

# **Provincial Joint Occupational Health & Safety Committee**

## **Ministry of Community Safety and Correctional Services**

### **Minutes**

Tuesday, September 25, 2018  
Maplehurst Correctional Complex

### **Attendees**

#### **For the Union**

- Sean Dunn (Co-chair)
- Mike Lundy
- Ryan Graham
- Gord Kiernan
- Monte Vieselmeyer

#### **For the Ministry**

- Daryl Pitfield (Co-chair)
- Kacy Cumming (via teleconference)
- Lisa O'Brien
- Tracey Gunton (via teleconference)
- Judy Franz (via teleconference)

#### **Resources**

- Joscelyn Ross, Health and Safety Officer, Corporate OPSEU

#### **Observers**

- Steven Bartolo, Sergeant, local JHSC, Maplehurst CC
- Rod Botham, Lieutenant, local JHSC, Maplehurst CC
- Adam Lewis, Sergeant, local JHSC, Vanier Centre for Women
- Roger Guichelaar, Correctional Officer, local JHSC, Vanier Centre for Women
- Stuart Wilson, Correctional Officer, local JHSC, Maplehurst CC
- Chris Abbott, Building Systems Operations, local JHSC, Maplehurst CC

#### **Note Taker**

- Lise Ledoux, Employee Relations Committee Coordinator

## Previous Business

### Institutional Services Items

1. **Inmate cell hatches (equipment available for safety)** – the committee has confirmed that the pilot sites as Central East CC, Ottawa-Carleton DC, Maplehurst CC and Algoma T&RC.

Action: Employer co-chair will contact with the Facilities Branch to arrange for pilots. Union will provide recommendations for the procedures and expectations of the pilot prior to the next meeting.

2. **Dumbwaiter (freight elevator) in A&D property area (Central North CC)** – no update.

Action: Awaiting approval of the business case.

3. **Body Scanners** – committee is finalizing the best practice document.

Action: Once Parties are in agreement, the Employer will share the best practice document.

4. **Labour Board orders (Maplehurst CC)** – issue being dealt with locally.

Action: Item to be removed from the agenda.

5. **Institutional cups** – sample cups were provided to Procurement Services. Committee recommends that the silicone cups currently on the VOR be utilized as the standalone institutional cup for inmate use ([link to vendor of record](#) – click on SWS Detention Group Inc. under order forms - Max Flex Bend Products, Tumbler (9 ounces), Jones Zylon #FXVB-10 or Tumbler (12 ounces), Jones Zylon #FXVB-10.

Action: Follow up at the next meeting for compliance.

6. **Hot meal trays** – committee agrees that all institutions should have policies in place that would include distribution and collection of meal trays and lids by officers to ensure accountability of the trays/lids in and out for staff safety.

Action: Each institution will be requested that they provide a copy of their policy prior to the next PJOHSC meeting.

**7. Lack of dry cell procedures** – Facilities Branch is reviewing prototypes.

Action: Update to be provided at the next meeting.

**8. Standardized Security Training for Nurses** – deferred.

Action: Union will provide a draft standardized basic orientation package for non-officer staff. Item to be renamed “Standardized Security Training for non-officer group”.

**9. Incoming Mail** – Employer has found three prototypes for review.

Action: Employer will bring prototype scanners at the next meeting.

**10. Toilet Fishing (Hamilton-Wentworth DC)** – the “flaps” recommended to prevent “fishing” will not work with the current plumbing set up at HWDC. Maintenance performs checks quarterly to ensure the “pins” are intact. The plumbing upgrade project is slated for the Spring of 2019.

Action: Update to be provided at the next meeting.

**11. BOSS Chairs** – non-functioning chairs were replaced at Central East CC.

Action: Item to be removed from the agenda.

**12. Electronic Lock Testing** – Central East CC have an annual lock maintenance procedure in place.

Action: Union to share Central East CC maintenance procedure with the committee for consideration for provincial application. Union requested a copy of the manufacturer’s specs for lock maintenance.

**13. Snap Lock Hatches (TSDC)** – issue has been resolved locally.

Action: Item to be removed from the agenda.

**14. Sprinkler Heads (TSDC)** – deferred.

Action: Employer will bring sample sprinkler heads at the next meeting.

**15. MSA** – Employer shared latest statistics of MSA distribution per institution.

Action: Committee to review and report back at the next meeting.

**16. Ventilation System (Sudbury Jail)** – issue has been resolved locally.

Action: Item to be removed from the agenda.

**17. Escort handover from police** – best practices document has been completed (see attached document “Relieving Police – Best Practice”).

Action: Employer will follow up with a staff memorandum at all institutions.  
Union will provide a draft of a shift changeover certification by the next meeting.

**18. Opioid Search Protocol** – committee reviewing a draft best practice document (contraband risk assessment).

Action: Update to be provided at the next meeting.

**19. Full Face Respirators** – employer is seeking samples to replace the N95 masks to be in compliance with NIOSH standard.

Action: Employer will provide samples at the next meeting.

**20. Inmate Phone** – deferred.

Action: Central East CC local JHSC to provide recommendation on an alternate phone option for inmates for review by PJOHSC.

## **Community Services items**

**1. Probation and Parole Working Group** – Community Services Health and Safety Working Group met on August 16<sup>th</sup>. Minutes are being shared with all staff and saved on the local shared drive.

Working group co-chairs participated in a teleconference with the MOL Bill 168 specialist confirming the requirements for Workplace Violence Risk Assessments in reporting centres as per the Act.

Action: Parties are working on operationalizing this requirement. Update to be provided at the next meeting.

**2. Health and Safety Incident reports – deferred.**

Action: Union will provide a list of the information they wish to receive on the reports.

**Both Institutional and Community Services Items**

**1. Asbestos in facilities and probation and parole offices – community services reports were provided to the Union. No update on the paint testing.**

Action: Employer to follow up with Facilities Branch on paint testing.

**2. Naloxone – Union is reviewing the draft communiqué regarding placement of naloxone kits in strategic locations at each institution.**

Action: Employer to share communiqué with the field once approved.

**3. Blood sample – deferred.**

Action: Update to be provided at the next meeting.

**4. Criminal Charges – Employer re-distributed the correspondence reminding staff of their rights to lay criminal charges.**

Action: Union will review the current process relating to the issuance of criminal charges against inmates and bring forth recommendations at the next meeting.

**5. CPR – Union is requesting clarification from the Employer regarding whether breaths are to be used or not.**

Action: Employer will review and respond within 30 days. Item was renamed to CPR.

**Standing Items**

**1. TB policy – no update.**

- 2. MOL mandatory health and safety awareness training for workers and supervisors on July 1, 2014 (training plan) / Safe Smart Training** – Employer shared the June 30<sup>th</sup> report. Statistical report shows a provincial completion of 57%.

Action: Employer will request confirmation of statistics directly from the institutions and if not in compliance, will request for an action plan for completion of training.

## **New Business**

- 1. Weapons Search Protocol** – committee recommends an ADM directive be sent out to remove Level 1 searches.

Action: Employer to discuss with ADM – IS and report back.

- 2. Fleetnet and new institutional radio capabilities** – the Union raised concern that the temporary radio allotment provided is not enough for operations. The new radios provided are not compatible with the current Fleetnet system.

Action: Employer will bring the issue to the Operation Support Division for solution.

- 3. Facial Hair** – Union is requesting that the Employer review other types of masks that allow for accommodated employees to continue full assigned duties.

Action: Employer to review and report back.

- 4. New WHMIS Regulations** – Employer is reviewing the new regulations and its impact on associated training.

Action: Update to be provided at the next meeting.

- 5. Inmate Tampering of Sprinkler Heads** – local issues at Central East CC. Union provided information to the Employer.

Action: Employer will review and report back.

- 6. Cell Extraction (Maplehurst CC)** – Union submitted a formal recommendation that the Employer utilize ICIT (in the absence of CET) to facilitate the extraction of a non-compliant inmate(s) from a cell as the standard procedure to increase safety of all staff and maintain safe operations.

Action: Employer will follow up with the local Employer co-chair and institutional Superintendent. Once complete, will review and respond.

- 7. Quinte DC Overcrowding** – Union raised concerns with the ongoing overcrowding, triple bunking and the housing of inmates in non-secure areas at the Quinte DC. Employer advised that the ministry is working on reducing the count.

Action: Update to be provided to the Union co-chair when available.

- 8. Kenora Jail disturbance** – the committee supports ongoing involvement with the local health and safety committee where applicable related to the recent disturbance.

Action: Update to be provided at the next meeting.

- 9. Dismantling of Toilet** – concerns were raised with institutional toilets being damaged and inmates having access to items to create weapons.

Action: Update to be provided when available.

- 10. Community Services Health & Safety Working Group** – Union members contend that the Working Group should be authorized to continue in-person meetings. The impetus behind the creation of the subcommittee was to provide Union members in Community Services a forum to properly address their H&S matters. Currently, the majority of PJOHSC meeting agenda items are Institutional Services-specific, leaving only a small window to address CS issues. In light of the Employer's recent decision to discontinue all in-person subcommittee meetings, the CS H&S Union representatives have in turn been unfairly disadvantaged, absent a forum to discuss CS-specific H&S matters in person with the Employer.

Action: Employer directs that when co-chairs identify a business need for an in person subcommittee meeting, they will be required to submit a business case to the ADMs for consideration.

**11. OC foam** – Union is requesting that correctional officers be issued OC spray. Union feels that the OC spray is more effective as you can deploy from a safer distance.

Action: Employer to follow up.

## Next Meeting

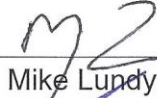
- Tuesday, December 11, 2018 at the Ontario Correctional Institute.

## Signatures

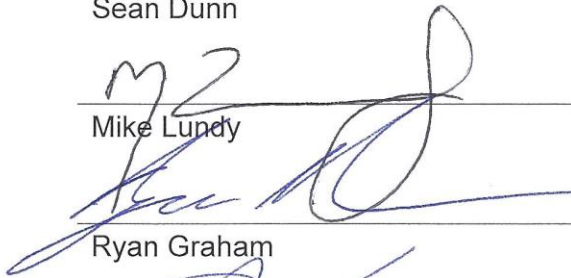
For the Union:



Sean Dunn



Mike Lundy



Ryan Graham

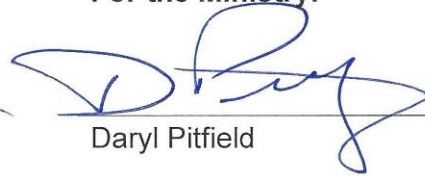


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