

**Ministry of Community Safety and Correctional Services
Provincial Joint Occupational Health and Safety Committee**

Minutes of June 29, 2005 Meeting

Attendees: For the Ministry

Barry Thomas
Tony Valaitis
Richard Gibson
Cheryl Sikkes
Lise Ledoux

For the Union

Daryl Pitfield
Eduardo Almeida
Curt Bishop
Brian Wilson
Barry Scanlon

Regrets: Brian Chauvin

Follow-up from March 9, 2005 Meeting

Adult Community (P&P)

1. On-line WHMIS training & refresher - final report: 79.3% completed the training as of June 30th. A reminder was sent at the end of May for the remainder of staff requiring training. The committee requests that the Assistant Deputy Minister, Adult Community Corrections issue a directive ASAP in regards to the following: a) finishing off the training b) ensure new hires are registered and do the training. Cheryl Sikkes will undertake to consult with Mr. Simpson ASAP to conclude the outstanding issues on this matter.
2. Electronic Supervision Program staff at P&P offices (Ottawa and Toronto) – some issues were to be addressed by the Community Risk Assessment Project: committee continues to meet. A teleconference has been scheduled for July 5th.
3. Issue relating to characteristics of tempered glass in some P&P offices – report back (glass in several offices chattering): 3/8” tempered glass being installed in one piece with one opening for communication. Other options are being looked at. Cheryl Sikkes and Brian Wilson to investigate P&P office prototype design.

Adult Institutions

1. Federal correctional officers being issued individual handcuffs – update: the parties agree that a framework be developed for the issuing of handcuffs to correctional officers on a facility-by-facility basis. Tony Valaitis to draft a framework and share with committee members prior to the next PJOH&S meeting.
2. Employee Assistance Program Statistical Report: Richard Gibson has recently received the report and will undertake to extract the AIS/ACC components and share with committee members.

Shared Items

1. Part 2 certification plus 1 day SSB course: Richard Gibson will undertake through Human Resources to do a survey to update status of “certified members” on the joint health and safety committees/representatives for both AIS and ACC. Upon completion of this survey, status of need for this training will be addressed.
2. Prevention of Violence in the Workplace Policy: joint communiqué shared with committee members and both parties agree with the document. PJOH&S co-chairs to sign and send out from Director, Management and Operational Support. Co-chairs of this committee thank Eduardo Almeida, Brian Wilson and Tony Valaitis for creating the policy.
3. Working in isolation: Curt Arthur to share a copy of the amended policy ASAP to PJOH&S committee members of both sides.
4. WSIB annual statistics and cost estimates: Richard Gibson will share with PJOH&S committee at the next meeting.
5. Space / security concerns for P&P officers going into correctional facilities – specifically Windsor Jail: Management co-chair will undertake to discuss this issue directly with the Western Regional Office and the Superintendent of the Windsor Jail.
6. Status of port-a-count testing – research material to be provided: statistics and status. Lise Ledoux to consult with Michael Stephenson from Bell Cairn on the status of testing and request comments on an efficient process to schedule and use equipment as it is not currently being completed. Following consultation, management co-chair will undertake to send out request to Superintendents through the Regional Directors to ascertain regional status report and reiterate the requirement to conduct these tests.

New Business

Adult Community (P&P)

1. Follow-up on Joanne Shaw's presentation regarding pandemic flu preparation and improving linkages with local public health units: Cheryl Sikkes provided an information update. Initiatives are underway with Toronto P&P offices to bring public health in for education sessions with staff. Management co-chair will ensure that Joanne Shaw be invited to the next meeting PJOH&S meeting to provide a status report.
2. Weapons entering P&P: Employers response to the latest incident at the St. Catharines P&P Office is being added to the Ministry of Labour Order complaint from Brampton: Union pointed out that within court houses there are opportunities to provide a more secure environment. Once again the Union has expressed serious concerns over weapons entering P&P offices. Cheryl Sikkes to schedule a meeting ASAP to discuss these concerns and options with Assistant Deputy Minister, Adult Community Corrections. Brian Wilson to be invited and PJOH&S co-chairs will be available should they need to be present. PJOH&S committee is being pro-active in this regard.
3. St. Catharines P&P Office - Emergency paramedics not able to access office with stretcher - corrective measures? The issue has been dealt with locally that a stretcher can be accommodated in the office. Cheryl Sikkes will follow-up with the Area Manager to ensure that local procedures and availability of equipment is shared with staff.
4. Secure interview rooms – Requesting a provincial review and status report to achieve 100% availability (St. Catharines is one of the offices not having a secure interview room). It is reiterated that policy states that P&P offices that are expanding or relocating ensure that a secure interview room is made available. There is a joint recommendation from PJOH&S that area offices should be a priority for having a secure interview room in their physical plan. A status report is to be shared with Brian Wilson regarding secure rooms in P&P offices across the province.
5. Incident report distribution - Community Provincial OH&S worker not receiving all incident reports - still finding out about many long after the fact or from staff at the location. Clarification of the employer's position to provide the provincial worker representative with copies of the incident reports where worker safety / security has been in question. Management co-chair to request from Manager, Information Management Unit that ALL incident reports involving worker safety in P&P offices be copied and be distributed to PJOH&S committee representatives Brian Wilson and Cheryl Sikkes.

Adult Institutions

1. Maplehurst CC infirmary staffing and window tinting: Barry Thomas and Barry Scanlon will discuss with local administration and health and safety committee. Eduardo Almeida to be contacted as well.
2. Ministry initiatives on health and safety resolutions regionally: PJOH&S committee parties express concern about the future role and responsibilities that may impact on the mandate of this committee.
3. Staff training evaluation overview: deferred to the next meeting.
4. Dress uniforms and warrant card badges: Management co-chair assured the union side that a presentation will be made and that this issue will be addressed in full at the PJOH&S September meeting.
5. Windsor Jail MOL orders (chiller replacement): project has been approved, advised by the Western Regional Director that she is assessing the status of the proposed tendering with ORC.
6. Monteith Complex health and safety issues: PJOH&S committee recommend that its committee provide assistance to the local health and safety committee at the Monteith Complex in regards to the function of the committee and specific health and safety issues. Representatives to report back to the PJOH&S co-chairs. Barry Thomas will contact the Northern Regional Director to set-up the meeting.
7. Brantford Jail yard enclosure: Provincial Project No. 19 has been approved and will be completed this year.
8. Accommodation issues at the Central East CC and MOL order at the Toronto West DC: PJOH&S committee endorses the concept of initiating pilot projects in two institutions in regards to accommodations relating to correctional officers and others as it relates to health and safety issues.
9. Paint fumes: correctional facilities and P&P offices are reminded that low fume and non-toxic paints should be utilized at all times.
10. Vest integrity: testing will be scheduled ASAP to ascertain the integrity of the current vests utilized by ministry staff.
11. Weapons Search Protocol: discussions are ongoing on this issue.

Next meeting

- September 14, 2005 in North Bay. Barry Thomas to send a letter to the Northern Regional Director to invite co-chairs of the local OH&S committee from the North Bay Jail. Brian Wilson to invite his alternate.

For the Ministry:

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