

**Ministry of Public Safety and Security  
Occupational Health & Safety Corrections Division Meeting**

**Minutes of May 15, 2003 Meeting**

---

<b><u>Attendees:</u></b>	<b>For the Ministry</b>	<b>For the Union</b>
	Paul Mooney Richard Gibson Lise Ledoux Cheryl Sikkes Tony Valaitis	Daryl Pitfield Edward Almeida Mark Dewar Barry Scanlon Brian Wilson
<b><u>Regrets:</u></b>	Barry Thomas	
<b><u>Guest:</u></b>	Iain Leithead	

**Presentation:**

Capacity Management in Greater Toronto Area  
Iain Leithead, Regional Director, Adult Institutional Services, Central Region

1. A two-phase "Adult Male Remand Population Project" has been established to address the capacity pressures. Phase 1 completion targeted for June 30, 2003 and Phase 2 to follow on September 30, 2003. A short-term strategic document was shared with committee members.
2. Union raised the issue of overcrowding in other regions and have recommendations to help resolve the problem. Management recommended that a sub-committee be established to work on inmate management issues.

**Follow-up / Review of February 18, 2003 Meeting Minutes:**

1. Black Pepper: brought to Director's attention and advised that the ministry will continue to follow the current directive that specifies black pepper will be provided.
2. Violence in the Workplace: meeting was held on May 14, 2003 – the committee members jointly reviewed the draft policy. Changes were reflected (recommendations attached).

Management and Union jointly recommend draft policy to senior management. Anthony Valaitis and Edward Almeida will develop an implementation strategy and report back to the committee.

3. Overcrowding: recent announcement that several facilities are to remain open for the time being.
4. TB Testing: already a consistent policy in place found in the *Health Care Services Policy and Procedures* manual, section HSC 01-32-01 (attached). The Senior Nursing Consultant issued a reminder to Health Care Coordinators at the May 6, 2003 Provincial Nursing Advisory Committee (PNAC) of staff responsibilities outlined in the policy. Minutes of PNAC meetings are distributed to Superintendents.

#### Institutional Issues:

1. Workplace Hazard Specific Training: Richard Gibson addressed the reasons for exclusion of certain "hazards/topics" – covered in separate training courses.

Although Union representation was part of the review, the Provincial Union Committee was not afforded input into the modules.

Richard Gibson to provide Union co-chair with background information/work files.

2. Security Committee: Management co-chair put forward suggestion to have union members sit on the committee. Request was rejected by the management chair of the Security Committee.
3. Units 5, 6, 7 at Maplehurst Complex: Anthony Valaitis is in the process of gathering the information. Once the information is gathered, Anthony will pass it on to the Management co-chair for distribution.
4. Staff Privacy: Residence addresses must be on file. Ministry of Transportation (MTO) advised that personal information is not given over the telephone. Written requests must be submitted and MTO validates the source prior to releasing information.

Union requests that facility windows facing staff parking be sandblasted/opaque so that offenders can't see staff entering their personal vehicles.

5. Gang Security Issue: a meeting with Kathryn Biondi, Director at Bell Cairn Staff Training Centre to be set-up to discuss training.
6. Mechanical Restraints: referred to Richard Gibson; clarification was requested therefore still getting the information.

7. Walkerton Jail: do not have a generator, Barry Thomas to verify and report back to the committee.

Probation and Parole Issues:

8. Ergonomic Issues: An update via memo was sent out on March 12, 2003. Brian Wilson and Cheryl Sikkes will be the contacts.

**New Business:**

Probation & Parole Issues:

1. Posting of the Probation & Parole Safety and Security Policy & Procedures on the Ministry Intranet site: has been approved by the ADM, Community Corrections. Cheryl Sikkes will arrange for posting of manual on the Intranet site.
2. Multi-site grouping for Health and Safety Committees: Richard Gibson, Cheryl Sikkes and Brian Wilson to meet on June 9, 2003 to gather all concerns/issues and attempt to mutually resolve.
3. Working group established to revisit the Probation & Parole Safety & Security Policy & Procedures: ADM, Community Corrections and Union representative to nominate each one person from each region by June 15, 2003. The sub-committee management lead to contact Brian Wilson on or before June 15, 2003. Subsequently, a tentative meeting has been scheduled on June 26, 2003 with the parties to initiate the review of the manual and audit book.
4. Worker members attending Bell Cairn to review current staff training policies and content: Management Co-Chair to set-up a meeting with the Director, Kathryn Biondi.
5. Violence in the work place – weapons coming into P&P Offices – use of metal detectors: issue is currently in front of the ORLB and will also be looked at as part of the review of the P&P Safety and Security manual/audit book.
6. Secure interview rooms in P & P Offices: same as above.
7. Update on Newmarket Court P & P Office – how does the employer plan to address the safety and security deficiencies that have been identified across the province: Audit concluded that there was non-compliance in several court offices and not just Newmarket Court. Court offices are in Ministry of Attorney General (MAG) buildings, therefore, concerns need to be discussed and resolved in consultation with MAG. Ministry will attempt to resolve local issues. Cheryl Sikkes to provide an update at the next Health & Safety meeting.

8. OTIS outages during Monday to Friday office hours during which Special Management Concerns alerts are not accessible: Cheryl Sikkes to follow up with Manager, Technology Coordination Unit.
9. Update on MBS funding to address ergonomic needs across the Province: each of the area managers were asked to itemize what is needed in their offices. Requests being layout in a template and submitted to MBS on July 7, 2003. A Management representative and a Union representative from each region will be identified to ensure the equipment meets the needs of each office and the rollout in each region.
10. WHMIS computer training update: pilot was completed and well received. Management and Union jointly recommend to rollout to the remaining offices. NORCAT will administer the training and tracking.

#### Institutional Issues:

11. Plexiglas shield, training and reintroduction of the shield. As per current MOL orders: shields were removed from the facilities two years ago pursuant to the ADI manual. Management Co-chair to forward to the Security Committee the orders from Monteith CC submitted by the Union Co-chair.
12. New gloves (Pro-Frisk) – issues of pliability for effective searches: Union Co-chair to forward to Management Co-chair issues/concerns received from the field regarding the exterior of the gloves.
13. Hepatitis-C training module out of Sudbury – re: provincial application: deferred to next meeting – Union Co-chair awaiting for information.
14. Training / duties of custodial staff in light of MOL order from TEDC: non-correctional staff escorting high-risk offenders without appropriate training. Local issue has been dealt with and practice has been stopped.
15. Phase-2 certification update on future training: survey document is being sent out to get status and identify gaps. More courses will be offered in the fall. It is anticipated that the compilation be completed by September 2003.
16. Thunder Bay Jail issues: Union submitted a package to Management with recommendation about the issues in the control module. Co-chair management to discuss with Regional Director, AIS, Northern Region and report back in writing on recommendations within 21 days.

Due to Barry Thomas' absence, no report was given about the segregation doors at the Thunder Bay Jail. Union requests that Joe Defranco be asked to respond to the issue via Management Co-chair.

17. MSA Port-a-count testing and utilization of alternate mask or uniform testing protocols: not being completed. Each region has a machine and must test staff annually. Application is not consistent across the province. Union alleges that the masks are outdated and a better product is available. Management co-chair will follow-up with Richard Gibson and Dave Ellis of Bell Cairn in regards to this issue.

**Next Meeting:** to be determined in September 2003

For the Ministry:

\_\_\_\_\_  
Paul Mooney

\_\_\_\_\_  
Richard Gibson

\_\_\_\_\_  
Lise Ledoux

\_\_\_\_\_  
Cheryl Sikkes

\_\_\_\_\_  
Tony Valaitis

For the Union:

\_\_\_\_\_  
Daryl Pitfield

\_\_\_\_\_  
Edward Almeida

\_\_\_\_\_  
Mark Dewar

\_\_\_\_\_  
Barry Scanlon

\_\_\_\_\_  
Brian Wilson