

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

Minutes of September 27, 2006 Meeting

<u>Attendees:</u>	For the Ministry	For the Union
	Barry Thomas	Eduardo Almeida
	Tony Valaitis	Curt Bishop
	Anna Gulbinski	Brian Chauvin
	Todd Robertson	Lisa Kitchen
	Timothy Bingham	

Guests: Marg Welsh, A/Assistant Deputy Minister, AIS
Steven Small, Director, Management & Operational Support Branch
Lynn Shallow, A/Manager, Adult Institutional Services
Daryl Pitfield, Health & Safety Specialist, Northern Region
John Hasted, Employer H&S co-chair, Ontario Correctional Institute
Bryce Barber, Operational Manager, Ontario Correctional Institute
Steve Wright, Regional Training Manager, Northern Region
Joanne Shaw, Manager, Corporate Health Care

On behalf of the PJOHSC, Eduardo thanked outgoing committee member Daryl Pitfield (union) for his support and dedication to the PJOHSC over several years.

1. Presentation by Steve Wright on the enhancement of the old WHMIS training program: committee requested that Steve Wright draft an implementation strategy and template policy that would be placed in each institution for review at the next PJOHSC meeting.
2. Joanne Shaw provided an update on N95 Mask Filters, search/latex gloves and Infection Prevention and Control (pandemic flu). A number of decisions have been made. The Management and Operational Support Branch (MOSB) are drafting new/revised policies in related operational areas. PJOHSC encourages local health and safety committees take stringent health precautions in general when using the leather search gloves. PJOHSC is reviewing cleaning alternatives to assist with this process.

Adult Community

1. WHMIS training – Director of the Ontario Correctional Services College reported that 99% of current staff have completed the training. The College is in the process of working on updating / reviewing the training in Adult Community.

2. P&P safety and security manual – committee membership has been determined and the first meeting has been scheduled for October 18th.
3. Working in Isolation Policy – correspondence is being reviewed and management is seeking clarification.
4. Grouping of health and safety worksites – meeting was held on August 29th and another meeting has been scheduled for October 19, 2006. The sub-committee will report back at the next PJOHSC meeting regarding possibility of developing multi-site committees within P&P setting.
5. PPO Access to Ministry Vehicles – information was sent out in April reminding managers of need to ensure regular maintenance logs are kept up to date and assign a staff person to coordinate his process. Union requesting current list of vehicles assigned to P&P offices. Todd Robertson to query.
6. Renovations to the Windsor court office - meeting scheduled with Facilities Management and Windsor P&P Area Manager to discuss the business case that was submitted in June 2006 regarding the necessity for renovations to the Windsor Court office to increase security.
7. Weapons entering P&P offices – Compliance Plan for the Brampton P&P office is complete. Provincial rollout is progressing but there is further research ongoing with respect to the lockers. ACC meeting on October 4th. Report back to committee at next meeting.

Adult Institutions

1. Professional development for correctional officers – Co-chairs will request a meeting with the Ontario Correctional Services College as to what they doing to promote training programs available to correctional officers and why recommended local staff do not meet the associate trainer standards. Barry Thomas to report at the next meeting.
2. Storage and control of ICIT/CET equipment – staff continue to bring equipment home. Storage is a problem across the province. Director, MOSB is making arrangements for a site visit at the Hamilton-Wentworth DC to look at the lockers/space currently available and acquire recommendations on how and where to store the equipment. It is understood that a review/reconfiguration will need to be on a site-by-site basis.

Some PJOHSC members attended testing of vests in circulation from 2002. Testing has been very successful to date and vests are meeting NIJ standards.

3. Sally-port at Algoma T&RC – locally supported by Management and Union to have one of the two doors to be replaced with a grill door. Anna Gulbinski to contact Facilities Management to get a status of where this project stands.

4. Mandatory construction specs – PJOHSC have reassured that they will share the provision of mandatory construction specs (building requirements) for maximum and medium security facilities when approval has been granted. Newsletters regarding progression of these two sites to be forwarded to the committee.
5. Accommodations Sub-Committee - terms of reference were signed on June 7, 2006. This sub-committee's mandate is to review the assignment of staff in posts ensuring the safety of others and appropriate number of staff can respond to codes. Meetings were held at the Toronto West DC and Vanier Centre for Women. Draft review is being prepared for presentation at the next PJOHSC meeting.
6. WHMIS Training Update – Daryl Pitfield is looking into the status and will provide update at the next PJOHSC meeting.
7. Inmate Management Committee – Manager, MOSB is in agreement to re-establish a sub-committee to review overcrowding and other suggestions as increased recreation time for offenders in large facilities.
8. Status of training in the use of Plexiglass Shields per an MOL order at Monteith CC. Tim Bingham and others continue to try to locate the order. Once the order is located, the committee will review whether it has ministry wide implications.
9. Cleaning products - Survey results indicate that institutions utilize various cleaning products. MOSB is working on an RFP to purchase one multi-use cleaning product that will replace all cleaners.
10. Gas ports in pods at Maplehurst – project was completed at Maplehurst in March of 2006. Liam McVeigh to be invited at the next PJOHSC meeting to provide an update/background on the delivery of ammunition in institutions.
11. PJOHSC recommends that mandatory orientation training be completed for any correctional staff working in facilities other than their home positions.
12. Asbestos Regulation – PJOHSC local health and safety committees should deal with this issue locally by noting any concerns in their minutes. The Hamilton-Wentworth DC template that was used to reply to an order will be shared with local committees. Daryl Pitfield and Tim Bingham are available for consultation.

Daryl Pitfield to provide information to Todd Robertson and Lisa Kitchen in regards to Asbestos on the community side and develop a plan to deal with the issue.
13. BOSS Chair – data has been provided in regards to female offenders. The information needs to be reviewed to see whether the findings are acceptable to the ministry. The re-testing requested for the new version of BOSS II system

will take 3 to 4 months and require substantial financial contribution. In the meantime, ITC Canada re-stated that the previous tested system would not cause any interference whatsoever to individuals with implanted cardiac defibrillators or pacemakers.

14. Anna Gulbinski provided a progress update in regards to the two new institutions being constructed in the Windsor and Toronto South area. As usual any outstanding issues are to be forwarded to the PJOHSC.
15. Spill kits - PJOHSC recommends that Joanne Shaw review the Toronto East DC suggested practice.
16. Weapons Search Protocol – PJOHSC reminds Superintendents that the protocol is to be adhered to in its entirety including the threat level assessment process.
17. Owen Sound Jail yard issues / violation of privacy - approval has been granted to repair the yard.
18. Jim Aspiotis will be invited to the next PJOHSC meeting to present/discuss gangs and other Canadian jail.
19. Algoma T&RC – Barry Thomas to request the status from Facilities Management in regards to approved project to maximizing one of their eight bed units from medium.
20. Terrorists - upgrade security – AIS is drafting policies and procedures regarding gangs (gang net).
21. Inmate ID Wrist Bracelets – process being rolled out in the Central region in October 2006.
22. Canteen and clothing committees/focus groups – advisory committees are being established and meetings will be scheduled in the near future (by late November). One member from Union side for canteen and two for clothing.
23. Review of institutional fire plans, fire routes, etc. - Alex McKenna has toured all institutions with the exception of Eastern Region sites and Central North CC. He reports minor correctible deficiencies and anticipates providing a rollup by the end of the calendar year.
24. MOL inspection orders – Tim Bingham will forward electronic copies to both co-chairs.

Shared Items

1. Conflict between offenders and staff members that fall outside of the conflict of interest and use of force policies - meeting was held on June 23rd. Daryl Pitfield will follow-up on Qs and As (best practices) document being drafted by Staff Relations to assist managers.
2. Guns and Gangs in institutions: waiting for cabinet approval to a request for dedicated staff to deal with guns and gangs in the institutions as per the set-up currently in place on the community side.
3. Institution Liaison Officer (ILO) Orientation in Institutions – joint communiqué sent out on May 24, 2006 advising Area Managers to liaise with Superintendents to ensure that ILOs receive training in understanding the emergency procedures for the institution in which they work.
4. Badges – contract has been signed and the ministry is waiting for MGS' approval to proceed.
5. Confined space program overview – new regulations coming into force September 30th on how to deal with hazards and hazard identification for confined spaces. Management will review response received from Union and report back. Following are their recommendations:

Corrections' is the best of the two reviewed to-date:

- In the training standard we recommend that the JHSC members receive the general training on confined space. After all, they participate in the reviews and receive copies of the program.
 - Also in the training standard, extensive training given to those who enter the space should also be given to the attendants who will be outside the space when the person enters. According to the MOL, many of the people who die are the rescuers. Extensive training on their role can help fight against the instinct (that many co's have) to just rush in. So on page 2, the last 2 dots should be changed "*persons who actually enter confined spaces or perform related work, such as attendants should receive ...*" and in the last dot, "*specifically, every worker who enters a confined space or performs related work, such as attendants must be given adequate.....*"
 - On page 3 of the training standard, we suggest noting that training on respirators must be refreshed annually to comply with the CSA standard: that is not to be part of the other training that the need for is reviewed annually.
 - On page 4 of the training standard the WHSC should be added to the list of confined space delivery training organizations.
6. Ontario Gang Investigators' Association (ONGIA) – conference being held at the Deerhurst Resort in Huntsville on November 14, 15 and 16, 2006. PJOHSC endorses the attendance of two union members (Lisa Kitchen and Brian Chauvin) to attend the conference.

New Business:

Adult Institutions

1. Radio communications concerns will be discussed at the next PJOHSC meeting and the coordinator will be invited to provide an update.
2. Management and the Union discussed shared concerns regarding the increasing number of institution lockdowns and the potential impact on the health and safety of staff and offenders.

Next meeting

Date: November 21, 2006
Location: London Regional office
(PJOHS will invite Local Health & Safety Co-chairs from the Elgin-Middlesex DC)

For the Ministry:

For the Union

Original Signed by:

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Barry Thomas

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