

# Divisional Health & Safety Review Committee MEETING MINUTES

<b>Divisional Health &amp; Safety Review Committee Meeting</b>		
Date of Meeting: June 4, 2020 – Teleconference (416-212-8011 OR 1-866-602-5461; code: 5069480#) 10:00 am-4:30 pm		
Date of Next Meeting: Sept. 10, 2020 – TBD		
<b>Union Members in attendance:</b> <b>Tom Gibson</b> Mike Fallon Pete Harding Paula VanDusen Johanna Sinclair Joscelyn Ross	<b>*Status</b> <b>Co-chair</b>	<b>Position Title</b> Youth Services Officer  Probation Officer OPSEU staff
<b>Management Members in attendance:</b> <b>Rob McGucken*</b>  Andy Makarewich  Glen Archambault  Mark Mikoluff	<b>*Status</b> <b>Co-chair</b>  CM  CM  CM	<b>Position Title</b> Deputy Youth Centre Administrator, RMYC Probation Manager  Manager, ISU  Manager, OSPEB

Note \*: **CM** – Committee Member    **A** – Alternative

Support	Lesley Lalonde
:	_____
Guests:	
Observer:	
Regrets:	

**DISTRIBUTION:** Original      Copies:      H&S Members, OPSEU Staff Representative  
E-mail copies:      H&S Members

**A copy of these minutes is posted on the Youth Justice Intranet Site**

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
<b>NEW BUSINESS</b>		
01-06-04-20	The New Normal	<p>Parties reviewed New Normal Document provided by the workers (attached) and are in agreement to all items with exception of the following;</p> <p>The workers recommend;</p> <ol style="list-style-type: none"> <li>1. All visitors must wear a mask provided by the facility until the end of the pandemic.</li> <li>2. All visits to be no-contact. Use of Plexi-glass or other means installed to facilitate physical distancing and possible transmission from visitors to youth and staff. Some facilities already have secure visit areas in place that may accomplish this.</li> <li>3. Current intake PPE to become permanent regular procedure. (mask/eye PPE)</li> <li>4. Upon COVID-19 vaccine availability, new admits and current youth will be offered vaccine.</li> <li>5. PPE levels at facilities to be reported quarterly to DHS co-chair.</li> <li>6. Local JHS committee to receive PPE levels weekly during pandemic.</li> <li>7. Signage and self-assessment to continue until Pandemic ends in Probation Offices.</li> <li>8. Probation to continue to work remotely until Pandemic ends.</li> <li>9. Probation Staff to have masks available as per the facility procedure.</li> <li>10. DHS will be notified of any pandemic related policy/procedures prior to release to field.</li> </ol> <p>Bring Forward</p>

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02-06-04-20	WHSC virtual courses – JHSC Certification Refresher Training	Committee recommends JHS members who require refresher training, participate in virtual training through WHSC. Rob McGucken to reach out to worksites. Remove from agenda.
03-06-04-20	Secure Interview Rooms – Probation Offices	Workers recommend all Probation Offices have a secure interview room. Please see document “Secure Interview Rooms in Probation Offices”. (attached) Workers to supply supporting data. Employer’s position is that there are current safeguards in place. Bring Forward.
04-06-04-20	Georgian Glass/plexi-glass at CFYC	Workers recommend all Georgian Glass be covered with mylar film and all plexi-glass be replaced with an approved product.  Committee recommends Local JHSC follow-up on issue. Remove from agenda.
05-06-04-20	Best Practices for Health and Safety for Probation and Parole Offices	Workers recommend development of MCCSS Probation Protocol similar to the document, “Best Practices for Health and Safety for Probation and Parole Offices.” (attached) Bring Forward.
06-06-04-20	WVRA	Committee recommends sending out joint documents for youth centres only at this time. Bring Forward.

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07-06-04-20	Living Units – Best Practices for Physical Distancing	Workers recommend that living units be a maximum of 8 YP for physical distancing as well, if more than 8, split into 2 groups and stagger time out of rooms during pandemic.  Bring Forward.
08-06-04-20	New Admits	Workers recommend all YP upon intake to be COVID-19 tested ASAP and placed in a separate intake area where possible for 14 days until a vaccine is available.  Employer to respond ASAP.
09-06-04-20	Voluntary COVID-19 testing	Workers recommend voluntary COVID-19 testing for staff and YP to be made available at facilities.  Employer to respond ASAP.
<b>OLD BUSINESS</b>		
03-03-19-20	Review of DHS Minutes as a Standing Item at JHSC Committees	Minutes are available on the Intranet and OPSEU website. Remove from agenda.
01-03-19-20	FleetNet	Glen Archambault to update as information becomes available. Bring forward.
02-03-19-20	Justice Official Protection and Investigation Services (JOPIS) OPP	Employer to provide information re: JOPIS services to all staff. Remove from agenda.
04-03-19-20	New real-life videos for UMAB training	Employer updating UMAB videos. Bring forward.

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<b>Reference No.</b>	<b>ISSUE SUMMARY/Update</b>	<b>RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)</b>
05-03-19-20	YP Transfers - Information sharing from discharge facility to intake facility	Committee to continue sharing information from discharge facility to intake facility. Remove from agenda.
06-03-19-20	DHS worker side requests approval to tour D.O. Facilities (including travel expenses/layout of all facilities	Remove from agenda.
7-03-19-20	Peerless 710 high security handcuffs – explore other options than current re: CRT/escorts	Union recommends exploring other options for handcuffs for CRT/Escorts. Employer Reviewing. Bring Forward.

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
08-03-19-20	COVID-19 (Coronavirus) Local readiness and JHSC	<p>To ensure all facilities and community offices are ready, the Union recommends:</p> <ul style="list-style-type: none"> <li>a) Putting COVID-19 readiness on JHSC agenda. (completed - remove)</li> <li>b) Conduct a joint review of their local “Pandemic Plans” (completed – remove)</li> <li>c) Assess the risks associated with infection disease(s)” (completed – remove)</li> <li>d) Initiative controls to address the risks as identified by the assessment. (workers continue to see this as a gap)</li> <li>e) Conduct mask fit testing and retraining for emphasis of potential need. (completed- remove)</li> <li>f) COVID-19 be a standing item until threat subsides. (remove)</li> </ul> <p>Union recommends that all Probation Offices have an adequate supply of surgical/N95 masks for protection against diseases. (Refer to Best Practice document. Remove)</p> <p>Union recommends all workers who have travelled outside of Canada be told to self-isolate for fourteen (14) days from return. (Completed – remove)</p> <p>Union recommends Probation self-assessment tool be amended to reflect the YSO self-assessment tool. (Completed - remove)</p> <p>Union recommends surgical/N95 masks are provided for escorts. Masks will only be utilized as required. (Completed – remove)</p> <p>Union recommends any expired items in bio-hazard spill-kits be replenished for all Probation Offices and Youth Facilities as soon as possible. (Bring Forward)</p> <p>Employer confirms Infection Prevention Control Committees are active and meeting. Union recommends weekly meetings. (Completed – remove)</p>

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09-03-19-20	COVID-19 (Coronavirus) Screening	Union recommends active screening for anyone entering a Youth Facility, including all staff – temperature checks to be a part of the screening. Completed. Remove from agenda
11-03-19-20	Update of rollout of escort vehicles	Employer states vehicles are in the process of final adjustments. Bring forward.
09-03-21-19	Partners in Prevention, Workers H/S Conference	Remove from agenda.
02-06-20-19	Naloxone in Escort Vehicle Kits	Employer states that current Policy and Education is in place. Remove from agenda.
08-06-20-19	Critical Injury and Investigation Training for Youth Detention JHSC	Virtual training for this is not available. Will review when pandemic ends. Bring Forward
02-09-11-19	List of JHSC Worker Reps and Employer Reps	Employer to provide list to Co-chairs. Bring Forward.
01-11-25-19	Unresolved RMYC JHSC Recommendations	Employer provided response to recommendations in writing. Remove from agenda.
02-11-25-19	Culturally specific hygiene items: Coco butter/ Shampoo	Employer has addressed issue. Remove from agenda.

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03-11-25-19	Naloxone Distribution in Facilities	Employer reviewing the Union recommendation. Will report back next meeting. Bring Forward.
06-11-25-19	Refresher health and safety training	Issue addressed in 02-06-04-20 above. Remove from agenda
07-11-25-19	Joint memo re: stopping the flow of unapproved items from workers	Employer addressed issue. Remove from agenda.
08-11-25-19	Violence sub-committee of DHS	Employer to report back as soon as possible. Bring Forward.
09-11-25-19	New H&S management training course	Manager H&S training was reviewed. Remove from agenda.
10-11-25-19	Probation local safety and security plans (LSSP)	Workers recommend staff have access to personal security alarms when working alone. (Employer to report back)  Workers recommend Probation Offices review the contents and expiry dates of the bio-hazard spill-kits during monthly inspections. (Refer to item 08-03-19-20. Remove)  Bring forward.
<b>STANDING ITEMS</b>		
	COVID-19	Standing item created for next meeting.



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	Quarterly report of Critical Injuries (s.51 of OHSA)	No worker critical injuries to report.
	New PPE Items	No new PPE items have been reviewed at this meeting.

Date Minutes Signed Off: June 4, 2020

*Original signed by*  
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Tom Gibson (OPSEU Co-Chair)

*Original signed by*  
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Rob McGucken(Management Co-Chair)