

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

**Minutes of September 14, 2005 Meeting**

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<b><u>Attendees:</u></b>	<b>For the Ministry</b>	<b>For the Union</b>
	Barry Thomas Tony Valaitis Richard Gibson Cheryl Sikkes Lise Ledoux	Daryl Pitfield Eduardo Almeida Curt Bishop Brian Wilson Barry Scanlon Brian Chauvin
<b><u>Guests:</u></b>	Ken McDonald, Union H&S co-chair, North Bay Jail Lisa Kitchen, Windsor P&P Office, PJOH&S alternate	
<b><u>Regrets:</u></b>	Mike Plante, Management H&S co-chair, North Bay Jail	

**Follow-up from June 29, 2005 Meeting**

Adult Community (P&P)

1. On-line WHMIS training & refresher – Cheryl Sikkes to follow up with MaryAnn Russell-Dunham from Bell Cairn in regards to coordination of wallet size confirmation cards. Cheryl also to follow up with Mr. Simpson, ADM, ACC in reference to recent memo on compliance rate.
2. ESP staff at P&P offices – safety and security issues with ESP staff are being addressed on ongoing basis – item closed.
3. Issue relating to characteristics of tempered glass in some P&P offices – report back on prototype design – issue has been addressed and waiting for draft of probation and parole accommodation guidelines to be a final document.
4. Presentation regarding pandemic flu preparation and improving linkages with local public health units – Barry Thomas to get a copy of the status report and share with committee members. Should there be issues with the report, members to bring forward at next meeting.
5. Weapons entering P&P offices – Management co-chair agrees to undertake to approach this subject again with Mr. Simpson, ADM, ACC.

6. Secure interview rooms – St. Catharines office is in compliance with the standards as they are. General meeting with Facilities Management scheduled on September 20<sup>th</sup> at which time this issue will be discussed. Brian Wilson to follow-up with Daryl Link who will be attending this meeting.
7. Incident report distribution – process is in place.

### Adult Institutions

1. Maplehurst CC infirmary staffing and window tinting – item is outstanding. Barry Thomas and Barry Scanlon to set up a meeting.
2. Reviewed draft framework on correctional officers being issued individual handcuffs and referred to a sub-committee. Draft policy for province wide application to be prepared and shared at next meeting. Sub-committee members: B. Chauvin, E. Almeida, T. Valaitis and one other.
3. EAP Statistical Report – AIS/ACC components shared with members.
4. PJOH&S committee recommends that the ministry reconsider the reestablishment of a clothing committee to discuss clothing and other related issues.
5. Union side will contact Monteith Complex local JOH&S committee and any outstanding health and safety issues will be placed on the PJOH&S agenda in November.
6. The Regional Director, AIS – Central Region has approved pilot project on accommodation issues at the Toronto West DC and Vanier Centre for Women. A sub-committee to draft the framework consists of C. Bishop, B. Scanlon, M. Dittenhoffer and T. Valaitis. Pilot projects at this stage will concentrate on correctional officers. Results of these pilot projects will be reviewed for possible application to other areas of the ministry such as community corrections.

### Shared Items

1. Training update for facilities to ensure that all needed staff are offered phase 1 and 2 of the H&S certification program – survey going out at the end of September – beginning October. Result will be shared at the next meeting. Bell Cairn will determine how best to deliver the training.
2. Prevention of Violence in the Workplace Policy – separated roll out communication between adult institutional services and adult community corrections. It is anticipated that the policy will be distributed in the next two weeks. The policy will be considered implemented upon receipt.

3. Draft policy on working in isolation inside an institution was shared and - recommended changes will be given to the manager, AIS and management co-chair to advise the manager, ACC that a similar policy is required for use in probation and parole offices.
4. WSIB annual statistics and cost estimates – due to unforeseen circumstances the information has been delayed and has been referred to the November meeting.
5. Space / security concerns for P&P officers going into correctional facilities - continued safety concerns in regards to this item. Specifically the current location of blue button in the security hall interview rooms. Management co-chair undertake to discuss the issue with the regional office and superintendent of Windsor Jail and report back at the next meeting.
6. Port-a-count testing is not being completed. PJOH&S committee recommend to ADM, AIS that correspondence go out to regional directors that this testing is mandatory per the MSA policy and that all institutions should be in compliance.

#### **New Business:**

##### Adult Community (P&P)

1. Brampton P&P MOL order discussed. See item 5 under follow-up page 1.
2. P&P Safety & Security – Brian Wilson and Cheryl Sikkes to review outstanding items from safety and security manual. Items not being covered by risk assessment committee will be discussed with Daryl Link in the hopes of getting resolved. To be completed by next meeting.

##### Adult Institutions

1. Union co-chair informed PJOH&S committee that a review committee is currently in place evaluating the present of CO-START program. Management co-chair advised that he was unfamiliar of such a committee. However, it was agreed that if such a committee exists that a union member from the PJOH&S committee should be invited to participate.
2. Community escort concerns at the Metro Toronto West DC in regards to police usage. The issue of allocation of correctional resources is under review through the staffing analysis and resource position management.
3. Management co-chair presented new ministry identification card and new holder. Union side suggested that correctional services metal disk be substituted for the printed logo on the carrier to ensure longevity and integrity of the crest.

4. Information on portable de-fib unit acquisition was shared with committee and follow up on the status of training will be shared at the November meeting.
5. Issues at the Windsor Jail regarding the fleet management over vehicle safety reports and the employer's responsibility to such. Manager of Fleet Management is sending an email to all regional directors reminding of the administration components of fleet management and also assign a staff to take charge of this responsibility. To reference Section 25-2 (l and m) of the Occupational Health and Safety Act.
6. Union side shared a physical restraint integrated policy sent out from the Director of Youth Justice Services. Issue raised regarding a correctional officer at the Hamilton-Wentworth DC was confined in a vehicle with a youth. Union side questioned why an automobile was used to transfer a youth and not a designated escort van.
7. The issue of soft restraints is referred to the handcuff sub-committee.
8. The union side brought forward concerns over how intermittent inmates will be dealt with from a security perspective when Mimico CC closes.
9. Gang conference has been scheduled for November 14 to 16 in London. PJOH&S endorses two members from the union side to attend. Tony Valaitis will be attending from the management side subject to approval from the Toronto West DC superintendent. Union co-chair to provide names of members attending conference.
10. Union side questioning the status of the security threats group policy. Management co-chair to request an update from Chief Paul Downing as to the status of this initiative.
11. Union side strongly recommends that a protocol be developed concerning the issue of incarcerates and staff members who are in conflict regarding alleged criminal activity or relationships inside and outside the workplace. Management co-chair to refer issue to respective ADMs for ministry response.
12. Union side expressed concern about increasing tension due to lack of recreation time and insufficient outside fresh air for inmates in large facilities, which are creating a health and safety issue. Union side requests that this issue be brought to the attention of the ADM, AIS for discussion with regional directors. The Union side believed that increased recreational programs and longer periods of fresh air for inmates in these facilities would reduce current tensions.

13. Union side requesting that health and safety subscriptions provided to management be available to Union co-chair. Union co-chair to provide management co-chair with a list of periodicals of interest for review/approval by management co-chair.
14. Institutions are encouraged to form partnership with local police agencies to develop a program for K-9 searches within institutions.

**Next meeting**

- Tuesday, November 29, 2005 (afternoon) – community escort sub-committee
- Wednesday, November 30, 2005 – Health and Safety committee  
Niagara Falls – Font Hill OPSEU office

**For the Ministry:**

**For the Union**

Original signed by  
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Barry Thomas

Original signed by  
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Daryl Pitfield

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Tony Valaitis

Original signed by  
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Eduardo Almeida

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Richard Gibson

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Curt Bishop

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Cheryl Sikkes

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Barry Scanlon

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Lise Ledoux

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Brian Wilson

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Brian Chauvin