

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in the Ministry of Finance  
All Stewards in the Ministry of Finance

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** December 01, 2005

**SUBJECT:** **Ministry of Finance – Health & Safety Advisory Committee  
ERC Minutes – June 10, 2004**

---

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 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.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

100 Lesmill Road,  
Toronto, Ontario

M3B 3P8

e-mail: [opseu@opseu.org](mailto:opseu@opseu.org)  
[www.opseu.org](http://www.opseu.org)

100 chemin Lesmill,  
Toronto, Ontario

M3B 3P8

courrier électronique  
[opseu@opseu.org](mailto:opseu@opseu.org)  
[www.opseu.org](http://www.opseu.org)

Tel: (416) 443-8888

Fax: (416) 443-9670

Ontario:

Toll free: 1-800-268-7376

TDD:

(416) 443-9898

or

1-800-663-1070

Leah Casselman  
President

/jm  
att.

CC: MERC Chairs  
Ministry ERC

Terry Baxter  
OPS Supervisor/Negotiator

**MINISTRY OF FINANCE  
 (MERC)  
 HEALTH AND SAFETY ADVISORY COMMITTEE  
 MINUTES OF MEETING  
 33 King St. West, Oshawa  
 June 10, 2004**

**For the Employer:**

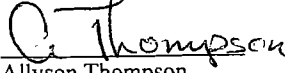

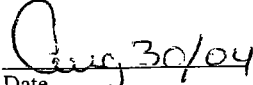
Allyson Thompson, Co-chair  
 Peter Cekuta  
 Mark Grimsditch  
 Peter Deschamps  
 Carole Harrison, Recorder

**For the Workers:**

Maurice Gabay, Co-Chair  
 Kathleen Demareski  
 Bob Walraven  
 Murray Coulter, guest

DATE	ISSUES	REFERRED	ACTION
	<p><b>1. <u>MINUTES:</u></b></p> <p>Minutes of the March 10, 2004 meeting were signed and ratified on May 6, 2004.</p>		
	<p><b>2. <u>BUSINESS ARISING FROM THE MINUTES:</u></b></p>		
Oct./01	<p>1. <u>Emergency Preparedness Handbook:</u> the handbook will be rolled-out to all employees as a hard copy and will be available on the CQSD web site upon completion of the training for the MOF Emergency Leads by the end of July. A communication memo for all MOF employees will also be distributed. A one page brochure "Evacuation Procedures in an Emergency" summarizing the procedures is now available and will be distributed to all staff as soon as possible.</p>	Employer	Roll-out the handbook and related information to all staff
June/01	<p>2. <u>Risk Assessments:</u> list of the identified risks in various MOF regional offices was shared with TRD, Centralized Finance and Administration to issue appropriate purchase orders for any corrective actions. Workers' Representative requested that a copy of identified risks and deficiencies be provided to the LJHSC co-chairs in order that any risks and actions taken can be monitored in each office. It was agreed that copies of the assessments would be provided to the LJHSC co-chairs.</p>	Employer	to share risk assessment - deficiencies with the LJHSC Co-Chairs
Dec./03	<p>3. <u>Scent Free Policy:</u> A joint memo dated April 26, 2004 from the H&amp;S Advisory Committee Co-chairs to the LJHSCs was sent for posting and for distribution to the staff.</p>		to be removed from the agenda.
Dec./03	<p>4. <u>Safety/security for field staff:</u> Manager, Security Services reported that MBS does not have a central policy/practice regarding the safety/security for the OPS staff in the field or out of the normal office environment. Each Ministry is responsible for implementing any security measures for their staff. A copy of the "Street Smart" training workbook used by MOF Security Services was distributed as requested to the members of the H&amp;S Advisory Committee. LJHSC can also request their Regional Police Department for a 'Street awareness' sessions; our MOF Security staff can also offer training to the LJHSCs and to the MOF Regional field staff, upon request.</p>	Security Services	To be prepared to offer 'street smart' awareness sessions.

Mar./04	5. <u>Posting LJHSC minutes on MOF</u> : all LJHSC reported, that their minutes are either available on the local "i" drives, or are posted in the office so that all the employees have access to the LJHSC minutes and be aware of the local H&S issues. In Oshawa, the minutes for the 3 LJHSCs are posted on the CQSD web site.	:	To be removed from the agenda
Mar./04	6. <u>Asbestos in MOF buildings</u> : A report prepared by FMU was shared with the H&S Advisory Committee Co-Chairs regarding low level presence of asbestos in some facilities where MOF staff are located. In the buildings identified, the asbestos is located around fittings and piping and there are no direct hazards to the employees. FMU will monitor the situation in particular those facilities where asbestos will be removed.  Concern was raised by the Workers' Representative, that in buildings where asbestos has been confirmed, staff have not been notified. FMU to coordinate communication with the impacted LJHSCs and provide required asbestos awareness training to the employees, as soon as possible.	Employer/ FMU	To notify the impacted LJHSC and employees in the affected facilities.
Mar./04	7. <u>H&amp;S Certification requirements</u> : In the past year about 25 MOF employees completed the certification requirements under Part 1- Core Certification. Mandatory Part 2 training will be offered through MOF for both the Employer and Workers' representatives by the middle of October 2004. The training offered by the Workers Health and Safety Centre will cover three specific hazards as previously identified: Workplace violence; Workplace design/ergonomics; and Slips and falls.	Employer	to finalize Part 2 certification training
Mar./04	8. <u>Emergency Management and Recovery Program</u> : Teresa Carrero-Mrowiec was not able to attend this meeting and will be invited to a future meeting for information on the MOF Emergency Management and Recovery Program.		
	<b><u>WSIB STATISTICS: March 10, 2004 - June 9, 2004</u></b>		
	<b>INJURIES BY BRANCH/DIVISION:</b>		
	COLLECTIONS & COMPLIANCE 2 (2 LOST TIME)		
	CORPORATIONS TAX BRANCH 2 (1 LOST TIME)		
	ENTERPRISE TECHNOLOGY SOLUTIONS 1 (1 LOST TIME)		
	HAMILTON DISTRICT OFFICE 2 (2 LOST TIME)		
	MOTOR FUELS & TOBACCO TAX 2		
	NORTH YORK REGIONAL TAX OFFICE 5 (2 LOST TIME)		
	RETAIL SALES TAX 3		
	THUNDER BAY DISTRICT OFFICE 1		
	PROVINCIAL LOCAL FINANCE SECRETARIAT 1 (1 LOST TIME)		
	<b>INJURIES BY ACCIDENT CATEGORY:</b>		
	TWISTED, SPRAINED/PULLED MUSCLE 4		
	FALLS/TRIPS 4		
	REPETITIVE STRAIN INJURY 4		
	<b>OTHER:</b>		
	CAR ACCIDENT 4		
	HIT BY AUTOMATIC DOOR (RIGHT HIP) 1		
	CHAIR TIPPED OVER (BACK) 1		
	COLD AIR FROM VENTILATION (NECK) 1		
	<b>TOTAL NUMBER OF CLAIMS FILED = 24</b>		

<p><b>4. NEW BUSINESS:</b></p>	<p>1. <u>Defibrillators:</u> Defibrillators are now installed at Queen's Park as part of an experimental emergency measure. Given the complexity of placing and managing defibrillators in all Ontario Government facilities, the matter will continue to be under review by MBS. Further, the device must only be used by trained professionals, usually security staff in Government facilities and usage must be under advisement by a local medical practitioner; the applicability of 'Good Samaritan Law' has not yet been defined on the legality on the usage of this equipment by non professional staff. An information session for the Ministries will be held in the future by Malcolm Smeaton, of the MBS Emergency Measures to address the possible use of defibrillators in the OPS facilities. Launch of the pilot project on defibrillators at the Queen's Park complex is restricted to Queen's Park only at this time.</p>	<p>Employer/ Workers' Representative</p>	<p>To monitor the possibility of defibrillators installation in the Ont. Gov. facilities.</p>
<p>2. <u>Local Floor Inspection Reports:</u> Employer's Representative stated that the MOF Floor Inspection form developed with the assistance of the Workers' Representative few years ago is currently still in use by the MOF LJHSCs; completed reports are usually send to the HR H&amp;S Consultant. Form design is currently being reviewed by the Workers' representatives for an update. Guidelines for floor inspections were recently drafted by the Employer and were given to the Workers' representative for review, with intent for these guidelines to be sent under a joint memo from the H&amp;S Advisory Committee Co-chairs to all LJHSCs. These guidelines provide a framework for floor inspection consistencies.</p>	<p>Workers' Representative</p>	<p>To review floor inspection Form and the proposed Guidelines for eventual distribution to all LJHSCs.</p>	
<p>3. <u>Ministry Vehicle Insurability:</u> Workers' representative requested the Employer to report back on the accident insurability and liability should the OPS driver be in an accident while the passenger is another OPS employee.</p>	<p>Employer</p>	<p>To report back on the liability on the OPS driver</p>	
<p>4. <u>Common Service Counters:</u> A safety concern was raised by the workers' Representative in reference to the security of staff who are handling cash or other negotiables in our regional offices.</p>	<p>Employer</p>	<p>To report on the cash handling policy and guidelines.</p>	
<p>5. <u>Kevin Wilson's memo</u> - The employer shared the memo from Kevin Wilson, ADM, HR Division, Cabinet Office of May 19, 2004 stating the completion of the 2003 review of the occupational health and safety directive. These directives are posted throughout the Ministry of Finance offices and are also available on the MoF, CQSD website under Human Resources, Health &amp; Safety.</p>	<p>Employer</p>	<p>To report on the cash handling policy and guidelines.</p>	
<p>6. <u>Appreciation:</u> Employer's representative Co-chair informed the committee members, that Peter Cekuta has temporarily been assigned to the TRD Transition Project Office and as a result of his new duties, this was his last meeting. Carole Harrison will assume some of the H&amp;S Consultant related roles and responsibilities for this Advisory committee. Appreciation to Peter was extended by both the Employer and the Worker's representatives for his dedication, leadership and guidance over the past several years.</p>			
<p><b>NEXT MEETING:</b> will be held on Wednesday, September 15, 2004 at HRB Board Room 2a.</p>			
<p> Allyson Thompson Employer's Representative Co-chair</p>	<p> Maurice Gabay Workers' Representative Co-chair</p>		
<p> Date</p>	<p><u>August 17, 2004</u> Date</p>		

**OPSEU**



**SEFPO**

***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"/> | Contract Interpretation         |
| <input type="checkbox"/> | Enforcing the Contract                                   |                          |                                 |
| <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**

