

Divisional Health & Safety Review Committee MEETING MINUTES

Divisional Health & Safety Review Committee Meeting		
Date of Meeting: March 7, 2018 - 201 County Court Blvd 9:30 am-4:00 pm		
Date of Next Meeting: June 14, 2018 – 5757 Coopers		
Union Members in attendance:	*Status	Position Title
Tony Cunningham Tom Gibson Joscelyn Ross Mike Fallon Mary Ferreira Pete Harding	Co-chair MERC	Youth Services Officer
Management Members in attendance:	*Status	Position Title
Brad Hoover *	Co-chair	YCDA, RMYC
Mark Mikoluff	CM	Manager, OSPEB
Andy Shepherd	CM	Probation Manager
Randy McAllister	CM	Manager, ISU

Note *: CM – Committee Member A – Alternative

Support: <u>Rupal Patel</u>
Guests:
Observer:
Regrets: Mark Mikoluff, Pete Harding

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E-mail copies: H&S Members

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

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Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
NEW BUSINESS		
01-03-07-18	Request for Level 1/2 HS Training for CFYC JHSC Union members & other workers	Employer will follow-up with Cecil Facer to determine health and safety training needs.
02-03-07-18	Review 911 knife policy for potential hazards	<p>Workers recommend MCYS follow the MCSCS policy for the 911 knife by allowing workers to either wear the 911 knife on their belt or keep it locked in a box.</p> <p>Workers recommend 911 knife remain in locked box and each facility be reviewed to determine the most suitable place to install the locked boxes.</p> <p>Workers recommend employer provide training before they direct workers to wear 911 knife. The 911 knife becomes a potential weapon when it is on a worker's hip. The employer must train workers on how to prevent a 911 knife being taken from the worker.</p> <p>Workers recommend the 911 knife training be annual.</p> <p>Employer to report back.</p>
02-03-07-18	Youth probation level 1 and 2 certified training	<p>DHS recommends the employer conduct a review of all cost centres to ensure at least 1 (one) worker representative is level 1 and level 2 certified in each cost centre.</p> <p>Employer to report back at next meeting.</p>
03-03-07-18	S.52 of OHSA	<p>The committee recognizes the worker member's entitlement to receive the written conclusions of notice of accidents as per the Act.</p> <p>The DHS committee recommends all local health and safety committees in youth justice workplaces receive the information on the form 7 document as per s.5 of regulation 67/93 of the OHSA.</p>

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OLD BUSINESS		
01-12-06-17	Asbestos in buildings update	<p>DHS to contact JHSC co-chairs to ask them to put asbestos on their agendas to discuss worker rights for inspections and reports.</p> <p>Employer co-chairs have spoken to YCAs about their obligations under the act.</p> <p>Remove from agenda</p>
02-12-06-17	Proposed recommendations for head lice on worker policy	<p>Union recommends DHS to contact JHSC Co-chairs to ask them to put the topic of head lice on their JHSC agendas.</p> <p>To forward local recommendations for the topic of head lice infestation.</p> <p>Remove from agenda</p>
03-12-06-17	Propose questions re: near miss forms	Remove from agenda
04-12-06-17	Ergonomics equipment for new builds-retrofits	<p>Union recommends the employer purchase sit-stand workstations shown in previous presentation provided by the union for all current youth justice work locations; whether they be new builds or retrofits or old and established.</p> <p>Bring forward</p>
05-12-06-17	Review DHS TOR; 6.1(c) to propose revisions. Annually review DHS TOR at last meeting each year	Remove from agenda
01-11-29-16	Practical bio-hazard training	Remove from agenda

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08-03-08-17	Self-Identification Logbooks	<p>Present practice will be maintained as employer feels the risk of discovering a worker's first and last name from a log book is not a hazard.</p> <p>Remove from agenda</p>
09-03-08-17	Opioid Response Protocols	<p>Committee recommends JHSC determines location of bio-hazard kits.</p> <p>Union recommends workers be trained immediately to use Narcan to cover night-shifts and holidays.</p> <p>Union recommends JHSC identify all strategic spots in their workplaces in order to make a recommendation to their YCAs to determine how many and locations for bio-hazard kits.</p> <p>Facility youth services managers are currently being trained. Training to be completed by March 31st to be authorized to use the Narcan spray after hours. Committee recommends all facility staff be notified once all managers have completed training.</p> <p>Workers recommend;</p> <ol style="list-style-type: none">1) Workers get trained to work in areas exposed to opioids.2) Narcan spray be installed in areas in all workplaces.3) Workers receive face-to-face training to be educated about opioids and how to administer Narcan spray. <p>Opioid policy is under review. Employer has provided e-education on opioids.</p> <p>Bring forward</p>

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01-06-08-17	Pepper Spray from PIC 11-12-09-16	DOFB Director spoke to committee regarding the issue. DOFB Director agreed to speak at the DOFB Quarterly Meeting to clarify that the policy is not the obstacle, nor is the Director the obstacle for YCMs to wear OC on their utility belts. Union recommend all direct operated facilities work to the same standard as BYC and RMYC.
03-06-08-17	Introduction new escort vehicle	To pilot vehicles for approval. Remove from agenda
06-06-08-17	Mandatory HS training for workers and supervisors	Union recommends the employer add to the e-learning curriculum. The number one hazard in DO workplaces is injury arising from violence; we need curriculum to reflect that. Employer meets all legislative requirements. Workers advise they will notify the MOL be contacted to review the curriculum of the e-modular training; to review to determine if the employer is within their obligation under the act to provide information and instruction suitable to workers and supervisors in the workplace specifically to the workplace violence sections of the Act.
01-09-26-17	Body Scanner Update	The employer feels the present policies, procedures and tools available mitigate risk. Remove from agenda
02-09-26-17	Protocols for Dignity Assaults; urine, feces and spit	Managers reminded to continue following local procedures to notify police. Remove from agenda
03-09-26-17	Protocols for YP Exposing themselves to workers	Managers reminded to continue following local procedures to notify police. Remove from agenda

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05-09-26-17	MCYS Recognition for Employees Completing Level 1 & 2 certification training	<p>Union provided a draft copy of the letter. Employer will forward letter for approval.</p> <p>A formal recognition letter to be drafted to be given to all the staff who become health and safety certified.</p> <p>Remove from agenda</p>
06-09-26-17	Forward cert II module list	<p>Union recommends to add 3 modules:</p> <ul style="list-style-type: none"> i) Stress in the workplace ii) Office work environment iii) Dirty electricity (electrical wiring in home containing frequencies other than electromagnetic frequencies (EMF)) <p>Employer is requesting rationale in writing from workers to support their request.</p>
STANDING ITEMS		
	Quarterly report of Critical Injuries	
	New PPE Items	<p>Worker members will provide options and provide information to the employer.</p> <ul style="list-style-type: none"> 1) Other options for search gloves
<p>Date Minutes Signed Off: March 7, 2018</p> <p>Tony Cunningham (OPSEU Co-Chair) _____ Brad Hoover(Management Co-Chair) _____</p>		