

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

**Minutes of July 4 and 5, 2007 Meeting  
Ottawa-Carleton Detention Centre, Ottawa**

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<b><u>Attendees:</u></b>	<b>For the Ministry</b>	<b>For the Union</b>
	Barry Thomas	Curt Bishop
	Anthony Valaitis	Emidio Casullo
	Bob Thomas	Brian Chauvin
	Todd Robertson	Dan Sidsworth
	Anna Gulbinski	Brian Dunham

**Guests:** Daryl Pitfield, Health & Safety Specialist  
Linda Doucet, A/Deputy Superintendent of Services, Ottawa-Carleton DC  
John Cooper, Local President, Ottawa-Carleton DC  
Ron Pilon, Co-chair Local Health & Safety, Ottawa-Carleton DC  
Alex McKenna, Consultant  
Rena Khan, Staff Relations Officer

**Note Taker:** Lise Ledoux

- Barry Thomas acknowledged outgoing committee member Lisa Kitchen (union) for her support and dedication to the PJOHS committee over several years and wishes her well in her new assignment as a Health and Safety Specialist with Staff Relations.
- Review of Food Services items: food tray and footwear for inmates working in kitchens. The food tray product appears acceptable however the PJOHSC have several questions in regards to the sanitary aspect re: cleaning, life expectancy, whether they are flammable and acceptable by the Board of Health. The committee also recommends that they receive specifications on this product. It is also suggested that the food services consultant attend the next meeting to further explain the merits of this particular product. In reference to the inmate boot, union expressed concern about the colour being the same as the correctional officer footwear.
- Presentation by Alex McKenna, Consultant formerly with the Ontario Fire Marshall's Office who visited all correctional facilities from March 15, 2006 to January 31, 2007. Alex's mandate was to tour all facilities to identify issues related to fire safety, assess preparedness to respond to fire/emergency evacuation, assess level of maintenance of fire protection equipment, review fire safety plans, review level of coordination with outside agencies and develop recommendations.

The PJOHSC will form a sub-committee to develop a generic fire safety template/checklist to be utilized in facilities and make recommendations on fire safety issues. Emidio Casullo and Pete Hayes from Quinte DC will be the Union representatives to work with Anthony Valaitis and Anna Gulbinski as Management representatives.

- Update from Jim Adams, Regional Director - ACC, Northern Region regarding the Northern Region remote reporting centre CVRA strategy and the use of the MNR Provincial Coordination Centre as part of this strategy.

## **Business Arising**

### **Adult Community (P&P) Items**

1. P&P safety and security manual – Union had requested a copy of all audits for review in the absence of some offices not having a certified representative. Todd Robertson provided the summary report for each region for 2006 to Brian Dunham. A hard copy of the sign-off sheet for each workbook will be obtained and provided to Mr. Dunham.
2. Working in Isolation Policy – policy was distributed a year ago and the Union raised concerns of inconsistencies across the province. Management sent out an updated memo on June 6, 2007 to Regional Directors – ACC clarifying concerns with the original memo dated February 13, 2006.
3. Grouping of health and safety worksites – Union had 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 provided draft terms of reference developed in consultation with representatives from the Union, Staff Relations and Adult Community Corrections in North Bay. Union to review and provide feedback.
4. Weapons entering P&P offices – All prohibited items signage have been distributed to the field via the regional offices. Facilities Management surveyed all P&P Offices regarding space for lockers and will visit those offices that were identified as not having the necessary space. Work is ongoing.
5. Alliston P&P Office – the office safety plan that was reviewed in October 2006 was provided to the Union. The office relocation is scheduled for the Fall of 2007.
6. Defibrillators - Union side would like to see defibrillators placed in all P&P offices. Management advised that defibrillators were distributed by MGS, however, none in P&P offices. The ADM, ACC is reviewing this issue for the 2008/09 budget. The PJOHSC as a whole strongly and unanimously agree that these should be approved and purchased as soon as possible (including all necessary training).
7. Community Visit Risk Assessment (CVRA) Reporting Centre Safety Compliance – list of all reporting centres designated as levels two and three and where they will be located has been provided to the Union as requested.

8. Electronic Supervision Resource Officers (ESRO) – copies of the ESRO safety plan for community visits was provided to PJOHSC members. The policy was developed to address safety and security measures that ESROs are to follow while in the community. The Union will review the interim policy and provide their comments at the next PJOHSC meeting.

### **Adult Institutions Items**

1. Professional development for correctional officers – PJOHSC will request that Glen Hawkins attend the next meeting and explain the online training system that will provide better access to training information and support training activities for staff members and managers.
2. Inmate Management Committee – reestablishment of this committee has been moved over to MERC for discussion.
3. Algoma T&RC – maximize one of the eight bed units from medium. Funds have been allocated and project will commence in September 2007.
4. Terrorists and Security Threat Group (Guns and Gangs Initiative) – a new intelligence unit is being established to improve the identification and management of security threat group members within correctional institutions. The Union were provided with the memorandum to all regional directors from the ADM, AIS dated June 6, 2007, in regards to the establishment of the Intelligence Unit. The Union were extremely vocal in that there was no indication in this correspondence that bargaining unit employees will be part of this Unit as was originally intended in the Guns and Gangs Initiative. The Union contends that if bargaining unit employees are not assigned to this Unit, that Management bargained “in bad faith” considering that it was the Union who actively lobbied for this initiative. The Union further expressed their extreme disappointment with the Employer’s action in regards to this issue. Management co-chair agreed to discuss this matter directly with the ADM.
5. Inmate ID Wrist Bracelets – rollout is in the beginning stages in the Central Region. More information should be provided at the next PJOHSC meeting. PJOHSC jointly request that the Director, Management and Operational Support Branch provide an update to the co-chairs as soon as feasible as to why this initiative has not been implemented ministry-wide.
6. Provincial Bailiffs – Management is no longer having meetings with the bailiffs in a separate forum from both local and PJOHS committees to address health and safety issues. Bailiff health and safety protocol will be provided to the Committee members.
7. Weapons Search/Threat Level Assessment Protocol – Manager, AIS will provide a draft copy of the protocol to regional directors, AIS and superintendents for review and comment in the near future.

8. Accommodations and Hospital Takeovers – the sub-committee will meet in September to complete the reports dealing with these issues.
9. Ontario Realty Corporation (ORC) - Union is concerned that ORC is not always disclosing findings to the Health & Safety Committees where dangerous conditions may be present. Management co-chair to draft correspondence reminding managers that reports should be shared with local health and safety representatives as per obligations under the Act with a copy to the PJOHSC.
10. Statistics - Workplace Safety and Insurance Board (WSIB) statistics will be provided when available. Employee Assistance Program (EAP) statistics are provided at the MERC table. Management shared the 2007 work refusal statistics for Adult Institutional Services with the Union. Daryl Pitfield will provide updated statistics on a monthly basis to the co-chairs.
11. Styrofoam Cups – Joanne Shaw issued a memorandum explaining the procedures for cleaning multiuse utensils. No one on the Management side recalls receiving this memo but would investigate. The issue of the Styrofoam cups is to be referred to the Food Services Advisory Committee.
12. Central North CC – various issues reported (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). Installation of a security door in the chapel was completed. Daryl Pitfield and Curt Bishop will set-up a meeting with Central North CC to assist in resolving the outstanding issues.
13. PJOHSC remind local health and safety committees that all parties must sign minutes of meeting at the conclusion of each meeting or shortly thereafter. It is understood that in some cases administrative staff may be required to assist.
14. Metro Toronto East DC – windows where inmates can see staff vehicles were treated to make them opaque. Issue resolved.
15. Ministry commitment to improving Labour Relations – approved by ADM to develop tools such as Interest Based Problem Solving in the community and now looking at setting up regional employee relations committees to commence in the Fall 2007.
16. Update on alternative razors and availability - memo was distributed on May 16<sup>th</sup> directing superintendents to discontinue the use of twin blade razors. Request for proposal process underway for a new single blade razor. Anna Gulbinski will contact other jurisdictions to inquire as to what type of razor they use.
17. Ottawa-Carleton DC having difficulty finding appropriate chairs for correctional officer posts. Management co-chair will discuss with the acting regional director of Eastern Region as soon as possible regarding replacement of chairs at ODCD.

Anna Gulbinski will look into specifications for purchase of standard chairs across the province. Issue of chairs at the Sudbury Jail has been resolved locally.

18. Control module in maximum unit at Ottawa-Carleton DC has been an outstanding issue for over two years. PJOHSC recommends that Facilities Management be involved and conduct an on-site visit. It appears that this is a capital project.
19. Specifications on alternative search gloves for correctional officers were distributed. Anna Gulbinski will review the specifications with Brian Chauvin and will report back to the PJOHSC.
20. North Bay Jail health and safety issues still outstanding. Daryl Pitfield and Curt Bishop to continue involvement with the facility.
21. Vest testing – PJOHSC received the Valley and Associates preliminary report. PJOHSC agreed removal of the 2000 generic vests from circulation. Anthony Valaitis to arrange for testing of the 2001 vests. PJOHSC recommends that an annual vest testing program be established.
22. A number of institutions have concerns over fire practice and training as well as resources (Algoma T&RC, Quinte DC, Central East CC, Sarnia Jail, Monteith CC, Hamilton-Wentworth DC). PJOHSC has formed a sub-committee to deal with these types of issues and will set-up a meeting as soon as possible.
23. Health and safety meetings – Union requesting institution/p&p office profiles be provided for review prior to attending a meeting. PJOHSC will request local joint health and safety committees to prepare information packages. PJOHSC will survey the facilities to inquire as to whether they are meeting locally. Management co-chair will draft correspondence to remind local committees of their obligation under the Act to meet regularly.
24. Provincial committee input of new institutions – PJOHSC members will be invited to attend focus group meetings upon Steering Committee approval of conceptual design program.
25. Update on which institutions have not had window tinting or other form of prevention completed – Union was reminded that per the minutes of the May 9, 2006 meeting, the PJOHSC suggested that in those institutions where this remains an issue, the matter should be referred to the local joint health and safety committee for possible solution. Should the issue not be dealt with locally, they should follow the normal course of action for unresolved issues, i.e., superintendent refers to the regional director and if the issue continues to be problematic then it can be brought to the PJOHSC table. The PJOHSC would be happy to provide examples of best practices.

Union clarified that institutions are now requesting tinting of windows inside the buildings such as in the modules, control, etc. Union has advised that sub-control modules are not in compliance with the ADI. PJOHSC remind locals that this issue should be dealt with locally. Only unresolved issues should be brought

forward to the PJOHSC table. Union to provide institution names at the next meeting where this issue is outstanding.

26. Request for staff uniform committee to reconvene – Union raised concern that there are no uniforms available from the Staff Clothing Unit. Management co-chair will review this issue with the Director, Management and Operational Support Branch.
27. Old Dutch product – PJOHSC is concerned that some institutions continue to use this product when there was direction to discontinue use of this product. Anthony Valaitis and Dan Sidsworth to review the recommendation of a substitute product.
28. Union raised concern over reading glasses available on the canteen list. PJOHSC recommends that the Canteen Committee vet new items being added to the canteen list. Should there be any concerns, the Canteen Committee can bring an issue to the PJOHSC. PJOHSC will refer this issue to the Canteen Committee.
29. Numerous outstanding health and safety issues at the Toronto East DC – local committee is requesting PJOHSC's involvement to assist with getting issues responded to in a timely manner. PJOHSC is available to assist. Management co-chair will contact the Toronto East DC to advise that two members will attend the August 14<sup>th</sup> meeting.
30. Union raising a concern that police are entering the sally port at the Kenora Jail with their weapons. Daryl Pitfield and Dan Sidsworth will request pictures of the area in order to review, recommend a solution and report back at the next meeting.
31. Ottawa-Carleton DC requesting an update on the recommendations from a recent inquest. Bob Thomas will contact the superintendent to get a progress report on the response to the recommendations.

### **Shared Items**

1. Asbestos Regulation – Ontario Realty Corporation completed a survey in all offices including leased buildings. Report provided to members.
2. Staff conflict with offenders – Management will email the draft ACC document to PJOHSC members following this meeting.
3. Confined space program overview – Management provided the completed survey results.
4. Certification Training – Management provided a list of all local joint health and safety committees in institutions. Updated lists will be provided on an annual basis. ACC is currently developing their list and anticipate completion in the Fall 2007.

5. WHMIS training – Management has provided the 2006 statistics and rollout plan to Union.
6. N95 Mask and port-a-count testing – training has begun for port-a-count testers re: N95 masks and the PJOHSC sees no reason why bargaining unit staff cannot provide the mask fit test however this will be confirmed with the Ontario Correctional Service College.
7. Management will undertake to provide an updated list on all sub-committees of the PJOHSC.

**Next meeting**

Date: Thursday, September 13, 2007  
Location: tbd

**For the Ministry:**

**For the Union**

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Barry Thomas

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