

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

**Minutes of November 30, 2005 and January 12, 2006 Meetings**

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**Attendees: For the Ministry**

Barry Thomas  
Tony Valaitis  
Anna Gulbinski  
Todd Robertson  
Richard Gibson  
Lise Ledoux

**For the Union**

Daryl Pitfield  
Eduardo Almeida  
Curt Bishop  
Dave Graves  
Brian Chauvin  
Lisa Kitchen

**Guests:**

Michael Simpson, ADM, Adult Community Corrections  
Steve Small, Director, Management and Operational & Support Branch (MOSB)  
Don Poynter, Special Projects  
Curt Arthur, Manager, Adult Institutional Services (AIS)  
Joanne Shaw, Manager, Corporate Health Care  
Joe Hockridge, Employer H&S co-chair, Niagara Detention Centre  
Tim Woodhead, Employee H&S co-chair, Niagara Detention Centre

Michael Simpson, ADM, Community Corrections and both Co-chairs thanked outgoing committee member Cheryl Sikkes (management) and Brian Wilson (union) for their support and dedication to the PJOHS committee over several years.

Todd Robertson, Area Manager of the Belleville P&P Office and Lisa Kitchen, Probation & Parole Officer of the Windsor P&P Office will be replacing Cheryl and Brian on the committee. Welcome to Anna Gulbinski, Superintendent of the Toronto Jail also as a new member representing the management side of the committee.

Thank you to Daryl Pitfield, Barry Scanlon and Brian Chauvin for their work and assistance in regards to the Windsor Jail search issues that took place on Nov. 11, 12 and 13, 2005.

## Follow-up from September 14, 2005 Meeting

### Adult Community (P&P)

1. WHMIS training & refresher – 94% completion rate. Bell Cairn will do the cards at the end of the annual process. Two outstanding issues: 1) follow up report for Michael Simpson, ADM and 2) get final answer on status of refresher training. Union recommends that if there are changes to refresher that said changes are brought back to the union side of this committee. Committee as a whole recommends to ADM, ACC that this issue be “pushed forward: so as to be in a good position for refresher training.
2. Weapons entering P&P offices – senior management feels that metal detectors in P&P offices do not reflect the philosophy of Community Corrections. A bi-partied working group is in place to address the requirements of the MOL in Brampton and this committee is producing options. Richard Gibson and Lisa Kitchen will give a status update at the next meeting in Toronto.
3. Secure interview rooms – still some P&P offices without secure rooms including St. Catharines. There are meetings being held with Facilities Management to ensure secure rooms in St. Catharines and other P&P offices will be put in place.
4. P&P safety and security manual – Brian Wilson and Cheryl Sikkes will make a list of outstanding items and ensure a process in place to deal with these for hand over to Todd Robertson and Lisa Kitchen.

### Adult Institutions

1. Maplehurst CC infirmary issues are unresolved and the issues are going back to MOL. The unit control module window tinting was completed and nothing further has occurred since. Co-chair management will follow up with the Superintendent of Maplehurst CC to ascertain next steps in regards to whether other window tinting will be completed.
2. The working group met on January 11<sup>th</sup> to review a draft policy on correctional officers being issued individual handcuffs and pilot project on accommodation issues. Anthony Streppel and David Hatt, members of Ontario Corrections Physical Abilities Testing (OCPAT) to update on each others working groups at the next meeting.
3. A clothing committee will not be re-established however Curt Arthur, Manager of Adult Institutional Services will chair a focus group to deal with clothing and equipment issues (including testing of personal fitted vests). All items regarding clothing and equipment will be handed over to the focus group unless there is a health and safety concern where as the issue will be discussed at the PJOHS committee. Daryl Pitfield and Eduardo Almeida are members of the focus group representing Union members.

Tony Valaitis, Anna Gulbinski, Curt Bishop and Brian Chauvin have been identified to work with Curt Arthur and take part in the process with testing of fitted personal vests.

Committee requests through the Director, MOSB to review storage space of fitted vests in institutions.

4. Co-chair management will look into the formation of the program review committee (CO-START) and request that a union member of the PJOHS committee be included.
5. New ministry identification card and holder have been approved and will be distributed to staff in the new year by the local cost centre. Metal badge embedded on the inside of folder – gold metal badge for managers and silver metal badge for other staff. Identification will be numbered.
6. Issue as to why an automobile was used to transfer a youth and not a designated escort van at the Hamilton-Wentworth DC was addressed locally. Co-chair management to advise of the outcome.
7. Union has raised concerns over how intermittent inmates will be dealt with from a security perspective when Mimico CC closes – co-chair management brought these concerns forward to the Director, Management and Operational Support Branch. This committee recommends that local H&S co-chairs be invited to meetings to be held in the near future in regards to the intermittent project.
8. This committee would like a response as to what the ministry is doing at the corporate level to address the increased numbers of gang members coming into institutions and P&P offices. Security threat group policy is complete but was never approved – Director, MOSB will bring before to AIS on January 17<sup>th</sup>. Update to be brought forward at next PJOHS meeting.

#### Shared Items

1. Daryl Pitfield and Lisa Kitchen to draft policies in regards to situations of conflict between incarcerates and staff members that fall outside of the conflict of interest and use of force policies and provide to Anna Gulbinski and Todd Robertson for review prior to the next meeting.
2. Joanne Shaw and Don Poynter gave an explanation and provided a status report regarding Infection Prevention and Control (pandemic flu). The committee has been put in place and meetings will be held in the next month or so to begin the process. The plan will be shared once completed. Also look at having units in community escort vehicles and bailiffs.

3. Joanne Shaw provided an update on defibrillator units in institutions and training to be provided. There are some facilities that do not have the equipment in place. The committee recommends that the ministry review an appropriate application of defibrillators on the community side. It is also recommended that the ministry review having units available to take on community escorts and in bailiff buses/vehicles.
4. Policy on working in isolation in institutions is complete and approved to be distributed via Director, MOSB. Policy will be shared with community corrections in order to consider, if necessary, a similar policy in P&P offices.
5. Richard Gibson shared the draft survey results on H&S certification program training for facilities to ensure that all needed staff are offered part 2. Bell Cairn is coordinating the offer of a part 2 training course that will be scheduled for the first or second week in March of 2006.
6. The corporate health and safety directive was reviewed by MGS and the directive remains unchanged at this time.
7. Richard Gibson shared WSIB annual statistics and cost estimates as well as information on new WSIB form 7, tip sheets.
8. Update of committee's recommendation to send out correspondence to regional directors advising that port-a-count testing is mandatory per the MSA policy and that all institutions should be in compliance. Barry Thomas to send out correspondence to the field to remind them that this testing is mandatory.

## **New Business:**

### Adult Institutions

1. Anna Gulbinski provided a brief introduction of the BOSS-II chair piloted at the Toronto Jail for searching of inmates. Staff at the Toronto Jail view the BOSS-II chair as being effective.
2. Union would like the ministry to address the issue of provincial bailiffs bringing their weapons in institution admitting and discharge areas (A&D). Current policy states that they are not to bring weapons in but it is not being followed.

Due to inconsistent practice across the province between Bailiffs and escort officers, Director MOSB will discuss the issue again with the ADM - AIS and suggest referring the issue to the Equipment (handcuff) sub-committee for review. The Union's position is that Bailiffs should be allowed to bring their equipment as far as A&D in most facilities.

3. Windsor Jail work refusal – The workplace parties were advised by MOL to discuss the weapons search protocol at both local JHSC as well as Provincial JHSC. Despite several meetings on this matter, the final document implemented by the Employer was not consensual. Given the positions of both parties, there is no benefit for further discussion of the protocol at this level.
4. Request for Health information (Union concerns) - issue being dealt with at GSB.
5. Staff training evaluation (provide-wide) – Richard Gibson, Eduardo Almeida and Lisa Kitchen have been appointed to review and discuss. Richard Gibson to bring this concern to the attention of the Director, Bell Cairn and arrange a meeting.
6. ICIT response to facilities – some youth facilities and adult facilities back each other – current policy stays the same until a decision has been made.
7. ICIT equipment, universal equipment for all staff: manager, AIS is acquiring an inventory/common list to bring standardization to the program and policies being developed regarding storage and bringing equipment home. Update to be provided at the next meeting.
8. Elgin-Middlesex DC reprisal / H&S Act application during work refusals – parties advised of their responsibility under the Act and issues were dealt with locally.
9. Provision of mandatory specs (building requirements) for maximum and medium security facilities – will be shared at the next meeting.
10. Union requests to have PJOHS members participate in design meetings of new institutions being built to offer input on health and safety aspects. This may assist in reducing future problems that would eventually be brought to the provincial table. Management strongly supports the union's recommendation that the health and safety committee be consulted by the operational committee regarding design of new detention centres. Union side noted that the PJOHS should be consulted prior to new probation offices being opened.
11. Sally-port at Algoma T&RC – two glass doors were put in. Locally supported by Management and Union to have one of the two doors to be replaced with a grill door. Request was sent to regional office and no response received to date. Anna Gulbinski to follow up with Northern Region Director.
12. Union raised an issue that the internal responsibility system of local health & safety committee is breaking down at Algoma T&R. Anna Gulbinski to follow up with Superintendent.

13. Handcuff sub-committee met on January 11<sup>th</sup>. The sub-committee's mandate has been expanded to include discussions on ASP batons and pepper spray (escort / ICIT equipment). The sub-committee will now be referred to as the Equipment sub-committee. A draft recommendation was developed regarding expanded issue of handcuffs in institutions. This draft was provided to the Manager of AIS. The Manager of AIS will develop a draft policy regarding the expanded issue of handcuffs in institutions. PJOHS committee will review the draft policy once it has been completed.
14. Accommodations sub-committee met on January 11<sup>t</sup>. Draft terms of reference were received from the Union and Management will review the documentation. Once agreement on terms of reference has been reached, the committee will discuss the pilot projects scheduled for Vanier Centre and Toronto West DC. The Accommodations sub-committee will focus its review on the health and safety aspect of accommodations for correctional officers.

### Shared Items

1. Initiative to create and update annually a list of co-chairs (union/management) for resource purposes on this committee – Richard Gibson advised that the H&S survey going to managers will capture this information. Annual reports to be brought back to this committee.
2. Committee endorses the need for the workers in P&P offices to nominate H&S representatives from their office. If no candidates step forward from the bargaining unit, management may solicit appropriate staff to represent the office.
3. Management co-chair to follow up with Manager, AIS in regards to receiving copies of all MOL inspector orders and reports related to the Correctional division of the Ministry of Community Safety and Correctional Services.

### Next meeting

February 27 and 28, 2006 at the Delta Chelsea in Toronto. Co-chairs of the Toronto Jail will be invited.

**For the Ministry:**

**Original Signed by**

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Barry Thomas

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