

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

Minutes of February 27 and 28, 2006 Meeting

Attendees: For the Ministry

Barry Thomas
Tony Valaitis
Anna Gulbinski
Todd Robertson
Timothy Bingham
Lise Ledoux

For the Union

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

Guests:

Steve Small, Director, Management and Operational & Support Branch (MOSB)
Anthony Streppel, Recreation/Physiological Testing, Bell Cairn
Bryan Ross, Coordinator, Central Recruitment
Tracy Jones, Employer H&S co-chair, Toronto Jail
Chris Crosier, Employee H&S co-chair, Toronto Jail

Both co-chairs thanked outgoing committee member Richard Gibson (management) for his support and dedication to the PJOHS committee over several years. Timothy Bingham, Staff Relations Officer will be replacing Richard on the committee.

Adult Community (P&P)

1. Todd Robertson to follow-up on WHMIS training & refresher outstanding issues:
1) follow up report for Michael Simpson, ADM and 2) final answer on status of refresher training.
2. Weapons entering P&P offices – a number of recommendations have been listed in response to the Brampton MOL Compliance Plan. PJOHSC endorses the MOL Compliance Plan for the Brampton P&P. Co-chairs thank all parties involved in the work completed. Union recommends that this Compliance Plan be rolled out provincially.
3. Agreement that P&P safety and security manual requires review – Sub-committee is recommended involving equal representation and co-chaired by Todd Robertson and Lisa Kitchen with an additional three members per side representing all regions. Todd to discuss with Executive Assistant to the ADM, Adult Community Corrections and identify management members to put in place to review the manual.

Adult Institutions

1. Maplehurst CC infirmary issue - A meeting was held and this issue continues to be unresolved and will most likely go back to MOL.

All Institutions: Window Tinting / Sand Blasting: the union requests that inmate-accessible windows, which have a clear view of staff vehicles/license plates be made opaque. Co-chairs to request local health and safety committees to advise PJOHSC prior to the next meeting of any areas of concern in this regard.

2. Bryan Ross and Anthony Streppel provided an update on the Ontario Corrections Physical Abilities Testing (OCPAT) review and recruitment project. OCPAT will replace the physical testing now used in the first week of CO-START training. The new physical testing will be conducted prior to incumbents commencing CO-START training (pre-employment testing). Anticipate the new test to be available in November of 2006. Bryan and Anthony will be invited to attend a future PJOHSC meeting to provide an update.
3. Martin Wilson, Manager, Adult Institutions from Bell Cairn advised that the CO-START program review committee are holding their final meeting in May. Barry Thomas to advise Martin Wilson that Eduardo Almeida will be contacting him to get an update on committee's review of the new curriculum.
4. Barry Thomas sent out correspondence to regional directors advising that annual portacount testing is mandatory per the MSA policy and that all institutions should be in compliance.
5. Current policy stands on Bailiffs carrying weapons into the admitting and discharge areas.
6. Steve Small, Director, Management and Operational Support Branch is sending out correspondence the week of March 6, 2006 requesting all facilities to complete an inventory of ICIT/CET equipment and reiterate the procedures around bringing escort vests outside the institutions.
7. Barry Thomas to look into sharing the provision of mandatory construction specs (building requirements) for maximum and medium security facilities.
8. Algoma T&TC: Partial feedback was received on the outstanding local health and safety issues and the physical plant issues remain outstanding, deferred to the next meeting. Social worker issues are being resolved locally.
9. Draft policy on expanded issue of handcuffs in institutions being prepared by the Manager of AIS has yet to be completed. Anticipate completion shortly.

10. Management side of the Accommodations Sub-Committee will respond to the Union's submission of terms of reference during the week of March 6, 2006.

Shared Items

1. Anna Gulbinski will ensure that during the consultation process regarding the design of the new Toronto South Detention Centre, the Union will be provided with an opportunity for input. Barry Thomas to discuss the Union's participation with the South West Regional Centre with Marg Welch and new probation offices with Michael Simpson, ADM, Adult Community Corrections.
2. Anna Gulbinski to set-up a meeting with Todd Robertson, Lisa Kitchen and Daryl Pitfield to draft policies in regards to situations of conflict between incarcerated and staff members that fall outside of the conflict of interest and use of force policies. Update to be provided at next PJOHSC meeting.
3. Automated External Defibrillators (AED): Six month pilot project to commence Spring 2006 on bailiff vehicles operating in Northern Ontario. Five units will be available for use in the pilot project.
4. Barry Thomas to follow up on original request to the Information Management Unit to provide copies of all MOL inspector orders and reports related to the Correctional division of the Ministry of Community Safety and Correctional Service.
5. Guns and gangs coming into institutions and P&P offices: money has been received for 1 Area Manager and 12 P&P officers to work with the provincial guns and gangs initiative.

A proposal has been submitted to have 5 gang coordinators and 1 provincial coordinator to deal with the institution side. Roll out for the adult institutions side is anticipated in April 2006.

New Business:

Adult Community

1. Riverdale Probation & Parole Office – contract with PROFAC does not include pick up of garbage therefore garbage is not being picked up in the office. Todd Robertson to contact the Area Manager to discuss the issue and provide an update at the next PJOHSC meeting.
2. Community Visit Risk Assessment (CVRA) Update – 16 trainers have been hired and their training is underway. Provincial rollout of this personal safety training is scheduled for mid-March 2006.

3. CPIC will be available in Probation & Parole Offices as of April 1, 2006 and done by ministry staff. When staff open an OTIS file, a CPIC query will automatically be generated.

Adult Institutions

1. Fire Safety – The Fire Marshall's office are seconding a consultant to Adult Institutional Services to look at fire training, fire plans, fire routes, etc. Steve Small is meeting with this individual on March 2, 2006 to provide background information.

The issue of bunker gear coming from Hamilton-Wentworth DC is going to the ORLB shortly.

2. WHMIS Training Update: initial train-the-trainer model is complete. Union is concerned that the annual program review is not being complete and that new staff are not being given initial training in all cases. Co-chairs to send out a notice to superintendents to remind local health and safety committees of requirement to comply (including MSDS sheets). Daryl Pitfield to draft correspondence.
3. Inmate ID Wrist Bracelets with name, photo and OTIS number: pilot project of an enhanced system will commence at Central East CC in March 2006 and by the end of April 2006 the ministry will look at piloting in other facilities.
4. Inmate Management Committee: as the numbers are steadily on the rise, the union feels that this sub-committee should be re-established to create/develop initiatives to alleviate over-crowding and inmate management issues. Union also requesting update on their position to increase recreation time for offenders in large facilities. Barry Thomas to discuss with ADM, Adult Institutional Services prior to responding.
5. MOL order from Monteith CC in 2003 directing staff to be trained in the use of Plexiglass Shields. Issue was forwarded to the Security Committee for action and nothing has occurred - ministry not in compliance. Tim Bingham to track status of this issue.
6. The union is requesting a commitment to have Negative Pressure Isolation Cells placed in the north. Also, to have a plan in place to repair all other Negative Pressure Cells in the province. The Union requested a response via the March 23, 2004 on geographic distribution for review and no report provided. Barry Thomas to investigate status and provide an update at next meeting.
7. Survey on existing cleaning products was sent out by the Ministry, which in turn was to devise a universal cleaning supply list but was never implemented. Union requesting compliance forthwith. Steve Small will undertake to survey facilities once again and provide an update at the next meeting.

8. Working in Isolation Policy: The union is requesting update or documentation of new policy that has gone to the executive committee. Union taking issue with the correspondence sent out by the ADM, Adult Community Corrections for staff in probation and parole offices. Lisa Kitchen and Todd Robertson to raise/discuss concerns with the ADM.

Working in isolation policy in adult institutions was sent out on December 2,2005.

9. Deployment of weapons in Pod facilities: Approval was given in December 2004 for project to start at Maplehurst. Looking for status of Maplehurst and target dates for other facilities requiring this retrofit. Barry Thomas to get a status and provide update at the next meeting.
10. N95 Mask Filter Training: The union has documentation from the MOL citing this is a mandatory requirement. Ministry advised in December 2004 that mask fitters would be trained at each local site and nothing has yet been done. Barry Thomas to arrange a meeting with Joanne Shaw, Don Poynter and other management members of the PJOHS committee and provide an update at the next meeting.
11. Canteen Committee: The former canteen committee had union representation. As of late many items that have health & safety implications are being placed on the canteen forms and the committee wishes to be proactive on these matters. Steve Small will provide advance notices of additions to or deletions from the canteen list to the PJOHSC.
12. Protective Vest Integrity: The contract with Valley Associates in Ottawa will be signed by March 3, 2006 at which time a date will be scheduled to conduct the testing of vests purchased in 2000.
13. Institutional Capacity Certificates: The union is requesting access to capacity certificates for all facilities. Barry Thomas to refer the issue to the AIS committee for discussion and will provide update at the next PJOHSC meeting.
14. Windsor Jail: The union believes that assistance from this committee will help this facility clear up its extensive H&S backlog and current H&S related labour issues. Brian Chauvin to provide a list of the outstanding items and Barry Thomas to discuss request with the regional director. If supported, individuals from the PJOHSC will be identified.
15. Approval given in principle from AIS committee to purchase a BOSS chair for each facility. The request-for-proposal process is underway.

Shared Items

1. Health & Safety Certification survey is complete. Richard Gibson will provide a list of certified staff (union and management) to co-chairs.

Next meeting

Date: Tuesday, May 9, 2006
Location: Regional Office in Kingston

For the Ministry:

For the Union

Original Signed by

Original Signed by

Barry Thomas

Daryl Pitfield

Original Signed by

Original Signed by

Tony Valaitis

Eduardo Almeida

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