

Ministry of Transportation Ministry Advisory Committee Meeting Minutes

September 11, 2018

9:30am – 12:30 pm

Location: OPSEU Niagara (Region 2) 2285 Highway 20 East, Fonthill

In Attendance:

Worker Members:	Status	Position Title	Regrets
Sam Hardie – OPSEU 270 (Chair)	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	Co-Chair	Director, Regional Operations RUS	
Lisa Kool	Member	Director, CBSB	
Paul Mathur	Member	Manager, Operations Office PHM	
Guests:	Status	Position Title	Regrets
Kristi Beck	Guest	Team Lead, OHS (SHRB)	
Brian Cowan	Guest	Manager, Fleet Management Centre	
Recording Secretary			
Katherine Karagan			

The attached minutes are an accurate record of this meeting:

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

Signed: Worker Co-Chair:

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Signed: Management Co-Chair:

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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.		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 competition. Currently going through exemption request process for approval to extend permanent offers. Anticipated start date is early autumn. • Committee discussed the draft Near Miss Report Form, the communication process and document control. • AAC can use information from Near Miss Reports to track regional trends. • Committee discussed using the Near Miss Reports to provide an annual Ministry wide report to identify provincial trends. • The Terms of Reference document was briefly discussed. Worker side identified that some updates may be needed in the future. 	<ul style="list-style-type: none"> • Item will remain open as the committee monitors progress

2.0 Ongoing Business:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
2.	15-MAC-05-03	Peer Support Pilot	<ul style="list-style-type: none"> No updates to report since the last meeting on August 1. 	<ul style="list-style-type: none"> Employer to keep MAC informed on progress and materials as developed.
3.	16-MAC-05	SharePoint site	<ul style="list-style-type: none"> Committee confirmed intended process for health and safety reporting and posting to SharePoint. SHRB noted that communications on this will be developed this autumn and sent to JHSC/HSR members to reinforce document control procedures. Employer provided an update on the Health Safety & Wellness Intranet page. Work on the HSW intranet page and desktop icon in progress and expected to be ready for early autumn rollout. Preview links for the HSW intranet page will be shared with the committee. 	<ul style="list-style-type: none"> Item will remain open as the committee monitors the implementation
4.		IRS	<ul style="list-style-type: none"> Targeting specific demographics to health and safety and developing a mechanism to attract these groups to health and safety meetings to gain better understanding 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 future meeting

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5.		Vegetation Management and Herbicide	<ul style="list-style-type: none"> • General discussion on requirement to post when herbicide was last applied or an internal tracking system that any employee can see where the chemical was applied • OPSEU bargaining unit formally request records for MTO employees who were affected by 2,4,5T (Agent Orange) 	<ul style="list-style-type: none"> • Item will be brought forward in next discussion
6.		2015 WHMIS	<ul style="list-style-type: none"> • WHMIS 2015 date for the end of the transition period is December 2018. Employer confirms 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 	<ul style="list-style-type: none"> • Item will remain open
7.		RUS Enforcement Risk Assessment	<ul style="list-style-type: none"> • Ministry received approval for risk assessment review • Phase one anticipated to begin in the next few weeks which will include a review by the Public Services Health and Safety Association • Review anticipated to be completed by March 2019 	<ul style="list-style-type: none"> • Employer to provide an update at next meeting
8.		Working Alone Guidelines	<ul style="list-style-type: none"> • PHM level two working alone guidelines under development • 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

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
9.		Building Safety	<ul style="list-style-type: none"> • Worker side raised concerns regarding building safety and access after the pepper spray incident at St. Catharines MTO. Interested in ensuring there are current evacuation plans for all MTO buildings for multiple types of incidents are in place. • Security Tip sheets to be distributed in September with next update • Employer advised that a working group has 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. • Employer has established a protocol for guests to check in with security upon arrival at GCT • Employer has agreed to share draft documents from the working group with this committee and joint Health and Safety Committees prior to sharing with all staff 	<ul style="list-style-type: none"> • Employer to provide update on progress • CBSB will send a memo to all MTO facilities to remind them of emergency protocols in place such as fire life safety drills, evacuation procedures, shelter in place etc, and communicate with all employees

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 draft report was reviewed, it was identified that an incident report may have been missed from May 3, 2017 	<ul style="list-style-type: none"> Employer is going to confirm and provide revised draft
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
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 Confirmed non-critical incident 	
13.		Annual Motor Vehicle Accident Reports	<ul style="list-style-type: none"> Report was reviewed and discussed. 	

4.0 New Business:

#	MAC Reference No. Or AAC Control No.	Description	Minutes	Action Items
14.				

5.0 Administrative Items:

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#	Reference No.	Minutes	Action Items
14.		Next meeting: January 16, 2018, at 9:30 301 St. Paul Street, St. Catharines	
15.		Approval and signoff of today's minutes	

