

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

**Minutes of March 23, 2004 Meeting**

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**Attendees:**

**For the Ministry**

**For the Union**

Paul Mooney  
Richard Gibson  
Doug Croskery  
Cheryl Sikkes  
Anthony Valaitis

Daryl Pitfield  
Edward Almeida  
Brian Chauvin  
Barry Scanlon  
Brian Wilson

**Guests:**

Daryl Link, Deputy Regional Director, Community Services, Western Region  
Joanne Shaw, Senior Nursing Consultant

**Presentations:**

**Probation and Parole Safety and Security Working Group**

The Probation and Parole Safety and Security Working Group tabled their report and recommendations.

This Provincial Committee endorses the report in principle with the exception of the recommendation of the suspension of the unscheduled home visits. The Union supports the Working Group position which is: "Unscheduled Home Visits requires immediate corporate direction and instruction to the field. It is recommended in the meantime, that unscheduled home visits be suspended until results of the home visit risk assessment have been examined and considered". The management side of this Committee had concern with suspending unscheduled home visits without some sort of interim procedure that continue to safeguard the interests of the public. It is further acknowledged that additional information is required around the content of the training package.

This Provincial Committee acknowledge that there was substantial work and efforts in the preparation involved this document.

**Senior Nursing Consultant**

Hepatitis C and HIV Control Measures – A University of Toronto Study was done in 1993 on HIV prevalence on inmates in a number of Ontario Correctional facilities. A follow up study is currently in progress. This study will measure HIV and Hepatitis C prevalence in our inmate population. It is anticipated that the prevalence ratios since

1993 will have increased. Results will be available later in the year and will be shared with the Committee.

The importance of Universal Precautions (latex gloves and hand washing) and the use of bio hazard spill kits to clean up body fluid spills was emphasized. As well, the Co Chairs will release a joint communiqué encouraging staff to obtain Hepatitis B vaccination and reminding them of the procedures for doing so.

Venapuncture and IV Therapy – Vanish Point Products were demonstrated. They are designed to avoid needle stick injuries by retracting the needle after usage. Soon, each Health Care Co-ordinator will receive a related training CD and they will be asked to share them with their local Health & Safety Committee.

Automatic External Defibrillators – An AED will be made available in each institution (Adult and YJS). Advanced training will be provided.

Negative Pressure Isolation Cells – There are currently 41 negative pressure cells in the system, 11 of which are not operational at the moment. Geographic distribution across the Regions needs to be reviewed, eg, currently there are not any Negative Pressure Isolation Cells in the Northern Region. This matter is to be referred to the Management and Operational Support Branch for review and report back.

### **Follow-up / Review of December 12, 2003 Meeting Minutes:**

#### **Probation & Parole Issues:**

H & S Multi site committees – Waiting for a response from ADMs Office of one pilot site in each Region.

P & P Offices in Court Houses – To be deferred until next meeting

Laminated Poster – Initial shipment sent to each Regional Director for distribution to each Superintendent and Area Manager for posting in all offices including satellite offices. Union will follow up to identify sites where the posters are not appearing.

Ergonomic Rollout Project - The furniture is currently being delivered with expected completion of delivery by mid April.

Part II Certification plus 1 day SSB Course – Richard Gibson will follow up with Bell Cairn to distribute a notice reminding work sits that the one day SSB Course is also a component of the certification requirements. Registration for the one day course is to be done through SSB on a Regional basis.

On Line WHMIS training and refresher – The process for bringing the WHMIS training on line remains with Bell Cairn. To be deferred until next meeting.

Posting of O H & S minutes on Ministry Website – Paul Mooney will follow up with Communications Branch and get back to Daryl Pitfield prior to the next meeting.

Using Ministry Vehicle vs Personal Vehicle while on business – It was clarified that any employee injured in a motor vehicle accident while traveling on authorized government business are covered through WSIB.

MOL Kitchener Centre - The requirements of the MOL Order have been met. Sign off by local Health and Safety Representative is being co-ordinated as per MOL direction.

Black Creek P & P – Status of Secure Interview Room – The secure interview room for the Black Creek Office has been placed in the Central Region's 2004/05 accommodation priority list to Corporate Office.

### **New Business:**

#### **Probation Items:**

Update on Work completed by Safety and Security Policy and Procedures Review Committee - Discussed in Presentation.

Forwarding Employee Incident Reports to Ministry H & S Reps: Referred for discussion between Union Committee member, B. Wilson and ADM, Community Services at their meeting on March 30, 2004.

Posting of Signs for Photographic and Audio Equipment in Use – Signs are in production and expected to be ready by the end of March. Individual offices will be responsible for acquiring and posting them.

Part II Certification Plus 1 Day – access to compliance list – See same item under follow up items.

Development of Province Wide Standards for Intensive Supervision Offenders - B. Wilson and C. Sikkes will investigate this item further.

Update on Multi Site H & S Committees – See same item under follow up items.

Commitment to certify representatives in P & P Offices where there are no committees – This item is tabled for further discussion pending the outcome of the meeting on March 30th between B. Wilson and the ADM, Community Services.

Ottawa Police Using PPO's Home Address and Phone Number for Subpoenas – This has happened again and C. Sikkes will follow up with G. Tayles, Regional Director, Community Services, Eastern Region to contact Ottawa Chief of Police to take appropriate action.

Backfill for P & P Representative – The backfill of the P & P representative will be discussed with ADM, Community Services.

Memorandum of Settlement - OLRB File No. 1374-03-HS – memorandum condition was to announce the risk assessment through the Provincial Health & Safety Committee to the field. The draft copy of memorandum from Michael Simpson, ADM, Community Corrections and the terms of reference reviewed and endorsed by the committee. It is anticipated that a Request for Proposal will be released in April and a completion date for the risk assessment by November 15, 2004. Provincial Health & Safety Committee members assigned to work on the risk assessment project are Brian Wilson, Cheryl Sikkes and Richard Gibson.

#### Institutional Items:

Update on Workplace Violence Prevention Policy – This item is on the Agenda for the Executive Committee for approval on April 6, 2004.

Update on Inmate Management Committee – Meetings were held on February 5th and March 22nd and will be ongoing.

WSIB Annual Statistics – Union requested annual WSIB statistics. Richard Gibson to provide data at next meeting. Review of numbers of injuries of correctional staff will be based on the statistical report. A request for the WSIB statistics has been submitted.

Driving courses and requirements for staff – Union mentioned that other ministries provide driving courses such as defensive driving to their staff. Union will gather data on driving qualifications and provide to the Provincial Health & Safety Committee for further discussion.

Ministry position on handing over security keys to firefighters – Union stated that in most cases, firefighters do not want to take over the keys. Paul Mooney to raise issue with the Director, Management and Support Branch and request a clear direction through a policy.

Update on Community Escort Protocol – Escort Sub-Committee continues to make progress based on the September 19<sup>th</sup> agreement. Many issues have been dealt with around the proposed new protocol, which is agreed in principle. Discussions continue around the training issues and computerized system. The current policy will be adhered to until the new policy has been approved and implemented.

#### Hamilton-Wentworth Detention Centre issues:

- microphones for internal radios – management acknowledged that five microphones have been ordered and will be given to specific posts; a local JHS meeting has been scheduled on April 2<sup>nd</sup> to discuss and determine which posts will receive a microphone.

- Internal radio system – Union will undertake to review status on radio systems throughout the province and report back at next meeting.
- Corporate Health and Safety posters – Union raised concern that the posters have not been posted. Management confirmed receipt of posters and will look into why they are not posted.
- Cups can be broken – there a number of cup styles approved by the ministry that meet security needs. Specific concerns about cups should be raised at the local level.
- Relief for Central Control – staff require access to their food. Management do not support refrigerator due to alternate storage options – adequate relief not an issue - management will ensure Central Control staff are relieved as required.
- CPIC checks for contract workers – Ministry policy is that outside contractors and their staff must be CPIC cleared.

**Next Meeting:**

**June 2, 2004**                      Cecil Facer Youth Centre, Sudbury

**September 15, 2004**            Toronto, 25 Grosvenor, 16<sup>th</sup> Floor, External Boardroom

For the Ministry:

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