational Health and Safety Committee**

Minutes of November 21, 2006 Meeting

Attendees: For the Ministry

Barry Thomas
Anthony Valaitis
Todd Robertson
Timothy Bingham

For the Union

Eduardo Almeida
Curt Bishop
Dave Graves
Brian Chauvin
Lisa Kitchen

Regrets: Anna Gulbinski
Lynn Shallow

Guests: Jim Aspiotis, Security Manager, Toronto Jail
Dan Muldoon, Communications Coordinator
Connie O'Connor, Nutrition Consultant
Lou Ann Lucier, A/Superintendent, Elgin-Middlesex DC
Rick Prestage, Employee H&S co-chair, Elgin-Middlesex DC
Tammy McGregor, Employee H&S co-chair, Central North CC

- ✓ In the event that some or all of the PJOHSC union members will no longer be members of this committee following this week's OPSEU elections, Barry Thomas thanked the union members for their work and dedication on behalf of the Ministry and PJOHSC management side. On behalf of the union, Eduardo Almeida acknowledged the hard work and commitment from management to the health and safety of their members. It should be said that if the committee's composition for the union side does change, that any new members will very fortunate to work with this team.
- ✓ Presentation by Jim Aspiotis, Security Manager, Toronto Jail on gang awareness (security threat groups).

Adult Community

1. WHMIS training –98.5% compliance for the initial training. Starting into the second year of refresher training.
2. P&P safety and security manual – two meetings held to date and committee is progressing.
3. Working in Isolation Policy – management and union will continue to work towards resolving the application of this policy to P&P offices.

4. Grouping of health and safety worksites – in the process of developing the terms of reference and draft agreement in regards to multi-site committees within P&P setting. Update will be provided at the next PJOHSC meeting.
5. PPO Access to Ministry Vehicles – a list of vehicles assigned to P&P offices is being put together and will be shared before the next PJOHSC meeting.
6. Renovations to the Windsor court office has been approved by MCSCS and the project currently is at MAG for completion.
7. Weapons entering P&P offices – lockers have been installed in three P&P offices; Cambridge P&P Office is the next site on the rollout plan. Union suggested that they have received no information concerning signage, in-house arrest directive and any update information regarding lockers in P&P offices. Update to be provided to the union as soon as possible.
8. Asbestos Regulation – status quo on the development of a plan to deal with the issue on the community side; Tim Bingham to provide an update at the next PJOHSC meeting.
9. Alliston P&P Office – Todd Robertson will follow up on union's concern re: non-compliance of security manual (security glass and call display on telephones). Union is also requesting a copy of their office safety plan.

Adult Institutions

1. Professional development for correctional officers – co-chairs will set up meeting with the Ontario Correctional Services College prior to the next PJOHSC meeting as to what they are doing to promote training programs available to correctional officers and why recommended local staff do not meet the associate trainer standards.
2. Storage and control of ICIT/CET equipment – the current vest distributor did not have a representative that could attend a facility to review vest storage. They will provide the Ministry with information on companies that supply storage units. Anthony Valaitis will contact the Director, MOSB to request information currently provided to date and will take the lead on this issue with other members of the vest testing sub-committee.
3. Sally-port project (have one of two doors replaced with a grill door stands) at Algoma T&RC – at the request of the local H&S, they wish to table this issue for further discussions locally.
4. Accommodations Sub-Committee – draft recommendations were put forward for review and response at the next PJOHSC meeting.

5. WHMIS Training – the Ontario Correctional Services College advised that they are in the process of rolling out the WHMIS training in institutions. Union side to be provided with the policy, procedures and implementation documentation confirming the rollout.
6. Inmate Management Committee – PJOHSC seeks to be more inclusive in terms of institutional participants i.e., superintendent and local president. Co-chair, management will discuss with Steve Small, Director, MOSB. Once committee is in place, a meeting will be organized.
7. Status of training in the use of Plexiglass Shields per an MOL order at Monteith CC – union will follow up with the local.
8. Cleaning products – the ADM, AIS has approved implementation of a single multi-use cleaning product. Since the contract is worth over \$1 million dollars, it was submitted to Supply Chain Leadership Council last week for approval. This approval should be received in approximately three weeks.
9. Ammunition in institutions – deferred to next meeting. Liam McVeigh to provide background and update on the delivery of items.
10. BOSS Chair – pending approval by the AIS committee, a province-wide implementation plan will be discussed at the next PJOHSC meeting.
11. Owen Sound Jail yard issues / violation of privacy – business case for the new internal yard structure was submitted to Facilities Management. This is a capital expense that is managed through Facilities Management and at this point, the Ministry does not know when installation will be complete.
12. Algoma T&RC – the Ministry is currently reviewing all projects on the priority list to determine which projects will receive funding for 2007/08. The Northern Region has confirmed that this project (maximizing one of their eight bed units from medium) is a priority.
13. Terrorists - upgrade security/policies and procedures regarding gangs. Best practices guidelines entitled “Admitting Members of Security Threat Groups” will be on the December AIS Committee meeting agenda for review and approval. Union is requesting rollout schedule at the next PJOHSC meeting.
14. Inmate ID Wrist Bracelets – policy is in place and in the process of purchasing the required equipment. Rollout is planned for the New Year. Update to be provided at the next PJOHSC meeting. Committee recommends that someone from CECC that is familiar with the project be invited at the next meeting.

15. Update on radio communications (snapshot of where we are now) from Dan Muldoon, Communications Coordinator, Transportation & Communication Services. PJOHSC requested a list of facilities that do not have a second dedicated repeater installed. The PJOHSC have also requested an update at the next PJOHSC meeting and to review the draft operational policy protocol prior to inclusion in the operating standards.
16. Thunder Bay CC – a status report is being requested by the PJOHSC from the institution prior to the next meeting.
17. Stratford Jail – emergency evacuation protocol and related MOL order. The PJOHSC will provide support to the local institution to deal with this issue.
18. Central East CC – several issues in regards to recreation officers and the gym/exercise yard is currently at the OLRB on appeal.
19. Monteith Complex issues – union will forward the fire code guidelines. Only staff that have been escort trained are issued fitted vests.
20. Central North CC issues – PJOHSC recommend that the issue of the number of inmates escorted per correctional officer within the institution be brought forward for further discussion at the local level with the PJOHSC Transition team members. Any outstanding issues will then be forwarded to the PJOHSC for discussion at their next meeting to be held in February 2007 at Central North CC.
21. Food services bread trays – there is consensus from the PJOHSC on a style of plastic bread tray acceptable for holding/delivering bread to facilities. Connie O'Connor to advise Shared Services of this decision prior to tendering the next provincial bread contract.

Shared Items

1. Conflict between offenders and staff members that fall outside of the conflict of interest and use of force policies – Qs and As (best practices) document being drafted to assist managers. Update to be provided at the next meeting.
2. Guns and Gangs dedicated staff on the institution side – approval was not received to add FTEs for this purpose. Steve Small, Director, MOSB will provide a progress report at the next PJOHSC meeting.
3. Badges – the rollout of the communications package, including order forms for the badges and wallets, is imminent.
4. Confined space program overview – AIS policy unit is waiting for a few institutions to respond to the identified confined spaces memorandum, including completing the form. These responses will be analyzed and an update will be provided at the next PJOHSC meeting.

Next meeting

Date: Wednesday, February 21, 2007
Location: Central North Correctional Centre
Start time: 9:30 a.m.

For the Ministry:

Original signed by

Barry Thomas

Original signed by

Anthony Valaitis

Original signed by

Todd Robertson

Original signed by

Tim Bingham

For the Union

Original signed by

Eduardo Almeida

Original signed by

Curt Bishop

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