

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: February 13, 2006

SUBJECT: **Ministry of Finance Health & Safety Advisory Committee
Minutes – December 2, 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 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,

Leah Casselman
President

/jm
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

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MINISTRY OF FINANCE
(MERC)
HEALTH AND SAFETY ADVISORY COMMITTEE
MINUTES OF MEETING
100 Lesmill Road, Toronto
December 2, 2005

For the Employer:

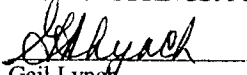
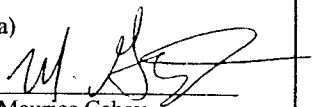
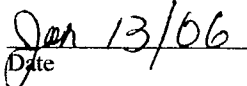
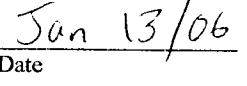
Gail Lynch, Co-chair (A)
Aranka Mason (recorder)

For the Workers:

Maurice Gabay, Co-Chair
Kathleen Demareski
Leo Herskovits

| DATE | ISSUES | REFERRED | ACTION |
|---------|---|----------|--|
| | <p>1. <u>MINUTES:</u></p> <p>Minutes of the October 14, 2004 meeting were signed and ratified on October 25, 2005 by the Employers' Representative (Allyson Thompson) and on October 28, 2005 by the Workers' Representative (Maurice Gabay).</p> | | |
| Mar./04 | <p>2. <u>BUSINESS ARISING FROM THE MINUTES:</u></p> <p>1. <u>Emergency Management Program:</u> Aranka Mason provided an update on the Ministry of Finance Emergency Management Program.</p> | Employer | Update Provided Remove from agenda |
| Oct./01 | <p>2. <u>Emergency Preparedness Handbook:</u> Aranka Mason reported that the handbook is available in both hard copy and electronically. A one- page brochure entitled, "<u>Evacuation Procedures in an Emergency</u>" is available and has been distributed to staff. Bob Chenier, Co-ordinator Security Services and Tom Barnett, Emergency Management Specialist continue to conduct "train the trainer" sessions for management personnel.</p> | Employer | Remove from Agenda |
| June/01 | <p>3. <u>Risk Assessments:</u> Employer's Representatives were informed that the risk assessments were a joint effort by Security Services and local health and safety committees to identify risks in various workplaces and what steps are required to mitigate the risks (for example: common counters and cash handling). Security Services conducted a Survey in 2003 to determine risks and were to work with the local committees in each office. The Workers representative wanted confirmation that the results of the survey were shared with the local joint health & safety committees and that the committees were involved in the implementation of the solutions.</p> | Employer | F/U with Security Services |
| Dec./03 | <p>4. <u>Asbestos in MOF buildings:</u> A copy of a report prepared by Paul Rose was shared with the committee regarding asbestos in MOF buildings. Workers' Representative mentioned that staff have not been notified in some areas where asbestos is present. North Bay, Kitchener and Sudbury were not aware of the asbestos in their buildings. FMU is to inform these H&S committees of the presence of asbestos and ensure all employees aware of the asbestos. All employees are to be informed of asbestos upon hire by the line manager. Employee Representative wanted to know if both friable and non-friable asbestos were tested. Employer's Representative will discuss the status of Sudbury and North Bay and asbestos types tested with Paul Rose.</p> | Employer | F/U with FMU |
| June/04 | <p>5. <u>H&S Certification Process:</u> Training requirements were met.</p> | Employer | Remove from Agenda |
| June/04 | <p>6. <u>Common Service Counters:</u> Risk Assessment required as procedures (for example: handling cash) are not consistent across the ministry. There are some security measures but they are not consistent. Employee representative asking for procedures to be revised for a consistent approach</p> | Employer | Follow-up with Security Services to determine status |

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| Dec./05 | <p>7. Ergonomics Update: The Employee Representatives requested a more proactive approach to ergonomics issues, especially from an IT perspective (for example: ergonomic keyboards). Determine if there is a way to coordinate and screen equipment before it is purchased to ensure that it is ergonomic and meets the needs of staff. Specifically, when large scale purchases of furniture and IT equipment are considered, ergonomic features should be a factor. Laura Bryce to be updated on this preventative request.</p> | Employer | F/U with Laura Bryce | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec./05 | <p>3. NEW BUSINESS:</p> <p style="text-align: center;">WSIB STATISTICS - MINISTRY WIDE</p> <p style="text-align: center;">October 13, 2004 - September 23, 2005</p> <p style="text-align: center;">TOTAL NUMBER OF CLAIMS FILED = 70</p> <p>INJURIES BY BRANCH/DIVISION:</p> <table border="0"> <tr><td>Central Agencies I & IT Cluster</td><td>4 (3 Lost Time)</td></tr> <tr><td>Collections & Compliance</td><td>2 (1 Lost Time)</td></tr> <tr><td>Corporations Tax Branch</td><td>4 (2 Lost Time)</td></tr> <tr><td>Human Resources Branch</td><td>3</td></tr> <tr><td>Income Tax Related Programs Branch</td><td>2 (1 Lost Time)</td></tr> <tr><td>Motor Fuels & Tobacco Tax Branch</td><td>4 (3 Lost Time)</td></tr> <tr><td>Retail Sales Tax Branch</td><td>6 (3 Lost Time)</td></tr> <tr><td>Revenue Operations and Client Services Branch</td><td>8 (5 Lost Time)</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Kitchener Regional Tax Office</td><td>4 (3 Lost Time)</td></tr> <tr><td>London Regional Tax Office</td><td>10 (5 Lost Time)</td></tr> <tr><td>Mississauga Regional Tax Office</td><td>6 (2 Lost Time)</td></tr> <tr><td>North York Regional Tax Office</td><td>9 (4 Lost Time)</td></tr> <tr><td>Ottawa Regional Tax Office</td><td>3 (1 Lost Time)</td></tr> <tr><td>Windsor District Tax Office</td><td>1 (1 Lost Time)</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Financial Services Commission</td><td>1 (1 Lost Time)</td></tr> <tr><td>Cabinet Office</td><td>1 (1 Lost Time)</td></tr> <tr><td>Premier's Office</td><td>1 (1 Lost Time)</td></tr> <tr><td>Provincial Local Finance</td><td>1</td></tr> </table> <p>INJURIES BY ACCIDENT CATEGORY:</p> <table border="0"> <tr><td>Twisted, Sprained/pulled Muscle</td><td>6</td></tr> <tr><td>Falls/trips</td><td>24</td></tr> <tr><td>Repetitive Strain Injury</td><td>13</td></tr> <tr><td>Back</td><td>8</td></tr> </table> <p>OTHER:</p> <table border="0"> <tr><td>Assault</td><td>1</td></tr> <tr><td>Car Accident</td><td>3</td></tr> <tr><td>Hand</td><td>3</td></tr> <tr><td>Head</td><td>1</td></tr> <tr><td>Neck</td><td>1</td></tr> <tr><td>Toe</td><td>1</td></tr> <tr><td>Finger</td><td>3</td></tr> <tr><td>Foot</td><td>1</td></tr> <tr><td>Eye</td><td>1</td></tr> <tr><td>Stress</td><td>2</td></tr> <tr><td>Employee ill</td><td>1</td></tr> <tr><td>Knee</td><td>1</td></tr> </table> | Central Agencies I & IT Cluster | 4 (3 Lost Time) | Collections & Compliance | 2 (1 Lost Time) | Corporations Tax Branch | 4 (2 Lost Time) | Human Resources Branch | 3 | Income Tax Related Programs Branch | 2 (1 Lost Time) | Motor Fuels & Tobacco Tax Branch | 4 (3 Lost Time) | Retail Sales Tax Branch | 6 (3 Lost Time) | Revenue Operations and Client Services Branch | 8 (5 Lost Time) | | | Kitchener Regional Tax Office | 4 (3 Lost Time) | London Regional Tax Office | 10 (5 Lost Time) | Mississauga Regional Tax Office | 6 (2 Lost Time) | North York Regional Tax Office | 9 (4 Lost Time) | Ottawa Regional Tax Office | 3 (1 Lost Time) | Windsor District Tax Office | 1 (1 Lost Time) | | | Financial Services Commission | 1 (1 Lost Time) | Cabinet Office | 1 (1 Lost Time) | Premier's Office | 1 (1 Lost Time) | Provincial Local Finance | 1 | Twisted, Sprained/pulled Muscle | 6 | Falls/trips | 24 | Repetitive Strain Injury | 13 | Back | 8 | Assault | 1 | Car Accident | 3 | Hand | 3 | Head | 1 | Neck | 1 | Toe | 1 | Finger | 3 | Foot | 1 | Eye | 1 | Stress | 2 | Employee ill | 1 | Knee | 1 | | |
| Central Agencies I & IT Cluster | 4 (3 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collections & Compliance | 2 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Corporations Tax Branch | 4 (2 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Human Resources Branch | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income Tax Related Programs Branch | 2 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Motor Fuels & Tobacco Tax Branch | 4 (3 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Retail Sales Tax Branch | 6 (3 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Revenue Operations and Client Services Branch | 8 (5 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Kitchener Regional Tax Office | 4 (3 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| London Regional Tax Office | 10 (5 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mississauga Regional Tax Office | 6 (2 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| North York Regional Tax Office | 9 (4 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ottawa Regional Tax Office | 3 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Windsor District Tax Office | 1 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Financial Services Commission | 1 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cabinet Office | 1 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premier's Office | 1 (1 Lost Time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provincial Local Finance | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Twisted, Sprained/pulled Muscle | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Falls/trips | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repetitive Strain Injury | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Back | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assault | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Car Accident | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hand | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Head | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neck | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toe | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Finger | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Foot | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eye | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stress | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee ill | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Knee | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Dec./05 | 1. Asbestos: Workers' representative questioned whether the review of asbestos in MOF buildings included both friable and non-friable asbestos. Both must be reviewed to maintain compliance with Regulation 278 (New Reg. Effective November 2005). | Employer | F/U with FMU |
| Dec./05 | 2. First Aid Guidelines: The Draft Ministry of Finance First Aid Guidelines were handed out by Aranka Mason. Requesting feedback from committee before the end of the year. | Workers' Reps | Provide Input by year end 2005 |
| Dec./05 | 3. Health and Safety Action Plan: Aranka Mason provided an overview of the proposed health and safety policies/procedures. She will be preparing a document, which will eventually become the Ministry of Finance Health & Safety Program. The Workers' representative will be given the opportunity to review and comment on the Plan. Once finalized, the Plan will be brought to the Advisory committee prior to being implemented throughout the Ministry. | Employer | To continue working on documents which will comprise the MOF H&S Program |
| Dec./05 | 4. Health and Safety Audit: Aranka Mason described and provided copies of the Health and Safety Audit that she created. The audit is intended for all H&S Committees to use to evaluate their program against a common standard. This will assist with consistency in health and safety throughout the ministry. Workers' reps were asked to provide feedback on the audit by year end. | Workers' Reps | Provide feedback to committee |
| Dec./05 | 5. MFTT Inspection Officers: Workers representative provided the Employer with details of safety concerns raised by MFTT Inspection Officers regarding the protective clothing and short wave radios issued to staff. They are requesting that the Ministry upgrade the current vests to the higher standard used by OPP. They are also requesting an alternate communication system (Provincial Police Radio System) to the shortwave radios due to present radio's unreliability in various "dead zones". | Employer | Investigate complaint and respond to Committee |
| Dec./05 | 6. North York Joint Health and Safety Committee: Workers' representative raised concerns about North York H&S committee. Discussion on how to improve the functioning of the committee. Possibilities include, presentations on roles & responsibilities of health and safety committees, discussion regarding time commitments and Employer representative to speak to the Director. | Workers and Employer Rep | Investigate solutions for the Committee |
| Dec./05 | 7. Posting of Health & Safety Minutes: Discussed the merit of posting all H&S Committee minutes onto the HR website. Agreed that this would be beneficial. Discussed the need for a health and safety bulletin board at 33 King to post hardcopies of the minutes. | Employer Rep | Investigate how to post minutes |
| | 8. WSIB Form 7: Worker Representative advised that the local H&S committees should be advised of injuries/incidents that occur at the workplace in order that they can conduct a root cause analysis. As well, a request to submit a copy of the Form 7 to the H&S committee was made. | Employer | To review FIPPA & OH&S Act for requirements and compliance |
| | <p>NEXT MEETINGS: February 14, 2006 (Oshawa)</p> <p> Gail Lynch Employer's Representative (A) Co-chair</p> <p> Maurice Gabay Workers' Representative Co-chair</p> <p> Date</p> <p> Date</p> | | |