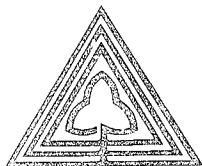


**OPSEU**



**SEFPO**

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

**MEMORANDUM**

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

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

**DATE:** September 11, 2006

**SUBJECT:** **Ministry of Finance Health & Safety Advisory Committee  
Minutes – August 22, 2006**

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,

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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 Street West, Oshawa  
August 22, 2006

For the Employer:

Michele Migus, Co-Chair  
Aranka Mason  
Mark Grimsditch  
Peter Deschamps  
Teresa Carreiro-Mrowiec

For the Worker:



Maurice Gabay, Co-Chair  
Kathleen Demareski  
Leo Herskovits  
Glenna Caldwell Job Security Officer, OPSEU

DATE	ISSUES	REFERRED	ACTION
	<p><b>1. MINUTES</b></p> <p>Minutes of the May 16, 2006 meeting were signed and ratified by both the Employer and Worker's Representatives.</p>		
	<p><b>2. BUSINESS ARISING FROM THE MINUTES:</b></p> <p><b>1. AED Pilot Project</b></p> <p>Memorandum of Understanding was signed and copies distributed to committee members.</p> <p>Teresa provided an update on the current pilot in place which expires Dec. 2006.</p> <p>A commitment has been made by MGS to install 250 AED's across the OPS. Site assessment will be conducted by a third party and carried out across the Ministry of Finance to determine location and number of AED's to be installed. They will work jointly with the Local Health &amp; Safety Committees and Managers.</p>	Teresa	Employer to report back.
June/01	<p><b>2. Risk Assessments</b></p> <p>Teresa Carreiro-Mrowiec stated that a Security Assessment will be conducted by the end of fiscal year. It will flag any health &amp; safety issues for local management to address with the Local Health and Safety Committee Co-chairs. Aranka Mason will be copied on all correspondence to each location.</p>	Teresa	To report back
Dec/03	<p><b>3. Asbestos in MOF buildings:</b></p> <p>Paul Rose will be contacted to provide an update on the three locations stated in the previous minutes.</p> <p>A memo will be created by Aranka Mason and Michele Migus by September 1<sup>st</sup> to notify staff in these offices. Q&amp;As will also be provided to staff and managers, along with the memo.</p> <p>ORC will be contacted for an up-to-date report for November's meeting.</p>	<p>Teresa</p> <p>Aranka/ Michele</p> <p>Teresa</p>	To report back

June/04	<p align="center"><b>4. Common Service Counters</b></p> <p>Deferred to the next meeting</p>	Mark	To report back in Nov. 06
Dec/05	<p align="center"><b>5. First Aid Guidelines</b></p> <p>First Aid Guidelines have been posted on the HRB website and rolled out through Health &amp; Safety Co-Chairs and representatives.</p> <p>This will form a topic at the Health &amp; Safety Conference in September.</p>	Aranka	Remove from agenda.
Dec/05	<p align="center"><b>6. Health &amp; Safety Action Plan</b></p> <p>The Health and Safety Action Plan started with a Health and Safety Gap Analysis Audit which will be presented at the H&amp;S Conference.</p> <p><u>WHMIS Training</u> Aranka Mason is currently working with the Ministry of the Attorney General (MAG) on a WHMIS training program for Ministry of Finance employees.</p> <p><u>Health and Safety Conference</u> All Co-Chairs have been invited to attend. The conference is to inform, update and provide information to Health &amp; Safety Co-Chairs. The goal is to provide procedures which will result in more consistency throughout the Ministry. Maurice Gabay requested that a Health and Safety Officer from OPSEU be invited to attend and speak at the conference. Maurice will extend this invitation. The conference is considered to be a duty assignment and expenses will be assumed by the employer. Feedback on the conference will be provided. Both parties have a commitment to ensure certification training will continue to be offered by the Workers Health &amp; Safety Centre.</p> <p><u>Smoke Free Ontario Program</u> All signs have been posted and distributed to all work places. Amy Whitehead (CPF) and fleet management co-ordinators are dealing with Ministry vehicles signage. The Ministry is in compliance with the legislation.</p>	<p>Aranka</p> <p>Aranka</p> <p>Aranka / Maurice</p> <p>Aranka</p>	<p>Employer to report back.</p> <p>Employer to report back.</p> <p>Employer to report back.</p> <p>Remove from agenda.</p>
Dec/05	<p align="center"><b>7. Health &amp; Safety Audit</b></p> <p><u>Health &amp; Safety Audit</u> – Aranka distributed the Audit results to committee members. Based on the audit, two draft processes were developed. An “Occupational Health &amp; Safety Guide” for all new employees was distributed to committee members for review and comment. The second document for comment and review is a process to deal with Health and Safety complaints. Once contents and format are finalized, these processes/documents will be piloted for six months with a report back to the committee.</p>	Aranka	For review and comments.

Dec/05	<b>8. MFTT Inspection Officers</b> Deferred until November Meeting. Sandra Carter to be invited.		Follow up next meeting.
Dec/05	<b>9. North York Joint Health &amp; Safety Committee</b> Aranka Mason and Kathleen Demareski will provide training in the fall of 2006. Slide deck put together by Aranka to be reviewed for content.  Leo Herskovits is replacing Maurice Gabay for the interim as a worker rep. with Joel Reisman as acting co-chair.	Aranka/ Kathleen	Removed from agenda
Dec/05	<b>10. Posting of Health &amp; Safety Minutes</b> Org chart of all Committees to be posted on the CQSD website. Each location will be invited to post their minutes.  This item will be covered at the conference. A report back from the conference will be presented at the Nov. meeting	Aranka	To report back.
May/06	<b>11. Occupational Health &amp; Safety Act:</b> The Occupational Health & Safety Acts were received and distributed to all locations who responded.	Employer	Removed from Agenda
May/06	<b>12. Attendance Support Program Threshold</b> Michele will email results out to Committee Members.	Michele	

	<p><b>13. WSIB Statistics:</b></p> <p>WSIB stats distributed as follows:</p> <p style="text-align: center;"><b>WSIB STATISTICS – MINISTRY WIDE</b> May 17, 2006 – August 21, 2006</p> <p style="text-align: center;">TOTAL NUMBER OF CLAIMS FILED = 32</p> <p style="text-align: center;"><b>INJURIES BY BRANCH/DIVISION:</b></p> <p><b>Number of Claims</b></p> <table border="0"> <tr><td>Client Accounts and Services Branch</td><td>10 (6 lost time)</td></tr> <tr><td>Collections and Compliance</td><td>6 (1 lost time)</td></tr> <tr><td>Modernizing Ontario's Systems for Tax Administration</td><td>1 (1 lost time)</td></tr> <tr><td>Revenue Operations and Client Services Branch</td><td>7</td></tr> <tr><td>Special Investigations Branch</td><td>1</td></tr> <tr><td>Tax Advisory Services Branch</td><td>1 (1 lost time)</td></tr> <tr><td>Tax Compliance &amp; Regional Operations Branch West (Miss)</td><td>2 (1 lost time)</td></tr> <tr><td>Tax Compliance &amp; Regional Operations Branch N &amp; E (Ott)</td><td>1</td></tr> <tr><td>Cabinet Office</td><td>1 (1 lost time)</td></tr> <tr><td>Financial Services Commission</td><td>2 (1 lost time)</td></tr> </table> <p><b>INJURIES BY ACCIDENT CATEGORY:</b></p> <table border="0"> <tr><td>Twisted, Sprained/pulled Muscle</td><td>2</td></tr> <tr><td>Falls/trips</td><td>7</td></tr> <tr><td>Repetitive Strain Injury</td><td>5</td></tr> <tr><td>Back</td><td>4</td></tr> </table> <p><b>OTHER:</b></p> <table border="0"> <tr><td>Car Accident</td><td>2</td></tr> <tr><td>Hand</td><td>2</td></tr> <tr><td>Head</td><td>1</td></tr> <tr><td>Eye</td><td>2</td></tr> <tr><td>Stress</td><td>1</td></tr> <tr><td>Toe</td><td>1</td></tr> <tr><td>Arm</td><td>1</td></tr> <tr><td>Ankle</td><td>1</td></tr> <tr><td>Finger</td><td>1</td></tr> <tr><td>Thumb</td><td>1</td></tr> <tr><td>Unknown Injury</td><td>1</td></tr> </table>	Client Accounts and Services Branch	10 (6 lost time)	Collections and Compliance	6 (1 lost time)	Modernizing Ontario's Systems for Tax Administration	1 (1 lost time)	Revenue Operations and Client Services Branch	7	Special Investigations Branch	1	Tax Advisory Services Branch	1 (1 lost time)	Tax Compliance & Regional Operations Branch West (Miss)	2 (1 lost time)	Tax Compliance & Regional Operations Branch N & E (Ott)	1	Cabinet Office	1 (1 lost time)	Financial Services Commission	2 (1 lost time)	Twisted, Sprained/pulled Muscle	2	Falls/trips	7	Repetitive Strain Injury	5	Back	4	Car Accident	2	Hand	2	Head	1	Eye	2	Stress	1	Toe	1	Arm	1	Ankle	1	Finger	1	Thumb	1	Unknown Injury	1		
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	<p><b>3. NEW BUSINESS</b></p> <p><b>1. Call Blocking/Unlisted Phone Numbers</b></p> <p>Other ministries are dealing with this on a case-by-case basis. In general, practice is that they do not provide call Blocking/Unlisted phone numbers. Michele indicated that MOF would follow this practice.</p> <p>If there is a risk posed by a specific scenario then this should be presented to the Manager for consideration.</p>		<p>Remove from Agenda.</p>																																																		

	<p><b>2. Workstation Space Guidelines</b></p> <p>Affected individuals all have their proper ergonomic desks and equipment.</p> <p>In the future, space requirement telecommunication templates will identify where ergonomic equipment is located so that it is moved with the employee.</p>		<p>Removed from the agenda.</p>	
	<p><b>3. Other Items</b></p> <p>Scent Free Awareness Memo will be included in the Managers Toolkit at the JH&amp;S Conference.</p> <p>Attendance Support Program – there seems to be a pattern of managers setting Level 2 attendance thresholds at 5.05 days (50% of the annual threshold) without regard to individual circumstances. The union has concerns that this direction has been provided centrally.</p>	<p>Aranka</p> <p>Michelle/ Gail</p>	<p>Deferred to November Mtg. for report back.</p>	
	<p>Next Meeting: November 15, 2006 at the North York Tax office.</p>			
	<p>  Maurice Gabay  Co-Chair  Worker Representative</p> <p><u>Aug. 22/06</u>  Date</p>	<p>  Michele Migus  Co-Chair  Employer Representative</p> <p><u>Aug. 22/06.</u>  Date</p>		