

Ministry of Transportation Ministry Advisory Committee Meeting Minutes

August 1, 2018

1:00pm – 3:00 pm

Location: 301 St Paul Street, St. Catharines

In Attendance:

Worker Members:	Status	Position Title	Regrets
Sam Hardie – OPSEU 270	Co-Chair	Enforcement Program Advisor	Jeffrey Giroux – PEGO
Will Larose – OPSEU 634	Member	Structural Tech	
Aron Winterstein - AMAPCEO	Member	Airport Ops Officer	
Suzanne Lessard – OPSEU 536	Member	Communication Officer	
Manager Members:	Status	Position Title	Regrets
Jeff Hudebine (Chair)	Co-Chair	Director, Regional Operations RUS	Paul Mathur, Mngr Operations Office PHM
Lisa Kool	Member	Director, CBSB	
Guests:	Status	Position Title	Regrets
Kristi Beck	Guest	Team Lead, OHS (SHRB)	Brian Cowan, Mngr Fleet Management Centre
Jill Sawchuk	Guest	Business Advisor (SHRB)	Ray Wubs, SHRB
Recording Secretary			
Lina Yae			

The attached minutes are an accurate record of this meeting:

Signed: Worker Co-Chair: *Aa Ha*

Signed: Management Co-Chair: *[Signature]*

A copy of these minutes is posted on the CSD Intranet Site
<https://intra.sse.gov.on.ca/mto/CSD/SHR/Pages/CommitteeMinutes.aspx>

Distribution:

Original: ERO Files

Copies: MAC Members, OPSEU Staff Representative

E-mail copies: Deputy Minister, Assistant Deputy Ministers, Directors, Managers, and AAC Recording Secretaries

1.0 AAC Issues:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
1.	07-43-4-10 07-MAC-4 08-43-06	Enforcement Vehicle Review – Blue Lights	<ul style="list-style-type: none"> Given the passing of Bill 174 on July 1, 2018, the Ministry of Transportation will be equipping its enforcement vehicles with blue and red flashing lights on both the rear and front. New vehicles being introduced into the fleet will be equipped with blue and red flashing lights; existing vehicles will be retrofitted through a phased in approach. 	<ul style="list-style-type: none"> Closed
2.		Internal Responsibility System (IRS) Process	<ul style="list-style-type: none"> Employer provided an update on the status of the Regional Health and Safety Advisors' anticipated start date of mid-September. The committee discussed the involvement of the Regional HS Advisors in the AACs moving forward. Also discussed the process for AAC reporting and document control and need for clarification. The committee discussed the reporting process within MTO and review of health and safety forms. Kristi introduced a draft MTO Near Miss Reporting form for committee review and comment. 	<ul style="list-style-type: none"> SHRB will review the MTO Joint Health and Safety SharePoint/Communication Structure and process Committee to review draft Near Miss Report form Review of the Incident/Accident Reporting Process to continue Item will remain open as the committee monitors the implementation

2.0 Ongoing Business:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
3.	15-MAC-05-03	Peer Support Pilot	<ul style="list-style-type: none"> • The Ministry Peer Support Lead provided an update on the pilot program; the types of incidents initiating peer support and the available statistics. For the duration of the pilot program, it has been received positively by both employees and peer supporters. Statistics collected showed that it is a valuable program that requires minimal resources. • Next step will be to seek approval for expansion across the ministry. 	<ul style="list-style-type: none"> • Employer to keep MAC informed on progress and materials as developed.
4.	16-MAC-05	SharePoint site	<ul style="list-style-type: none"> • Once JHSC/HSR membership is confirmed, communications will take place to market the reporting portal and webpage for use • Kristi confirmed that creation of a H&S desktop icon is underway and is expected to be rolled out late September/ early October. • MTO intranet health, safety & wellness homepage is being reorganized by SHRB. Roll-out will line up with desktop icon • There was a general discussion regarding more instruction/education being needed for accessing and depositing documents on the SharePoint sites. • There was a discussion on having the division specific working alone guidelines so that they are easily accessible and centralized • Health and Safety documents as of May 2018 have been copied and saved onto an external drive 	<ul style="list-style-type: none"> • Item will remain open as the committee monitors the implementation

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5.		IRS	<ul style="list-style-type: none"> • There was a general discussion about generating interest in joining health and safety committees. Committee members reviewed the information provided by NWR and decided to send out a survey to AACs to understand why members got involved. • There was a question regarding if the employer can broadcast a message to generate interest – and who the target audience would be 	<ul style="list-style-type: none"> • Item will remain open • Worker committee members to bring survey results to next meeting
6.		Vegetation Management and Herbicide	<ul style="list-style-type: none"> • OPSEU bargaining unit formally request records for MTO employees who were affected by 2,4,5T (Agent Orange) • Committee agreed to defer to the next meeting as OPSEU health and safety officer is required for the discussion. 	<ul style="list-style-type: none"> • Workers' side will provide an update at the next meeting • OPSEU health and safety officer will be invited to join the next meeting- they are a normal attendee of the meeting. The member has recently changed and the new person was not available for this meeting.

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7.		2015 WHMIS	<ul style="list-style-type: none"> WHMIS 2015 date for the end of the transition period is December 2018. Kristi reported that messaging was provided in the July 2018 Manager Newsletter; and that the Centre has indicated they will distribute messaging in fall 2018 regarding WHMIS Sam interested in canvassing specific areas to see how many employees have completed WHMIS training 	<ul style="list-style-type: none"> Item will remain open Workers' side will provide an update on their informal findings at the next meeting
8.		RUS Enforcement Risk Assessment	<ul style="list-style-type: none"> Employer provided an update on the Use of Force Risk Assessment Review of the MTO enforcement program. Phase 1 is being completed this summer and fall. Phase 2 is expected to commence in the winter months. Phase 3 will be procurement of 3rd party consultant review 	<ul style="list-style-type: none"> Employer to provide an update at next meeting
9.		Working Alone Guidelines	<ul style="list-style-type: none"> Employee concerns regarding the mechanisms within the Enforcement Policy Manual with respect to working alone have been raised Management confirmed that this will be reviewed in the Enforcement risk assessment. Regional advisors will be involved in the process 	<ul style="list-style-type: none"> Item will remain open for the committee to monitor

3.0 MOL Orders, Critical Injuries, Work Refusals or Occupational Diseases:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items

10.		RUS Use of Force Reports Annual	<ul style="list-style-type: none"> The report will be discussed at the next meeting 	<ul style="list-style-type: none"> Committee to review and discuss at the next meeting Deferred
11.		WSIB Annual Summary	<ul style="list-style-type: none"> At March meeting: OPSEU bargaining unit asks on a go forward basis to separate out yearly events from past events (occ diseases); and asks for chronic stress to be captured as one of the categories reported 	<ul style="list-style-type: none"> Committee to review data and discuss at the next meeting Deferred
12.		Critical Injuries Report	<ul style="list-style-type: none"> Committee aware of motor vehicles accident in Eastern Region in December 2017, team to contact local AAC to confirm the classification of critical or non-critical 	<ul style="list-style-type: none"> Deferred to next meeting
13.		Annual Motor Vehicle Accident Reports		<ul style="list-style-type: none"> Deferred to next meeting

4.0 New Business:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
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14.		Safety Assessment	<ul style="list-style-type: none"> • Worker side raised concerns regarding building safety after the pepper spray incident at St. Catharines. Interested in ensuring there are current evacuation plans for all MTO buildings for multiple types of incidents are in place. • Lisa discussed a working group had formed as a response to the incident and is working with MOI and IO to address building security, with a priority being St. Catharines. With regards to St Catharines, communication strategy moving forward was also discussed. • Worker side asked for a commitment from management that there will be an established protocol for guests to check in with security prior to their visits at GCT, and that communication and messaging is driven to staff. 	<ul style="list-style-type: none"> • Employer to provide update on progress
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5.0 Administrative Items:

#	Reference No.	Minutes	Action Items
14.		Next meeting: September 11, 2018, at 9:30 OPSEU	OPSEU to confirm location address
15.		Approval and signoff of today's minutes	

