

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

**Minutes of March 9<sup>th</sup>, 2005**

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**Attendees:**

**For the Ministry**

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

**For the Union**

Daryl Pitfield  
Edward Almeida  
Brian Wilson  
Curt Bishop  
John Howell

**With Regrets:**

Barry Scanlon, Brian Chauvin, Lisa Kitchen

**Follow-up/ Review of December 14th, 2004 Meeting Minutes**

**Probation & Parole Issues:**

**On Line WHMIS Training & Refresher:**

68% of Probation and Parole Office staff have completed or are in the process of completing the on line training. Area Managers have received a reminder to have the remaining 32% to complete the training by March 31<sup>st</sup>, 2005. A final report will be filed at the next meeting on June 9<sup>th</sup>, 2005.

**Community Risk Assessment Report:**

The Union did provide a written response. Anna Fernandes has been appointed to be the Project Lead to review recommendations and is in the process of creating an implementation task force with representation from all 4 Regions and including members of the Provincial H & S Committee.

**Safety and Security Policies and Procedures Manual:**

The on line version became available in January, 2005.

**ESP Staff at P & P Offices (Ottawa and Toronto):**

B. Wilson is involved with safety issues with regard to ESP staff. An interim Safety Plan has been initiated and further discussions are taking place to deal with any other safety issues. The next meeting is March 21<sup>st</sup>, 2005. Some of the issues will be addressed by the Community Risk Assessment Project.

**Status of Corrections H & S OPSEU representing MCYS workers:**

D. Pitfield and B. Wilson will be following up with MCYS.

Brockville Youth Probation Office – MOL Update:  
D. Pitfield and B. Wilson will be following up with MCYS with regards to compliance.

Issue relating to Characteristics of Tempered Glass in some P & P Offices:  
C. Sikkes has been attempting to obtain the characteristics of the glass without success. C. Sikkes will continue to try and will report back at our next meeting in June, 2005.

**Institutional Items:**

Handcuffs, Protective Vests, Clothing issues:  
P. Mooney to ask C. Arthur to call D. Pitfield to discuss these issues.

EAP Statistical Report:  
Report expected to be received in April and will be shared with the Committee.

**Shared Items:**

Part 2 Certification plus 1 day SSB Course:  
Bell Cairn continues responsibility for the administration and logistics of the courses. The SSB portion of the training continues to be cancelled due to lack of enrollment. R. Gibson to prepare a draft memo for joint signature of Committee members to the field reminding those who require certification or who need or have completed Part 2 Certification to also register and participate in the SSB Course.

Prevention of Violence in the Workplace Policy:  
The implementation plan was reviewed, amendments were proposed to recognize that Probation Offices do not necessarily have on site JH&S committees. It was suggested that Area Managers hold meetings with staff (where in place JH & S Committee members would be attending). A statement to be included in the joint communiqué to reflect that the policy does not address procedures for responding to emergency situations. Those procedures would be addressed in local documents such as Standing Orders or Workplace Safety Plans. It was also suggested that a tracking system be developed to report distribution of the policy and orientation of the package.

Working in Isolation:  
P. Mooney to follow up with C. Arthur to obtain a copy of the amended policy including a definition of isolation. This information will be shared with Community members.

WSIB Annual Statistics:  
Still awaiting receipt of 2003 statistics and cost estimate for Injury Trend Analysis and Breakdown of Types of Injuries for 2002. R. Gibson to follow up with WSIB.

## **New Business:**

### **Shared Items:**

#### Committee Membership:

Welcomed Curt Bishop, OPSEU, AIS, as a new member, John Howell, OPSEU, as an alternate member, AIS; alternate Lisa Kitchen, OPSEU Community. Paul Mooney, Management Co-Chair is stepping down as Co-Chair. Mike Conry, Director, Management & Operational Support Branch will be acting Management Co-Chair on an interim basis until a new Co-Chair is identified.

When Mr. Wilson is unable to attend, Lisa Kitchen shall attend meetings in his absence. There is a need for future discussion as to membership with regard to shared facilities and shared Community sites.

The Union wishes to express their thanks to Mr. Mooney and Mr. Croskery for their commitment and work on the Committee and to thank Sue Hollins for her support throughout the years. We wish them the best in their future endeavours.

### **Probation & Parole Items:**

#### Ministry & Personal Vehicle Use by Community Corrections Staff:

A number of general issues were discussed. A copy of the link to the Employee Travel Policy is:

[http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Travel\\_Mgmt&General\\_Expenses.pdf](http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Travel_Mgmt&General_Expenses.pdf)

Discussions Re: Multi-site H & S Committee Feasibility in Northern Region: Jim Adams, Regional Director, ACC, Northern Region and B. Wilson have entered into preliminary discussions regarding the feasibility of multi-site health & safety committees formed by area in the Northern Region.

#### Space/Security concerns for PPOs Attending Correctional Facilities:

P. Mooney will consult with C. Arthur whether there are Standards for Interview Rooms and D. Piffield will contact the Windsor Jail to discuss practices that are in place currently.

### **Institutional Items:**

#### Accommodation Issues at CECC:

The Union tabled a document titled The Duty to Accommodate in the Canadian Workplace for Management's review. Both parties recognize this issue as being significant and complex and one that requires extensive review. As a first step, both parties will attempt to gather best practices information from other similar jurisdictions such as other Correctional Services, Police Departments, Fire

Departments, First Response Services, etc. A report of the findings will be presented at the meeting in June, 2005.

**Canteen Sheets:**

This Committee supports the representation of OPSEU on the Corporate Canteen Committee and we feel that it is a proactive approach in dealing with Canteen issues. The issue of hair picks being reinstated at the MWDC was discussed and a possible alternative to the current product was identified and will be reviewed by the affected parties.

**Status of Port-a-Count Testing:**

The Union feels that the Annual Port-a-Count Testing is not being completed consistently in all Institutions. Management will survey the field to check on current status of the testing and that they are being completed. Both parties will provide research material to enable a review of the Ministry Facial Hair/Mask Fit Test Policy for the June, 2005 meeting.

**Use of Manager's Personal Vehicle to Transport Offenders:**

Item to be referred to the upcoming Escort Committee meeting scheduled for March 22, 2005.

**Elimination of Bone-in Chicken Products:**

Bone in Chicken and Pork Products have been removed from the menus across the system.

**Protocol for Work Refusals/Searches Where Weapons are Suspected:**

This Committee will be meeting on an ad hoc basis on March 22, 2005 in an attempt to resolve this matter.

**SCBA re-configuration Update:**

A new generation of SCBA equipment has been approved by AIS. Implementation will be rolled out on an Institution by Institution basis beginning with Central Region. It is expected to take four years for full implementation.

**Next Meeting:**

June 9<sup>th</sup>, 2005 at 25 Grosvenor, 16<sup>th</sup> Flr, Toronto

**For the Ministry:**

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Paul Mooney

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