

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

**Minutes of December 12, 2007 Meeting  
25 Grosvenor Street, 16<sup>th</sup> floor, Toronto**

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

**Regrets:** Dan Sidsworth

**Guests:** Daryl Pitfield, Health & Safety Specialist  
Maurice Anderson, Co-chair Employer Health & Safety, Toronto Jail  
Andy Koester, Operational Manager, Toronto Jail  
Jason Grosvenfeld, Local Health & Safety, Toronto Jail  
Quincy Manor, Local Health & Safety, Toronto Jail  
Greg Croft, Thunder Bay CC, Member of the OMSC  
Pat Franklin, Emergency Response Management, OCS College  
Lynn Shallow, Program Advisor, Adult Institutional Services  
Cassandra Burt-Gerrans, Intern, Staff Relations Unit

**Note Taker:** Lise Ledoux

- PJOHSC welcomed Lynn Shallow to the committee. She will be replacing Lise Ledoux as the Program Advisor to the PJOHSC effective January 1, 2008.
- Update on the capacity study for Adult Infrastructure Renewal Program provided by Christina Danylchenko. The ministry is developing a long-term plan to deal with capacity issues and a shorter-term response through local capital projects.
- COTA Defensive Tactic Program presentation / update from Pat Franklin. Copies of the video were shared with PJOHSC. Members to view the video and advise Barry Thomas of any comments/feedback.

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

### **Business Arising**

1. P&P safety and security manual – Todd Robertson sent a hard copy of the sign-off sheet for each workbook to Brian Dunham. Brian requesting for a follow-up process to ensure that those items identified as priority are completed. Employer advised that it is the local manager's responsibility to ensure that the identified issues are resolved. Union raised concern about not all P&P offices being equipped with secure rooms. Union raised the concern that issues raised repeatedly not always addressed – compliance needs to be confirmed.

Union asked when the revised manual and self-audit workbook will be approved and sent to the field. Management advised that the process is underway and anticipating revisions to be shared prior to the next PJOHSC meeting in April 2008.

**Action:** Todd Robertson to follow-up with ADM's office, ACC to send a reminder to managers that these self-audits are to be completed. The manual/workbook to be submitted to ACC for review/approval.

2. Grouping of health and safety worksites – issue was discussed at ACC and directors will consult with their local managers.

**Action:** outstanding – once feedback received from local managers it will be discussed at ACC once again.

3. Weapons entering P&P offices – memo describing the rollout of locker installation is imminent.

**Action:** outstanding.

4. Defibrillators – Union has requested to purchase defibrillators for P&P offices remains consideration for the 2008/09 ACC budget.

**Action:** outstanding.

5. Community Visit Risk Assessment (CVRA) Reporting Centre Safety Compliance – items b and c were discussed on a conference call with Daryl Link, ACC manager at OCSC:

- a. Union questioning when the policy will be accepted and no longer an interim policy? The policy currently in place is expected to be followed.
- 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. This training needs to be delivered before officers receive a caseload.

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

**Action:** outstanding - Todd Robertson attempting to set up a meeting with the ADM, ACC including Brian Dunham to discuss the above-noted concerns.

6. Electronic Supervision Resource Officers (ESRO) – Todd Robertson spoke to Lori Stockton, Coordinator, ESP, and she advised that there have been instances where they refused to send an ESRO due to the risk involved. GEMTEC contract is expiring. Union's concerns will be taken into consideration during the review of the ESP policies and practices that will occur in conjunction with the RFP process.

**Action:** Brian Dunham to summarize concerns and Todd Robertson will forward to Lori Stockton.

7. Staff conflict with offenders – Todd Robertson to review the Union's concerns and discuss appropriate wording with Brian Dunham.

**Action:** outstanding.

8. Enhanced Intensive Supervision Policy (EISP) – implementation of the policy remains on hold. Union believes that the policy needs to have the escape clause removed from page 3 of the EISP policy.

**Action:** PJOHSC jointly requesting an immediate response from the ministry in regards to timelines for the policy.

9. Office safety plan/emergency responses/orientation – Todd Robertson to review the previously updated section in question and share revised document with Brian Dunham. Union is requesting a compliance report where reviews are not being completed on annual basis.

**Action:** outstanding.

10. Health and safety certification training – Daryl Pitfield reviewed the agreement and compared the contents with the current module (i.e., for P&P - nothing on ergonomics or violence, but modules on materials handling and vehicle emissions). A list of Hazard Specific Modules was shared with PJOHSC.

**Action:** Union reviewed the list and provided feedback/recommendation to Daryl Pitfield. Newly revised list provided by Daryl Pitfield was accepted by the Union, with addition of MIP module for facility staff.

## **New Business**

1. Kitchener West P&P Office – PPOs working from home. Employer is in complete agreement that current working conditions at the Kitchener office are not acceptable. ORC, management and union working together to resolve this issue immediately.

**Action:** deferred.

2. TB testing and payment – Union requesting testing of staff on a voluntary basis. Doctors in the community can no longer bill OHIP for this procedure (although the serum is free from Public health), unless there is a clinical indication i.e., high risk exposure, immigration high risk etc.

**Action:** PJOHSC recommends to the Director, MOSB that a process be put in place in order to give PPOs access to TB testing on a voluntary basis through a local correctional facility.

3. Policy on Internet usage – work information being entered on websites from personal computers. .

**Action:** Bob Thomas to liaise with Andy Farkas, acting Chief, CISU in regards to sharing a bulletin advising of the risks in posting certain types of information on a social “utility” site such as Facebook.

## **Adult Institutions Items**

### **Business Arising**

1. Algoma T&RC –project to maximize one of the eight bed units from medium – Tender documents to be issued December 10<sup>th</sup>, a mandatory site meeting scheduled on December 12<sup>th</sup> with tender closing on December 20<sup>th</sup>. Contract to be awarded on December 28<sup>th</sup>. ORC/Profac informed that the project should be completed by March 31, 1008.

**Action:** bring forward after March 31, 2008.

2. Institutional Security Threat Unit (Guns and Gangs Initiative) – Management co-chairs of both PJOHSC and MERC to meet with the Commissioner of Corrections to discuss the Union’s issues.

**Action:** Management co-chair to advise Director, MOSB to invite the Union co-chair to the meeting. PJOHSC intends to invite David Mitchell to the next meeting to give an update on this Unit.

3. Inmate ID Wrist Bracelets – status of the rollout within the Central Region.

**Action:** Anna Gulbinski to provide an update to the PJOHSC members prior to the next meeting.

4. Provincial Bailiffs – require a process of how health and safety concerns are dealt with on a local and corporate level.

**Action:** Management co-chair to invite Director, MOSB and Manager, Offender Transfer Operations to the meeting to discuss and resolve a procedure.

5. Weapons Search/Threat Level Assessment Protocol – Draft copy of the protocol is being reviewed.

**Action:** follow-up - meeting scheduled on December 14, 2007.

6. Accommodations and Hospital Takeovers – meeting was held on December 6, 2007. The draft policy on hospital takeover procedures is being finalized. Once completed, it will be forwarded to the Director, MOSB for issue and distribution.

**Action:** accommodations issue being referred to MERC for resolution. PJOHSC will provide support as needed.

7. Central North CC – local co-chair preparing a list of outstanding issues.

**Action:** meeting will be held once the list has been provided.

8. Chairs for correctional officer posts – demonstration of two common chairs used in most institutions in the United States by Steelcase Chairs.

9. Control module in maximum unit at Ottawa-Carleton DC (capital project) – Daryl Pitfield advised that there are recommended changes and the local parties are working together to resolve the sub-control issues. Progress being made.

**Action:** update to be provided in March 2008.

10. Replacement of the 2000 and 2001 vests.

**Action:** Director, MOSB will issue an action plan.

11. Fire safety sub-committee – Kevin Bell replaces Anthony Valaitis as the management co-chair.

**Action:** Kevin Bell to set up a meeting in January 2008.

12. Tinting of windows in facilities (modules, control, etc.) - Union advised that a list of recommended windows to be tinted at the Maplehurst Complex was forwarded to Ed Veerman, Facilities Management. No response received to date.

Covering for windows - issues with some facilities installing blinds in windows in pods. Central North CC would like to see mesh material window covering.

Management advises that due to physical plants, practices may differ from facilities.

**Action:** Daryl Pitfield to get an update.

13. Police entering the sally port at the Kenora Jail with their weapons – pictures received and reviewed. Management still does not understand the concerns.

**Action:** Issue at Grievance Settlement Board – remove from agenda.

14. K9 Units – Union's documentation was presented at AIS. Union requesting regional units are introduced in supplement to the BOSS chairs to reduce drugs in facilities.

Ministry is not in favour of operating K9 Units. Local police agencies and OPP can provide this service when required.

**Action:** None.

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

**Action:** Management co-chair to invite Andy Farkas, Chief, CISU to the next PJOHSC meeting to explain the process when a threat is received towards an employee.

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

**Action:** this issue is being dealt with at the MERC table – remove from agenda.

17. WHMIS basic on-line training program in correctional institutions – current on-line system will be discontinued at the end of this calendar year. A training program created by Stephen Wright, ITM, Northern Region will be shared with AIS staff in the near future. It is already being used in some Northern facilities.

18. Peanut products – Connie O'Connor is drafting a best practices document to assist in the introduction of nut free environments for the PJOHSC to review.

**Action:** deferred – Daryl Pitfield to get an update and advise the PJOHSC prior to the next meeting. Anna Gulbinski to contact Roland Carey regarding the removal of nut products on the canteen list.

19. Food trays – 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).

**Action:** deferred – Daryl Pitfield to get an update and advise the PJOHSC prior to the next meeting.

20. Footwear for inmates working in kitchens - Connie O'Connor to look into putting a permanent sign on the boots to distinguish from correctional officer boots.

**Action:** deferred – Daryl Pitfield to get an update and advise the PJOHSC prior to the next meeting.

### **Shared Items:**

#### **Business Arising**

1. N95 Mask and port-a-count testing – correctional staff can administer the technical part of testing but situations of non-compliance with facial hair policy will be dealt with by a manager.

**Action:** Management co-chair to send a reminder to all managers that N95 mask testing is required on an annual basis.

2. Investigation into threatening letters in Central Region institutions – memo was sent to all staff in Central Region institutions from Regional Director, AIS, Central Region stressing that this type of behaviour is unacceptable and advising that it will not be tolerated. Racism and all forms of discrimination in the workplace are a violation of the Human Rights Code and the Workplace Discrimination Harassment Prevention policy. Any incidents will be met with serious consequences, including prosecution to the fullest extent of the law, where possible. PJOHSC concur that this is unacceptable.

**Action:** Issue continues to be dealt with by regional office and Toronto Jail. The PJOHSC joins in supporting all efforts to eliminate all forms of racism and discrimination in the workplace.

3. Cell hatches being compromised by offenders in several institutions – Union provided a possible remedy that has been developed at Central East CC for management’s consideration.

4. Cleaning bottles containing springs.

**Action:** issue will be referred to Roland Carey with a view of finding a substitute product.

5. Motorola radio system at Thunder Bay CC – Union raised concern that the system is ineffective.

**Action:** PJOHSC recommend to the Director, MOSB for further discussion with the Ministry’s radio communications contact, Regional Director – AIS, Northern Region and the Superintendent Thunder Bay CC for resolve.

**Next Meeting**

Location: 5757 Coopers, Mississauga  
Date: Tuesday, March 4, 2008  
Time: 9:30 a.m.

**For the Union:**

**For the Ministry:**

**Original Signed by**

**Original Signed by**

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Curt Bishop

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Barry Thomas

**Original Signed by**

**Original Signed by**

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Emidio Casullo

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Anthony Valaitis

**Original Signed by**

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Brian Chauvin

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Bob Thomas

**Original Signed by**

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Todd Robertson

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Brian Dunham

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Anna Gulbinski