

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

Minutes of September 15th, 2004

Attendees:

For the Ministry

Paul Mooney
Richard Gibson
Doug Croskery
Cheryl Sikkes
Tony Valaitis
Barry Thomas

For the Union

Daryl Pitfield
Edward Almeida
Brian Chauvin
Brian Wilson

Guests:

Curt Arthur
Ed Veerman
Colette DesRoches
Michael Stevenson

With Regrets:

Barry Scanlon

Follow-up/ Review of June 2nd, 2004 Meeting Minutes

Probation & Parole Issues:

Part II Certification plus 1 day SSB Course:

R. Gibson will follow up with B. Wilson with the one day SSB component and will provide an update at our next meeting.

On line WHMIS Training & Refresher:

Information has been provided to Area Managers on September 7, 2004 and implementation is imminent. We will revisit this matter at our next meeting to determine the status.

Posting of OH & S Minutes on Ministry Website:

The Health and Safety Minutes will be posted on the Ministry Web Site commencing with these minutes.

Ottawa Police Using PPO's Home Address and Phone Number:

Corrective action has been taken and has been shared with the Probation and Parole Staff in the Ottawa office. No subsequent incidents have been reported.

Health & Safety Issues at Scarborough Area Office:

Appropriate safety measures have been put in place. Issue resolved.

Missing Parts to two work stations at Kitchener P & P:
Missing parts installed and issue resolved.

Institutional Items:

Negative Pressure Cells:

An Estimate has been received with regard to the cost of converting to a Negative Pressure Isolation Cell - \$75,000 to \$80,000 per cell. P. Mooney will follow up with M. Conry, Manager, Operational Support and Management Standards.

WSIB Annual Statistics:

R. Gibson provided a copy of the statistics and the item will be discussed at the next meeting.

Shared Items:

Workplace Violence Prevention Policy:

Sub committee is finalizing implementation details with expectations of releasing the Policy by the end of 2004.

Working In Isolation / Alone:

Management Operational and Support Branch will draft an operational policy for both Adult Institutions and Adult Community to provide a framework for local safety procedures for employees working in isolation. C. Arthur will contact B. Wilson in regard to community issues.

Identification of Ministry Correctional Services Personnel:

Ministry is considering replacement of current photo identification cards with a digital image card managed through a central database. Subject to business case approval, the new card could be available by the end of March 31st, 2005.

Concern was expressed that the identification project was not appropriately tied into the current Probation and Parole Community Risk Assessment exercise of which staff identification and visual identifiers are an integral part. The Union expressed a concern that a badge and identification card are both required in order to recognize the professional status of Correctional staff that represent the Ministry in the community (eg., Probation and Parole Officer, Community Escort Officer).

New Business:

Probation & Parole Items:

Discussion of Proposal for Regional Probation and Parole H & S Committees:
Proposal for a Regional mechanism to address health & safety issues in Probation and Parole offices was tabled with the Committee by B. Wilson. This proposal will be part of ongoing discussions with C. Sikkes, R. Gibson and B. Wilson and will also be tabled with the ADM, Adult Community with a view to obtaining a decision and reporting back to this Committee at the next meeting in December.

Institutional Items:

Use of Handcuffs:

Curt Arthur, Manager, AIS, gave a presentation on the use of handcuffs and protective vests. Parties agreed to establish a sub committee of the O H & S committee to further consider these matters and report back to the Ministry O H & S Committee as a whole.

Report on Replacement of Lexan Glass:

Ed Veerman provided a status report on the use of Lexan at Maplehurst, CECC & CNCC. ORC has engaged a private consultant, KMA Architects, to review the glass and the consultants report is expected to be received by the end of September 2004.

The Union Co-Chair requested that a copy of the report be shared with the local H & S Committees and that the local H & S representatives attend at any testing of the glass.

A survey is being issued to the facilities to determine what cleaning supplies are being utilized and how. The results of the survey will be shared with this Committee.

Deployment of Munitions:

Colette DesRoches informed the committee on the recommendations she has made for the deployment of munitions for the pod style institutions, plus Niagara DC and Algoma TRC. The recommendations are now with the Facilities, Emergency Management and Security Branch for review. Results of the review will be shared with this Committee.

Presentation on Self Contained Breathing Apparatus (SCBA):

Michael Stevenson reviewed the NIOSH (National Institute for Occupational Safety and Health) and NFPA (National Fire Protection Association) standards and recommended that Corrections maintain NIOSH compliance for SCBA's.

The committee has endorsed this recommendation. The Union requested that local Institutional H & S Committees ensure that any annual Porta Count testing is up to date. In this regard, each facility should have a manager who is trained to administer porta count tests. The following Regional Porta Count Co-ordinators are also available for consultation if necessary.

Del Blakney, Quinte Detention Centre – Eastern Region
James Duncan, TEDC – Central Region
Greg Dyson, EMDC – Western Region
Greg Croft, Thunder Bay Jail – North West Region
Mike Byrne, Algoma CC – North East Region

The Co Chairs are looking into the cost of the NIOSH and NFPA standards to obtain a copy of them for a committee resource.

EAP Program Provider:

R. Gibson advised the committee that there is now a consolidated Employee Assistance Program (E AP) service provider for employees of the Ontario Public Service and their eligible family members. FGI is the consolidated EAP provider. Because FGI is already the EAP provider for MCS & CS, the transition to the OPS contract will be seamless for our employees.

At the December meeting, R. Gibson will provide information from the EAP statistical report.

Use of Metal Spoons in Institutions:

The committee is concerned that Brockville Jail is still using metal cutlery despite the fact that this Committee has supported the use of non metal cutlery for some time now for safety reasons.

YO Health and Safety Issues:

The Union stressed the urgency of meeting with senior MCYS representatives within the next thirty days to discuss significant YO health and safety issues such as community escort practices / training and the development of policies and procedures to address safety and security practices in Probation and Parole Offices. Management Co-chair to arrange such a meeting.

Next Meeting:

December 14, 2004	25 Grosvenor, Toronto at 10:00 a.m.
March 9th, 2005	25 Grosvenor, Toronto at 10:00 a.m.

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