

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: 22 February 2008

SUBJECT: **Ministry of Finance & Ministry of Revenue Health And Safety
ERC Minutes – February 20, 2008**

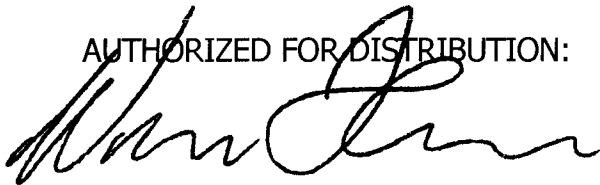
Attached, for your information, are the minutes of the above captioned meeting.

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.

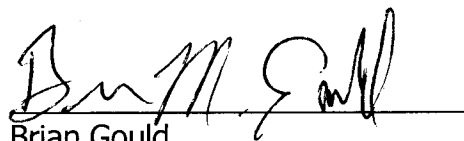
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:



Warren (Smokey) Thomas
President

IN SOLIDARITY,



Brian Gould
OPS Supervisor/Negotiator

/gi
att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF FINANCE and MINISTRY OF REVENUE
(MERC)
HEALTH AND SAFETY ADVISORY COMMITTEE
MINUTES OF MEETING
33 King Street W., Oshawa
February 20, 2008**

For the Employer:

Gail Lynch, Acting Co-Chair
Aranka Mason (regrets)
Robert Smith (regrets)
Peter Deschamps
Mark Grimsditch
Deanna Scott

For the Worker:


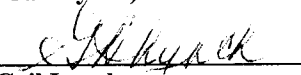

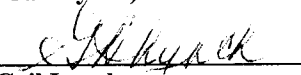

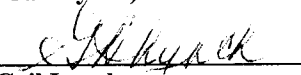
Art Slade, Co-chair
Leo Herskovits
Karrie Ouchas
Marg Simmons, Job Security Officer, OPSEU

Guests:

Kathleen Demareski
Maurice Gabay
Lorne Woodhouse

| DATE | ISSUES | REFERRED | ACTION |
|---------|---|---|--------------------------------|
| | 1. <u>MINUTES</u> Minutes of the November 21, 2007 meeting were signed by both the Employer and Worker's Representatives on November 21, 2007. | | |
| | 2. <u>BUSINESS ARISING FROM THE MINUTES:</u> | | |
| June/01 | 1. Risk Assessments Cash handling status reports will be shared with local JHS Committees within the next week. Employer will follow up with status of risk assessment and report back. | Employer | Co-chair to follow up with FMU |
| Dec/05 | 2. WHMIS Training Working in conjunction with MoR Divisional Training Unit to develop online WHMIS training program. MoF is working on developing a similar learning management system. | Employer will report back at next meeting | |
| Feb/07 | 3. First Aid Training for users of Ministry vehicles (per WSIB regulation) Subcommittee forwarded copy of draft document. Feedback is still being gathered from subcommittee members. Union indicated they will be forwarding this document to OPSEU Health and Safety Officer for feedback. | Subcommittee will report back at next meeting | |
| June/07 | 4. OPS Health & Safety Pilot Employer to provide an update for the next meeting. | | |

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| June/07 | <p>5. Ministry of Revenue Disentanglement (Impact on Health & Safety Committees)</p> <p>Employer has referred this to the Disentanglement Committee and is awaiting response.</p> | Employer to follow up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb/07 | <p>6. Violence in the Workplace</p> <p>Employer to meet with MAG and MTO Health and Safety consultants to review union recommendations.</p> | Employer to report back | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov/07 | <p>7. Health & Safety Conference Email Accounts</p> <p>Employer has investigated and it is not administratively feasible at this time.</p> <p>Listing of all JHSC members is on the HR Health and Safety website.</p> | | Remove from agenda | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov/07 | <p>8. Safety While Traveling</p> <p>Employer working with MoR Divisional Training Unit to develop training materials.</p> | Employer to report back | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>WSIB Stats:</p> <p style="text-align: center;">WSIB STATISTICS – MINISTRY WIDE November 15, 2007 – February 19, 2008 TOTAL NUMBER OF CLAIMS FILED = 12</p> <p>INJURIES BY BRANCH/DIVISION:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Client Accounts and Services Branch</td><td style="text-align: right;">3</td></tr> <tr><td>Corporate Tax Administration Redesign</td><td style="text-align: right;">1</td></tr> <tr><td>Financial Services Commission</td><td style="text-align: right;">3</td></tr> <tr><td>Office of the Chief Internal Auditor</td><td style="text-align: right;">1</td></tr> <tr><td>Revenue Collections Branch</td><td style="text-align: right;">1</td></tr> <tr><td>Special Investigations Branch</td><td style="text-align: right;">1</td></tr> <tr><td>Tax Compliance & Regional Operations Branch West</td><td style="text-align: right;">1</td></tr> <tr><td>Tax Compliance & Regional Operations Branch Central</td><td style="text-align: right;">1</td></tr> </table> <p>INJURIES BY ACCIDENT CATEGORY:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Falls/Trips</td><td style="text-align: right;">4</td></tr> <tr><td>Repetitive Strain Injury</td><td style="text-align: right;">1</td></tr> <tr><td>Back Injuries</td><td style="text-align: right;">1</td></tr> <tr><td>Twisted/Sprained/Pulled Muscles</td><td style="text-align: right;">1</td></tr> <tr><td>Cuts</td><td style="text-align: right;">1</td></tr> </table> <p>OTHER:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Allergic Reaction</td><td style="text-align: right;">1</td></tr> <tr><td>Car Accident</td><td style="text-align: right;">1</td></tr> <tr><td>Knee</td><td style="text-align: right;">2</td></tr> </table> | Client Accounts and Services Branch | 3 | Corporate Tax Administration Redesign | 1 | Financial Services Commission | 3 | Office of the Chief Internal Auditor | 1 | Revenue Collections Branch | 1 | Special Investigations Branch | 1 | Tax Compliance & Regional Operations Branch West | 1 | Tax Compliance & Regional Operations Branch Central | 1 | Falls/Trips | 4 | Repetitive Strain Injury | 1 | Back Injuries | 1 | Twisted/Sprained/Pulled Muscles | 1 | Cuts | 1 | Allergic Reaction | 1 | Car Accident | 1 | Knee | 2 | | |
| Client Accounts and Services Branch | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Corporate Tax Administration Redesign | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Services Commission | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tax Compliance & Regional Operations Branch Central | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Falls/Trips | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repetitive Strain Injury | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Back Injuries | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Twisted/Sprained/Pulled Muscles | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Knee | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | NEW BUSINESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb/08 | <p>1. Explanation of Rights and Responsibilities around Incident Reporting and Investigations:</p> <p>Employer to investigate and report back.</p> | Employer to report back | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| DATE | ISSUES | REFERRED | ACTION | | |
|--|--|--|--|--|--|
| Feb/08 | <p>2. Explanation of Roles and Responsibilities around Floor Investigations:</p> <p>Advisory Committee support workplace inspections and while there is no requirement for an employer rep to accompany the worker rep, the employer may choose to do so. Employer and worker reps are encouraged to schedule inspections at a mutually agreeable time.</p> | | Remove from agenda | | |
| Feb/08 | <p>3. OPS Security Forum:</p> <p>Well attended last year. Union proposed that co-chairs from JHSC attend this year. Dates are April 30 and May 1, 2008. Members who are interested should contact their manager for approval.</p> <p>Advisory committee agreed that an Employer and Worker representative from the advisory committee should attend.</p> | Union and Employer to report back | | | |
| Nov/07 | <p>Other Items:</p> <p>1. Ergonomic Presentation by Divisional Training Unit:</p> <p>MoR Divisional Training Unit provided demo of ergonomic online training that will be rolled out to MoR/MoF employees. Advisory committee is supportive of this new initiative and would encourage implementation as soon as possible.</p> | Status updates when available | | | |
| | <p>Next Meeting: May 14, 2008 in the Oshawa Office at 9:30 a.m.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>(Original signed by: Art Slade)</p>  <p>Art Slade Co-Chair Worker Representative</p> <p>(Dated: February 20, 2008) <u>Feb 20/08</u> Date</p> </td> <td style="width: 50%; vertical-align: top;"> <p>(Original signed by: Gail Lynch)</p>  <p>Gail Lynch Acting Co-Chair Employer Representative</p> <p>(Dated: February 20, 2008) <u>Feb 20/08</u> Date</p> </td> </tr> </table> | <p>(Original signed by: Art Slade)</p>  <p>Art Slade Co-Chair Worker Representative</p> <p>(Dated: February 20, 2008) <u>Feb 20/08</u> Date</p> | <p>(Original signed by: Gail Lynch)</p>  <p>Gail Lynch Acting Co-Chair Employer Representative</p> <p>(Dated: February 20, 2008) <u>Feb 20/08</u> Date</p> | | |
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