

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

**Minutes of October 11, 2007 Meeting
Western Regional Office, London**

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

Guests: Daryl Pitfield, Health & Safety Specialist
Dave MacLennan, Co-chair Employer Health & Safety, Stratford Jail
Joe Eisenmenger, Co-chair Local Health & Safety, Stratford Jail
Gary Lowe, Elgin-Middlesex DC, Member of the OMSC
Maira Cowan, Local President, Elgin-Middlesex DC
Rowland Carey, Program Advisor, Adult Institutional Services
Connie O'Connor, Nutrition Consultant
Glen Hawkins, Registrar & Coordinator of Training Standards

Note Taker: Lise Ledoux

- Barry Thomas congratulated Anthony Valaitis on his new appointment as the Superintendent of the Central North CC commencing October 23, 2007.
- Update from Roland Carey, Adult Institutional Services on Accelerated Hydrogen Peroxide for institutional cleaning, sanitizing and disinfecting. Discussed the introduction of dilution centers to ensure proper mixture of the solution. These units are found in most schools, hospitals and many Federal institutions. Decision required on introducing dilution centers in institutions that would reduce the number of mop and bucket stations (1 to 16).

Action: PJOHSC endorses the purchase of approximately 525 dilution centres and approval was granted for PJOHSC members to tour Federal institutions to look at their current dilution centres.

- WHMIS on-line training program – Kathryn Biondi, Director, Ontario Correctional Services College (OCSC) spoke via conference call to this training:
 - OCSC is making changes to the "coordination" of WHMIS. WHMIS is currently a one-hour on-line program, purchased from NORCAT a third party provider.
 - "Annual refreshers" are not needed in all cases. Local cost centres are advised to work with their local H&S committee to review continuing training needs and as needed ensure that staff who have exposure to hazardous material receive the prescribed training.
 - ACC took the decision at their September meeting that PPOs are not required to take any refresher training. New PPOs will be trained as part of basic training.

Action: To agree that annual "refreshers" as such are not needed and that local cost centres may access the on-line program, by way of the OCSC web page, on a voluntary basis as needed. Daryl Pitfield and Curt Bishop to meet with Pat Franklin, OCSC to discuss further (current status, local compliance, basic course vs. refresher).

- Presentation by Glen Hawkins, Registrar & Coordinator of Training Standards, OCSC on the online training system that will provide better access to training information and support training activities for staff members and managers.
- Peanut products – there was question as to whether direction was ever given to ban nut products in facilities. Algoma T&RC went peanut free on the canteen list due to an incident. Connie O'Connor advised that there are pros and cons to going nut free. PJOHSC jointly recommends that the ministry go nut free province-wide in all facilities for the safety of staff.

Action: PJOHSC request that Connie O'Connor draft a best practices document to assist in the introduction of nut free environments for the PJOHSC to review at the next meeting. Anna Gulbinski to contact Roland Carey regarding the removal of nut products on the canteen list.

- Food trays – the food tray product appears acceptable however the PJOHSC had questions in regards to the sanitary aspect re: cleaning, life expectancy, whether it is flammable and acceptable by the Board of Health.

Action: Connie O'Connor to clarify whether the new food trays will fit the current food storage carts, whether the labels will stick to the tray cover and look into the opaqueness of lid (being able to see through after several uses/washes).

- Footwear for inmates working in kitchens - Union continues to express concern that the inmate boot colour is the same as the correctional officer footwear. This style of boot is currently being used in several institutions.

Action: Connie O'Connor look into putting a permanent sign on the boots to distinguish from correctional officer boots.

Adult Community (P&P) Items:

Business Arising

1. P&P safety and security manual – Union requesting a hard copy of the sign-off sheet for each workbook.

Action: Todd Robertson will send to Mr. Dunham on Friday, October 12th.

2. Grouping of health and safety worksites – Union to review draft terms of reference and provide feedback.

Action: Outstanding - under review by the Union.

3. Weapons entering P&P offices – new sites will have lockers installed (7 completed to date). The review of existing sites for locker installation is ongoing.

Action: Outstanding – proceeding

4. Alliston P&P Office (office relocation) – construction has started with a completion date of November 30, 2007.

Action: Complete

5. Defibrillators – Union request to purchase defibrillators for P&P offices will remain as a possible consideration for the 2008/09 ACC budget.

Action: Outstanding

6. Community Visit Risk Assessment (CVRA) Reporting Centre Safety Compliance

- a. Union questioning why the policy will be accepted and no longer an interim policy?
- b. Why this training has been removed from weeks one and two of PPO Basic Training? It was mentioned that the college is offering the training on a regional basis to reduce the number of weeks PPOs are away from the office/homes for extended periods of time.

- c. What is the schedule for refreshers? Some PPOs received this training 21 months ago.

Action: Todd Robertson to request a meeting with the ADM – ACC, including Brian Dunham, to discuss these concerns further.

7. Electronic Supervision Resource Officers (ESRO) – Union reviewed and provided comments on the interim ESRO safety policy.

Action: Todd Robertson to discuss Union's concerns with Lori Stockton, Coordinator, Electronic Supervision Program.

8. Staff conflict with offenders – Management shared document with the Union. Union have some concerns with the draft document.

Action: Todd Robertson to review concerns and will discuss appropriate wording with Brian Dunham. Document will then be ready to go forward.

9. Certification Training – Todd Robertson provided the list of joint health and safety committees in P&P offices to Brian Dunham.

Action: Complete

New Business

1. Enhanced Intensive Supervision Policy (EISP) – Union has concerns regarding what appears to be expedited rollout while there is a lack of congruence/alignment with other policies, and the D&T report, which included recommendations that the Ministry openly accepted.

Action: As of October 2nd the implementation of the EISP has been put on hold. Strongly recommend the review must include consultation with the Union.

2. Office safety plan/emergency responses/orientation – Union's review indicates a need to update these plans, especially in regard to emergency response procedures.

Action: Todd Robertson will review the previously updated section in question and share revised document with Brian Dunham.

3. Incident reports – Brian Dunham is not receiving these reports as previously discussed/approved. Management advised that the Information Management Unit (IMU) has purchased a scanner and will be sending incident reports via email. Todd Robertson has contacted IMU to remind them of the discuss distribution process including Brian Dunham.

Action: Complete.

4. Health and safety certification training – Union informed that the Workers Safety Centre is not following the agreement in terms of training/content. There is a need to revisit the modules offered (i.e., for P&P - nothing on ergonomics or violence, but modules on materials handling and vehicle emissions).

Action: Daryl Pitfield to review the agreement and compare contents with the current module.

Adult Institutions Items

Business Arising

1. Algoma T&RC – update on the project to maximize one of the eight bed units from medium to commence in September 2007.
 - a. Union expressing discontentment that the date has been pushed back to November and possibly March 2008.

Action: Management informed that Facilities Management are holding regional meetings to prioritize the projects. Barry Thomas to inform Facilities Management in writing the urgency to complete this project. Barry Thomas to invite Christina Danychenko at the next meeting to provide an update/discuss the capacity study.

2. New Intelligence Unit (Guns and Gangs Initiative) – Union is disappointed with the Employer's actions on how the Unit is being established. Union is not in agreement with all positions being filled on acting assignments

Action: Barry Thomas and Bill Cooney (Management co-chair, MERC) are meeting with the Commissioner of Corrections on this issue.

3. Inmate ID Wrist Bracelets – rollout is moving forward in the Central Region. Union advised that they don't know of any institutions in the Central Region using the bracelets. In the meantime, the ministry is looking at biometric identification vs. bracelets.

Action: Anna Gulbinski will look into the roll in the Central Region.

4. Provincial Bailiffs – it was reiterated that the bailiffs do not have their own health and safety protocol. Staff go to their local health and safety committees and should they not resolve issues locally, they address them with the Coordinator, Offender Transfer Services.

Action: Daryl Pitfield to liaise with Jenny Cece to confirm in writing the process of how health and safety concerns are dealt with on a local and corporate level.

5. Weapons Search/Threat Level Assessment Protocol – Manager, AIS was to provide a draft copy of the protocol to Regional Directors - AIS and Superintendents for review and comment.

Action: Meeting scheduled on October 17, 2007.

6. Accommodations and Hospital Takeovers – the sub-committee will meet to complete the reports dealing with these issues.

Action: Anthony Valaitis to set-up a meeting in October to discuss Hospital Takeovers and Anna Gulbinski to set-up a meeting to discuss Accommodations issues.

7. Ontario Realty Corporation (ORC) - Management co-chair was to draft correspondence reminding managers that reports where dangerous conditions may be present should be shared with local health and safety representatives as per obligations under the Act with a copy to the PJOHSC. (Barry)

Action: Correspondence was sent by Steve Small, Director, MOSB.

8. Central North CC – meeting to be set-up to assist in resolving the outstanding issues.

Action: Deferred – meeting will be scheduled in the near future after the arrival of the new superintendent.

9. Update on alternative razors and availability – Roland Carey advised that there was only one company that passed the security test in the tendering process for a standing agreement on razors. Awaiting for senior management to approve and sign the agreement.

Action: Complete

10. Chairs for correctional officer posts at Ottawa-Carleton DC - Original chairs designed were not acceptable to staff. OCDC have since order 15 new chairs with delivery at the end of October 2007.

Specifications on possible standard ergonomic chairs were shared with the PJOHSC.

Action: Anna Gulbinski to bring a sample chair at the next PJOHSC meeting.

11. Control module in maximum unit at Ottawa-Carleton DC is a capital project – both parties at OCDC were not happy with the consultant's report

Action: Daryl Pitfield to get a copy of the report and share with the PJOHSC at the next meeting.

12. Specifications on alternative search gloves for correctional officers were distributed - review the specifications and report back to the PJOHSC (Debbie Hannah).

Action: Completed – issue being dealt with the Clothing Committee.

13. North Bay Jail health and safety issues – most issues have been dealt with. Outstanding issues are being dealt with locally.

Action: Complete

14. Vest testing – ministry made a decision to replace vests every five years. Local committees are not to embark on any independent testing of vests.

Action: Process underway to replace the 2000, 2001 and 2002 vests.

15. Fire safety sub-committee – meeting was held on September 25, 2007 and members agreed upon the terms of reference. Next meeting scheduled for October 30, 2007.

Action: Ongoing – next meeting scheduled for October 30, 2007.

16. Health and safety meetings – Barry Thomas sent correspondence reminding superintendents of their local committee's obligation under the Act to meet regularly.

Action: Complete

17. Tinting of windows inside facilities (modules, control, etc.) - Union to provide institution names where they are not in compliance with the ADI.

Action: Deferred to next PJOHSC meeting.

18. Old Dutch product – direction issued by Steve Small to remove this product from institutional use. It will be replaced in part by AHP products as presented by Roland Carey.

Action: Complete

19. Police entering the sally port at the Kenora Jail with their weapons - Daryl Pitfield and Dan Sidsworth are awaiting pictures. Once received, issue will be reviewed and a recommended solution be provided to PJOHSC. In work refusal cases that have been forwarded to the PJOHSC that involves issues of physical plant, it is jointly recommended that photographs be forwarded to the PJOHSC.

Action: Outstanding.

20. Ottawa-Carleton DC requested an update on the recommendations from a recent inquest – PJOHSC advised that the recommendations were provided to the local co-chair of the joint health and safety committee.

Action: Complete

New Business

1. K9 Units – Union requesting regional units be introduced in supplement to the BOSS chairs to reduce drugs in facilities (earlier discussions took place).

Action: Barry Thomas will present to AIS at the next meeting.

2. ONGIA Conference – conference being held at the Deerhurst Resort in Huntsville on November 13, 14 and 15, 2007. Union recommends that all members of the PJOHSC attend.

Action: Complete – PJOHSC endorses the attendance of two union members at the conference.

3. Asbestos – Union requesting that maintenance staff in institutions receive training as soon as possible.

Action: Complete – Issue referred to Asbestos sub-committee.

4. Threat notification – Union have concerns with the improper notification to staff about a recent attempted murder at Ottawa-Carleton DC. Notification process is problematic province-wide.

Action: Barry Thomas will take up this issue with the manager of CISU including process when information is received from police agencies.

5. Window covering - Issues with some facilities installing blinds in windows in pods. Union would like to see mesh material window covering as discussed in the past.

Action: Daryl Pitfield and Anthony Valaitis to review and bring forward best practices.

6. Inmate access to computers – Union received complaints that inmates are being issued personal laptops (issue at Central East CC).

Action: Management advised that disclosures come through lawyers/courts burned on a disk and read-only on ministry computers. **Any laptops given to inmates must be ministry issue.**

7. Posttraumatic Stress Disorder (PTSD) – study was conducted with correctional officers in Saskatchewan. Report to be shared with the committee.

Action: Distributed at October 17, 2007 meeting.

Shared Items:

Business Arising

1. N95 Mask and port-a-count testing – to confirm with the Ontario Correctional Service College that bargaining unit staff can be port-a-count testers.

Action: Daryl Pitfield and Curt Bishop to discuss with Pat Franklin from OCSC.

2. PJOHSC sub-committees - Management provided a list of all sub-committees: Community Escorts, Asbestos, Offender Conflict, Accommodations, Fire Safety, Handcuffs/Vests/Hospital Escorts and Weapons Threat Protocol (membership list attached). The clothing and canteen committees are not PJOHSC sub-committees but will refer any health and safety issues to the PJOHSC as required.

Action: Complete

Next Meeting

Location: 25 Grosvenor Street, 16th floor, Main Boardroom, Toronto
Date: December 12, 2007
Time: 9:30 a.m.

For the Union:

Original signed by

Curt Bishop

Original signed by

Emidio Casullo

Original signed by

Brian Chauvin

Original signed by

Dan Sidsworth

Original signed by

Brian Dunham

For the Ministry:

Original signed by

Barry Thomas

Original signed by

Anthony Valaitis

Original signed by

Bob Thomas

Original signed by

Todd Robertson

Original signed by

Anna Gulbinski