

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

**Minutes of February 21 and 22, 2007 Meeting
Central North Correctional Centre, Penetanguishene**

Attendees: For the Ministry

Barry Thomas
Anthony Valaitis
Bob Thomas
Todd Robertson

For the Union

Curt Bishop
Lisa Kitchen
Brian Chauvin
Emidio Casullo
Dan Sidsworth

Regrets: Anna Gulbinski

Guests: Fiona Crean, ADM, Organizational Effectiveness Branch
Mark Dittenhoffer, Deputy Superintendent, Elgin-Middlesex DC
Daryl Pitfield, Health & Safety Specialist
Mike Wasylyk, Project Manager, South West DC
Brian Trudell, Senior Project Officer, South West DC
Susan Coker, Senior Project Officer
Joanne Shaw, Manager, Corporate Health Care
Tracey Gunton, Employer H&S co-chair, Central North CC
Tammy McGregor, Employee H&S co-chair, Central North CC
Sean Wilson, Local President, Central North CC

Note Taker: Lise Ledoux

- ✓ Presentation / update from Mike Wasylyk, Project Manager, South West DC and Susan Coker, Senior Project Officer, Toronto South DC on their respective projects.

Adult Community (P&P) Items

1. P&P safety and security manual – Union is requesting a copy of all audits to review in the absence of many offices not having a certified representative. Todd Robertson to inquire and advise by March 7 whether this information can be provided.
2. Working in Isolation Policy – policy was distributed a year ago and the Union has raised concerns of inconsistencies across the province. Lisa Kitchen met with the Assistant Deputy Minister, Adult Community Corrections on February 20th who has committed to review the policy and make appropriate changes. Management co-chair will request an update from Mr. Paradis for the next meeting.

3. Grouping of health and safety worksites –. Union expressed displeasure that the development of the terms of reference and draft agreement in regards to multi-site committees within P&P setting has been at the PJOHSC table for four years with no progress. Management is in agreement and will expedite an operational plan to recommend to Adult Community Corrections for implementation by the end of April 2007. Todd Robertson to develop draft terms of reference.
4. PPO Access to Ministry Vehicles – list of vehicles assigned to P&P offices has been shared with the Union.
 - o Safety Kits for Vehicles – PJOHSC recommend that ALL offices have a MINIMUM of one vehicle safety kit available that contains the safety items set out per ministry policy.
5. Renovations to the Windsor court office – issue has been resolved and renovations are well underway.
6. Weapons entering P&P offices – in-office arrest directive has been distributed and Facilities Management has ordered signage. Todd Robertson to inquire as to when the signs will be distributed to the field. Management co-chair will discuss directly with the Assistant Deputy Minister, Adult Community Corrections in regards to the outstanding issue of lockers in P&P offices and will provide the Union with a response before the end of March 2007.
7. Alliston P&P Office – non-compliance of security manual (security glass and call display on telephones). Given the office is moving to another location by September as such the security glass and call display on telephones will not be installed in the current office. Todd Robertson to provide Lisa Kitchen with the Alliston office move date and a copy of the office safety plan.
8. Defibrillators - Union side would like to see defibrillators placed in all P&P offices. Todd Robertson to follow-up for next meeting.
9. Ministry of Natural Resources Provincial Communications Unit (safety procedures) – Adult Community Corrections is piloting this initiative (call centre for P&P officers to call in their location/whereabouts) in the Northern Region by utilizing the MNR services. Union requesting a representative from Northern Region report at next meeting on how the program is working.
10. Community Visit Risk Assessment (CVRA) Reporting Centre Safety Compliance – Union is requesting to know the results of the reporting centre security levels survey from across the province and how Management is intending to comply with level two and three reporting centre locations in regards to staff and security. This policy will be in effect for the entire province prior to the end of this fiscal year. Todd Robertson to provide a list to the Union of reporting centres designated as levels two and three and where they will be located by end of March and ensure compliance of those designated.

11. Electronic Supervision Resource Officers (ESRO) - Union is requesting that safety and security policy/procedures be developed regarding the safety and security measures that ESRO's are to follow while in the community. Todd Robertson to follow-up with Lori Stockton.
12. TB and Health Related Survey for Probation & Parole Offices – Toronto Public Health nurse has signed the research agreement and will begin the survey shortly.

Adult Institutions Items

1. Update / presentation on health care related issues.
 - Peak flow meters / pulse oximeter - funding has been granted to purchase these items for each institution.
 - Keep On Person Medication Program – discussed the program currently being used at Central North CC. Medication issued are non-life threatening.
 - Methadone - Union is expressing concerns regarding a consistent policy for methadone distribution within institutions – Management co-chair will review process at Central North CC local management over projected timeframe for distribution of Methadone on unit.
 - Negative Pressure Cells – Kenora Jail is next on the list. Management co-chair will enquire at Maplehurst CC in regards to alternative measures due to current negative pressure cells not functioning.
 - N-95 Masks - funding has been approved to facilitate N-95 mask fit testing and a rollout of training will be forthcoming.
 - Pandemic Flu Protocol – protocol distributed to the field on February 21, 2007. Union requesting that the protocol be directly forwarded to them for review before general distribution.
 - Port-a-Count Testing – 11 more units are being purchased. Correspondence was distributed to regional directors in March of 2006 reminding of the annual requirement to complete mask fitness tests.
2. Professional development for correctional officers – status of what the college is doing to promote training programs available to correctional officers and other staff and why recommended local staff do not meet the associate trainer standards. PJOHSC recommend that the program advisor responsible for training volunteer coordinators be invited to the next PJOHSC meeting to discuss any type of training components for volunteers, specifically on the community side. Further, the co-chairs will make an attempt to agree on a meeting date with the Director, Ontario Correctional Services College.

3. Storage of vests – Director, Management and Operational Support Branch distributed memo to the field at the beginning of February advising that the Ministry's Trilcor Industries is now able to supply cabinets for storage of personal protective vests, which can hold 20 individual vests (each component in the cabinet is lockable). Testing of vests – report has not been received.
4. Inmate Management Committee – Director, Management and Operational Support Branch is willing to chair and host this committee. Union to provide names of their members to the Director.
5. BOSS Chair – the ministry's intention is to have 41 chairs purchased across the province. There is funding this fiscal year to expand the pilot project to 14 institutions. Priority of delivery will be given to larger institutions.
6. Owen Sound Jail yard issues / violation of privacy – on the regional priority list of yard projects. Awaiting funding.
7. Algoma T&RC – maximize one of the eight bed units from medium. Business case was put forward and the project is at the top of regional priority list and will be completed upon receipt of funding. The Superintendent supports the local JHSC in their recommendation of grillwork above hatch in remand pod areas. A facilities security expert will be consulted and a business case submitted for approval and funding.
8. Terrorists and Security Threat Group – policy being drafted and once approved a staff training plan will be developed.
 - o Guns and Gangs Initiative – funding request for Security Threat Groups initiative for dedicated staff on the institution side will be re-submitted to the Adult Institutional Services committee.
9. Inmate ID Wrist Bracelets – At the request of the Northern Regional Director, Central North CC will be included in the Central region rollout.

Information / memo is being prepared regarding the details of ordering required equipment. Orders should be delivered in approximately 6 weeks time from date of order. Central East CC representative is in the process of arranging training date to coincide with anticipated equipment shipment dates. The training will consist of a half day at most (train-the-trainer). It is anticipated that Central Region will rollout by May at the latest.

10. Radio communications – Union was provided with updated information. All institutions have a dedicated repeater for ICIT.
11. Thunder Bay CC – female locker room is complete.
12. Thunder Bay Jail - Union raised concern about the sewage cleanup in a basement area utilized by staff for offices was insufficient. PJOHSC recommends that Local 708 receive a copy of the inspections reports.

13. Provincial Bailiffs - Union is expressing concerns that Management is having meetings with the bailiffs in a separate forum from both local and PJOHS committees to address health and safety issues. Management co-chair will address this issue in writing with the Director, Management and Operational Support Branch outlining the provisions of the PJOHSC mandate. Unresolved local issues in accordance to the memorandum of agreement should be addressed provincially.
14. Consultant from the Fire Marshall's Office – Alex McKenna is wrapping up site visits and review of local fire plans, fire routes, etc. He will be invited to the next PJOHSC to provide an update.
15. Work Refusal Response Forms - Union was supplied a copy of this form and is seeking the origin and intent of the form. This form has been instituted by Central East CC management and is not endorsed by the Union. PJOHSC agree that should local management at Central East CC wish to utilize the form, they can do so but that the local Union have no requirement to sign it. Daryl Pitfield will speak to local management.
16. Weapons Search/Threat Level Assessment Protocol - Management offering the Union the opportunity to participate in a future meeting to review the protocol. Union to provide names of membership.
17. Clothing Committee – Union state that there have been recent changes taking place unilaterally regarding clothing issues without Union input. The Union is requesting that the committee reconvene for review. The Coordinator, Staff Clothing Unit is working toward resuming this committee in the near future. The only change that the ministry has made without the Union's input is the life of the parka jackets. The PJOHSC is questioning why the Clothing Committee has not met and recommends that the committee meet as soon as possible to discuss outstanding issues. Emidio Casullo and Brian Chauvin are the Union members.
18. Gasports – there are no plans to further expand. Local institutions to discuss with the region should there be issues.
19. Accommodations and Hospital Takeovers – a date will be set before the next PJOHSC meeting to complete the reports from the sub-committee dealing with these issues.
20. Ontario Realty Corporation (ORC) - Union is concerned that ORC is not disclosing findings to the Health & Safety Committees where dangerous conditions may be present. Management co-chair will remind managers that reports should be shared with local Union as per obligations under the Act.
21. Workplace Safety and Insurance Board (WSIB) / Employee Assistance Program (EAP) - Union provided with WSIB statistics. EAP statistics will be provided upon receipt. Management co-chair to contact Rena Khan to request that she share MOL orders with the PJOHSC co-chairs.

22. Styrofoam Cups - Union is expressing concerns regarding the environmental implications that result from the usage of Styrofoam. The Program Advisor has been advised to review this matter. Currently, it has been left to the discretion of the local institutions. A discussion paper will be prepared in March with recommended options for senior management's decision.
23. Central North CC – various issues (escorting of maximum-security offenders within the institution, screening of pod and visiting areas, replace chapel door with a security door, share accommodations statistics with Union, cleaning staff for authorized staff areas only, canteen issue needs to line up with other provincial facilities) will be reviewed by the management co-chair with the Superintendent of Central North CC.
24. Metro Toronto East DC - Inmate viewing of parking area not addressed as per the local memorandum of agreement by this committee. Anthony Valaitis will follow-up with local management.
25. Central East CC - Local committee recommends providing correctional officer self-defense training to recreation officers. This issue is currently at the ORLB.
26. Stratford Jail – Community escort violation – escort of an offender was done with only one correctional officer. Management clarified this was an emergency situation and that a police officer was present with the correctional officer until another correctional officer could attend hospital. Union's concern that the police may not always be available. This issue is currently at ORLB.

Shared Items

1. Asbestos Regulation – Ontario Realty Corporation is doing a complete survey in all offices including leased buildings. Report is being prepared and it is anticipated that by the next PJOHSC meeting it will be completed.
2. Staff conflict with offenders – Management members Anthony Valaitis and Bob Thomas will review the risk assessment process with a view of establishing parameters regarding staff/offender conflicts. This review will be provided to Union side prior to the next PJOHSC meeting for discussion.
3. Confined space program overview – after several reminders, the Program Advisor was expecting the completed survey from two remaining institutions at the beginning of January. There does not appear to be many identified confined spaces. Management will provide the completed survey results at the next PJOHSC meeting.
4. Mould - Union would like to see a policy developed to address the maintenance of ventilation systems within all institutions and community locations. Ontario Realty Corporation advises that there is no policy. Work locations having

concerns about mould / air quality should address with their local health and safety committees.

5. Certification Training - Union is requesting that a Provincial audit needs to be completed ASAP as several institutions and P&P offices have either no worker representatives that are certified or fall short in the number of members that require full certification. Upon receipt of the audit that a training schedule be co-coordinated with the Worker's H&S centre as per MGS agreement. Memo was sent to senior management requesting that they provide a complete listing of all members that are trained and who provided the training.
6. WHMIS training – On-line training program will be rolled out shortly to the field. Community training report on percentage of initial training has been sent to each Area Manager. Those not captured in phase one will be captured in the second phase. Stats will be issued shortly. Todd Robertson to provide 2006 stats and rollout plan to Lisa Kitchen.

Next meeting

Date: May 23, 2007 at 1 pm and May 24, 2007
Location: Ottawa-Carleton DC

For the Ministry:

Original signed by

Barry Thomas

Original signed by

Anthony Valaitis

Original signed by

Bob Thomas

Original signed by

Todd Robertson

For the Union

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