

MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s
de la Fonction Publique
de l'Ontario

TO: All Presidents with members in the Ministry of Environment
All Stewards in the Ministry of Environment

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: November 03, 2005

SUBJECT: **Ministry of Environment H&S
ERC Minutes – August 3, 2005**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the our Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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Leah Casselman
President

/cf
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

CC: MOE

MINUTES

MOE Northern Region Joint Occupational Health & Safety Committee

RECEIVED
 AUG 25 2005
 MOE TIMMINS
 DISTRICT OFFICE

Date: June 24, 2005
 Location: Teleconference
 Presence: Employer: Harri O'Hara, Graham Moore, Brian Cox, Graham Smith, Allison York, Neil Sparrow, Kim Hawley

<u>Item</u>	<u>Description</u>	<u>Committee Action</u>	<u>Status</u>	<u>Recommendation to Employer</u>	<u>Employers Response</u>
050623.01	Call to Order The meeting was officially called to order at 9:45 am		Information		
050623.02	Appointment of Recording Secretary Monika Holenstein was chosen to record the minutes		Information		
050623.03	Approval of Agenda No written agenda was available. Committee members accepted review of previous minutes as agenda, with addition of a few items as New Business.	Co-chairs to ensure agenda for next meeting circulated 1 week prior to meeting.	Information		
050623.04	Approval of Minutes from January 12, 2005 Minutes were accepted. Minutes had not been reviewed with Regional	Harri to ensure minutes from future meetings will be reviewed with Regional Director and written responses for "Recommendation to Employer" expected within 21 days.	Action: Harri to ensure minutes are reviewed with Regional Director and written responses received as identified.		

	Director for written response to 2 items. Committee members discussed new format.	Monika to put Minutes in new format to assist with this.			
	Old Business				
050224.1	Update H&S manual Committee reviewed new H&S manual and recommended a number of areas needing clarification or more information.	Bring forward changes to the H&S manual. Tom Barnett has left the Ministry.	On-going. Action: Harri to discuss proposed changes with the new H and S Representative as outlined with specific sections below.		
050224.2	Out of date H&S equipment There is some out of date safety equipment in some offices that should be removed eg. respirators	Remove out of date safety equipment from the District/Area offices. H & S reps to check as part of monthly inspections. Closed	Complete. Closed		
050224.3	Electrical hazard section of manual Committee had questions on whether air tech support staff were following this section.	review electrical hazard section A4.3.1 with air tech support group and supervisors. May need update and awareness	Shirley Aussant to email supervisors - March 31, 2005. Shirley discussed with Kathy MacDonald. Complete. Closed		
050224.4	Confined Space	Specify that a ditch can be a confined space and that all field staff should have confined space awareness training.	Tom Barnett - next management meeting. Confined Space now required for all staff in Northern Region. H & S reps will verify during monthly inspections. Closed		
050224.5	Construction and Contractors	clarify fee for service employees and contract requirements including scenarios for clarification	Tom Barnett - next manual revision Ongoing. Action: Harri to discuss proposed changes with the new H and S Representative.		
050224.6	Late arrival protocol	Remind all staff of late arrival	Shirley Aussant - March 31, 2005		

050224.7	Inspection related safety concerns	protocol as per Section A7.3.5 Consider adding sections to the H & S manual similar to the Water Treatment Plant Safety section	Complete. Closed. Tom Barnett - next manual revision. Ongoing. Action: Harri to discuss proposed changes with the new H and S Representative.		
050224.8	Safety equipment list	review section and update as necessary	Tom Barnett - next manual revision. Ongoing. Action: Harri to discuss proposed changes with the new H and S Representative.		
050224.9	Hygiene	Decontaminating facilities are not currently standard across the region. Several offices including Kenora, Sault Ste. Marie, Timmins, Sudbury and Thunder Bay do not have facilities stipulated by the Ontario H & S Act and Section C11.3 of the manual	Regional Director - 21 day response time. Unresolved. Action: Regional Director response required in 21 days.	Decontamination facilities be provided for each field office as per H & S Manual. (Section B6.2 and C11.3). Request a short term and long term plan to address this issue	
050224.10	Travel/work on frozen lakes	Add throwline and ice picks on required equipment for the office.	Liza Vandermeer to investigate training options - March 31, 2005. Training should be available to staff on a timely basis Carried Forward Action: Discussion at next Regional Meeting on training options. Training should be arranged prior to winter season.		
050224.11	Boat Trailers	Recommended that all boat trailers owned/operated by the ministry should have yearly safety inspections. MTO recommends inspection of: lights, tires, brakes (if equipped), bearings, safety chains and hitch.	Tom Barnett to update H & S manual to include annual boat safety inspections. Carried Forward. Actions: Harri to discuss proposed changes with the new H and S Representative. H & S Reps to include review of trailer safety as part on monthly inspections. Shirley to set up tracking system, similar to that used for vehicles. Kip to email list of what should be		

050224.12	Animal Safety	Animal Safety training has been contracted with Edward Marino. He is working to revise the training to include all type of animal attacks including rodents, insects, domesticated and undomesticated animals.	inspected. Monika to check with MTO. Liza Vandermeer to contact Edward to discuss content and timeframes - prior to next H & S meeting. Liza was informed by HR Branch, (Edward Marinos and Sandy Field), that the contract with the animal attack trainer that HR Branch had selected (the Toronto Humane Society) had fallen through and that no animal attack training would be offered for at least another 6 months. Bear training complete for region. Carried Forward. Action: Discuss go forward position at next Regional H&S meeting.		
050224.13	Monthly Workplace Inspection Reports And Incident Reports	A copy of any incident/accident report and the workplace inspection forms should be forwarded to Shirley Aussant H & S reps to submit incident/accident reports and monthly inspection report to Shirley. The inspection report may include staff training status	H & S reps. Shirley reviewed list of reports; one from Timmins, none from any other district/area office. Kip indicated there should be 2 - 4 from Sudbury. Should be 2 from Thunder Bay. Carried Forward. Action: Shirley to follow up with districts re timely submission of incident/accident reports. Discussed the one incident report and recommendations.		
050224.14	Fleet Policy/Vehicle Safety	Several offices have put together rental vehicle safety kits Ensure rental vehicle safety kits are available in each office (including cones). -	H & S reps March 31, 2005. Harri Ollila to bring forward a reminder of the use of rental vehicle safety bags at the next management teleconference. Harri brought forward. Closed.		
050224.15	Health and Safety Equipment Requirements	ensure specified safety equipment is available in each office (i.e. not personal PPE, but supplies to be kept	Harri Ollila to remind supervisors - next management teleconference. Carried Forward.		


		in each office see section A3.3.1.2 in Manual)	H&S reps to check at monthly inspections.		
050224.16	H & S certification	All members need Level 1 & 2 certification. Sudbury does not currently have a Level 2 certified management representative as required by the Ontario Health and Safety Act	Sudbury to identify management representative Individual members of the Regional H & S committee continue to seek certification. Carried Forward:	Forward to Regional Director Committee recommendation that at least one worker and one employer rep at Sudbury and Timmins Offices be fully certified (as required by Act) by December 31, 2005, and that support is given for other representatives to become certified ASAP.	
050224.17	Committee Terms of Reference	H & S implementation committee re-evaluate the 4 risks which are require specific training for H & S reps.	Forward to Regional Director to put forward to the Provincial MOE H & S implementation committee Unresolved.	Forward to Regional Director to request direction from Provincial MOE H&S implementation committee.	
050224.18	Safety Gloves	Circulate the glove utilization chart to every office.	Tom Barnett to supply list to Kip Hawley who will send laminated copies to each office Rob Purdon provided to each field office. Complete. Closed		
050224.19	Respirator Certification	add annual respirator certification to mandatory training list for individuals supplied with the respirators	Shirley Aussant to add resp. certification to regional list. Done. Complete. Closed		
050224.20	Confined Space Training	add confined space training to the training list for Tech Support Group	Shirley Aussant to add confined space training to regional list Complete. Closed.		
050224.21	Traffic Protection Plan	As a result of Doug Walsh's presentation, it is recommended that area supervisors be advised that the ministry does not allow non-ministry personnel to work under the MOE traffic protection plan	Doug Walsh/Harri Ollila to inform area supervisors at the next regional teleconference. Training complete. Closed.		
050224.22	Chemical Flares	Remove all chemical flares from MOE vehicles as per SWAT's recommendation	Bruce Cave will circulate SWAT recommendation to all the offices by March 31, 2005. Bruce circulated information. H&S		

			inspections to check that all flares disposed of. Complete. Closed		
050224.23	Reflective Vehicle Decals	investigate obtaining reflective vehicle identification decals	Bruce Cave will investigate the availability of the reflective decals by March 31, 2005. Bruce determined no current policy. Visible identification to be implemented as part of the MOE H&S Risk Assessment. Closed.		
050224.24	Face to Face Meeting	recommended that Regional H & S Committee have at least 3 face to face meetings annually	H & S Committee to adopt new face to face schedule immediately. Unable to meet face to face due to summer schedule. Will try to plan more face to face. Closed.		
	New Business				
050623.05	SOP/Training for Air staff working in air monitoring stations.	Committee identified that this specific type of work should have specific training that includes: confined space, working at heights, working with live electrical equipment.	Action: Harri to investigate what training should be provided to air program.		
050623.06	Tyvek Suits	It was identified that current tyvek suits are not coated and offer minimal protection. Coated tyvek suits may be more appropriate.	Action: Harri to investigate and report back to committee		
050623.07	Confined Space	There was a discussion around the adequacy of confined space training.	Action: Harri to explore training options and provide a recommendation to the committee		
050623.08	Tracking of Training	Shirley shared the list of training she has developed. Regular reminders of need for updated training will go to supervisors. Training lists may be reviewed at monthly H&S	Information		

		inspections.			
050623.09	Minutes	Monika will try a new format to clearly identify items that are to be brought to the Regional Director for a written response.	Information		
	Other Business				
050623.08	Next Meeting	The next meeting was set for Late September, face to face, with guest speakers (MOL, fall arrest, confined space?). Tentatively week of September 26 th .	Information		
050301.09	Call for Adjournment The meeting was adjourned at 11:30am.		Information		

Minutes prepared by: Monika Holenstein
 Reviewed by: Committee Co-Chairs (B. Cave & H. Ollila)
 Approved by:


 Harri Ollila Co-Chair (Employer)


 Bruce Cave, Co-Chair (Worker)

August 3, 2005

Electronic Copies: Managers: L. Holzman; J. Fry; E. Bons; Denis Durocher, Brian Cameron, Deb Pella Keen
 Supervisors: D. Hollinger; J. Murphy; K. McDonald; R. Purdon; N. Osipenko, S. Aussant, Rod Stewart, D. Walsh, K. Gibson, Brian McMahon
 I.E.B.:
 H&S Members: Harri Ollila, Bruce Cave, Liza Vandermeer, Shirley Aussant, Kip Hawley, Monika Holenstein, Drew Stajkowski
 Ops Division Safety Officer:

Faxed Copies: OPSEU: Job Security Office (416)448-7462

Paper Copies: Bulletin Board Posting – Coffee Room, Ste. 331, 435 James Street S.
 Regional File HE01

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FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | |
|---|--|
| <input type="checkbox"/> Job Security and Article 20 | <input type="checkbox"/> Reasonable Efforts - Divestment |
| <input type="checkbox"/> Employer's Corporate Initiative and work re-organization | |
| <input type="checkbox"/> Enforcing the Contract | <input type="checkbox"/> Contract Interpretation |
| <input type="checkbox"/> Health and Safety | |
| <input type="checkbox"/> Other: (please identify) | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

Local ERC Member Contact

Name:

Home #:

Address:

Work #:

**FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8
Fax: (416)448-7462**