

**Ministry of Community Safety and Correctional Services
Occupational Health & Safety Corrections Division Meeting**

Minutes of December 12, 2003 Meeting

Attendees:

For the Ministry

For the Union

Paul Mooney
Richard Gibson
Lise Ledoux
Cheryl Sikkes
Tony Valaitis

Daryl Pitfield
Edward Almeida
Mark Dewar
Barry Scanlon
Brian Wilson

Follow-up / Review of October 15, 2003 Meeting Minutes:

Probation & Parole Issues:

1. H & S multi site committees: Potential Pilot is under consideration for each region and this item will be brought forward at next meeting.
2. Safety and Security Policy & Procedures on Intranet: Posting of the document will include results of current review to ensure posting is up to date. Item is to be brought forward at next meeting.
3. Hamilton Centre P & P Washrooms: No further action is needed by this Committee at this time. Item is being reviewed by Regional ERC and may return to this Committee if required.
4. P & P Offices in Court Houses: Item to be referred to next meeting.
5. Laminated Poster: MBS Health & Safety Directive has been distributed to Regional Offices which will be sent to Area Offices and Satellite Offices.
6. Ergonomic Rollout Status: Update given by C. Sikkes. ADM will be forwarding an update to all Regional Directors and Area Offices on the status of this item. Item will be referred to next meeting.
7. Identification of Staff Requiring Part II H & S Certification: To be discussed with Institutional agenda
8. On Line WHMIS Training: Rollout of this item is expected to occur at beginning of April 1, 2004 and will be co-ordinated through Bell Cairn. Item will be referred to next meeting.
9. Ottawa Police using PPO's Home Address: C. Sikkes spoke to Area Managers and the Managers were asked to remind Police Services to use the Office address for subpoenas. If it were to occur again, it is recommended that the affected employee advise their manager.
10. Posting O H & S Minutes on Ministry Website: Item to be referred to next meeting.
11. Safety & Security Annual Audit: A Reminder was sent to all Regional Directors and Area Managers to complete and forward their Audit.

12. Gang Security Committee: This item is discussed in the Institutional Issues.

Institutional Issues:

1. Inmate Management Sub Committee: The identification of the management members of this Committee - Tony Valaitis, Management Co-chair, Anna Gulbinski, Dave King, and Dan Stevens. The Union side will be the same as the H & S committee and although there has been a recent improvement of the overcrowding situation, there are still some issues over inmate management strategies. The Committee will meet as soon as a date is set.
2. Violence in the Workplace: T. Valaitis and E. Almeida are meeting in the new year to finalize and submit recommendations to Executive Committee.
3. Facility Windows – sandblasting/opacuating: The issue is still currently with P. Lesperance for response.
4. Gang Security Committee: Management Co-chair enquired about the identification of the Committee Members from Mr. Downing and was advised that the Committee is almost finished. Management shared the Terms of Reference and names of Committee Members with this Committee. P. Mooney will attempt to obtain the draft copy of the report and the background material/resources that was utilized in the creation of this report in order that the Union be given an opportunity for input.
The Union has brought this issue up a number of times without success and feels that this is a missed opportunity of bettering the H & S of the field. This item is to be brought forward at next meeting.
5. Generator for Walkerton Jail: P. Mooney will enquire about the status from B. Thomas
6. Plexiglass Shield: No response to date and to be referred at next meeting
7. Hepatitis C Training: D. Pitfield has not received report and will forward once received
8. Thunder Bay Post Audit: The report is currently not available. The Union expressed urgency for this report and may use other avenues to obtain it.
9. Review of Recreation Pilot Program at HWDC: Management Co-Chair will follow up with the Superintendent on this issue.
10. Search Gloves: D. Pitfield will forward to L. Ledoux copies of occurrence reports in reference to concerns over the glove quality.
11. Phase 1 & 2 Certification: Cost centre managers will be issuing requests for individuals to be trained. Once received, the list will be shared with the Co-Chairs. The rollout of training is expected to commence by February 2004.
12. Waterless Hand Cleaner: This item was recently referred to P. Lesperance.
13. Old Dutch Cleanser: Management Co-Chair has enquired about this issue and will provide the Union Co-chair a copy of the correspondence he received from a Chemist about the chemical reaction on this product.
14. Quinte Detention Centre: This item is to be brought forward at next meeting.

15. Maplehurst Health & Safety Committee: This item is to be brought forward at next meeting.

New Business:

Probation Issues:

1. Ministry Vehicle Availability for Probation & Parole Offices: The Management Co-Chair will contact Bruce Merrick, Fleet Management for review of current practices Re: availability of pool vehicles for P & P Office use and to determine if Ministry of Transportation has safety standards for pool vehicles. The matter of advising employees of Insurance requirements for using personal vehicles for business purposes will be referred to MERC for review. Item to be referred to next meeting.
2. Compliance of MOL Order at Kitcheners Centre P & P Office: Completion date was set as December 2nd of 2003. Purchase orders have been made and the delivery of required items is anticipated shortly. MOL has reviewed progress and is satisfied to date. This item will be referred to next meeting.
3. Secure Interview Room at Black Creek P & P. C. Sikkes had spoken to the Area Manager at Black Creek P & P. Retrofit was completed which included constructing offices for existing Pops. Construction of a Secure Interview Room is outstanding. C. Sikkes to be in contact with the Area Manager to determine timelines for same. C. Sikkes will advise B. Wilson of time lines. Item to be referred to next meeting.

Institutional Issues:

1. Unresolved H & S Issues with the Sault Ste. Marie Jail: Union Co-Chair will liase with the local committee to resolve the issues.
2. Risk Assessment: The Union is requesting what tools are being utilized currently by the Ministry. Management Co-Chair will investigate and report back.

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