

# Divisional Health & Safety Review Committee

## MEETING MINUTES

<b>Divisional Health &amp; Safety Review Committee Meeting</b>		
Date of Meeting: September 26, 2017 201 County Court Boulevard 9:30 am-4:00 pm		
Date of Next Meeting: December 5, 2017		
<b>Union Members in attendance:</b>	<b>*Status</b>	<b>Position Title</b>
Tony Cunningham Peter Harding Tom Gibson Mary Ferreira Joscelyn Ross	Co-chair MERC	Youth Services Officer
<b>Management Members in attendance:</b>	<b>*Status</b>	<b>Position Title</b>
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: Glenna Caldwell, Linda Ogilvie, Brenda Kunkel, Rob McGucken
Observer: Nari Maharaj
Regrets: Elaine Ellis

**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

Date of Meeting: September 26, 2017

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(S) ACTION REFERRED TO (name if applicable)
<b>NEW BUSINESS</b>		
01-09-26-17	Body Scanner Update	No update at this time.
02-09-26-17	Protocols for Dignity Assaults; urine, feces and spit	Union requests review of current practice in all facilities concerning these events.
03-09-26-17	Protocols for Managing Inappropriate Exposure by Youth	Union requests to provide basic training for new recruits.  YCA to ensure this issue is properly addressed.
04-09-26-17	Update on New Buildings	Update provided to the committee.
05-09-26-17	MCYS Recognition for Employees Completing Level 1 & 2 certification training	Committee recommends recognition letter from DHS co-chairs be sent to new level 1 & 2 certified members.  Committee recommends letter to contain information regarding MCYS DHS as well.
06-09-26-17	Forward cert II module list	Union requests employer provide the list.
<b>OLD BUSINESS</b>		

Date of Meeting: September 26, 2017

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(S) ACTION REFERRED TO (name if applicable)
01-11-29-16	Practical Bio-Hazard Training	SYC to pilot bio-hazard training this coming fall. To receive report from SYC to roll out to DO facilities by next meeting – December.  Training to be combined with fire extinguisher training.
02-11-29-16	Practical Fire Extinguisher Training	Present fire extinguisher training will be maintained in the DO facilities.  Remove from agenda
04-03-08-17	Payment for Fixed-Term Workers for Antiretroviral Medications	Should the issue arise, employer will reimburse the staff.  Remove from agenda
08-03-08-17	Self-Identification Logbooks	No change – bring forward.

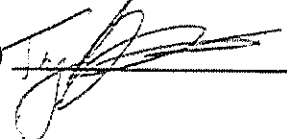
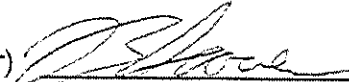
Date of Meeting: September 26, 2017

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(S) ACTION REFERRED TO (name if applicable)
09-03-08-17	Opioid Response Protocols	<p>Opioids presentation provided by Linda Ogilvie.</p> <p>Requests for awareness campaign for all PO workplaces and DO facilities.</p> <p>Requests for face to face training for frontline workers to administer PPE.</p> <p>Requests that PPE kits be readily and immediately available for all staff.</p> <p>Requests mail protocols.</p> <p>Requests for intake of property refresher.</p> <p>Committee recommends interim measures be implemented as soon as possible.</p>
01-06-08-17	Pepper Spray from PIC 11-12-09-16	<p>Employer is asking this item to be discussed at local committee level.</p> <p>Union continues to believe that all YSMs in all DO facilities should carry OC.</p>
03-06-08-17	Introduction new escort vehicle	<p>New prototype vehicle to be introduced.</p>

Date of Meeting: September 26, 2017

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
04-06-08-17	DHS members to attend WSPS conference	Employer agrees to send 1 employer and 1 worker member to attend this conference every year.
06-06-08-17	Mandatory HS training for workers and supervisors	Safe smart provides mandatory training to workers that meets legislative requirements.  Bring forward
07-06-08-17	OHSa Section 9(28) Schedule of Inspection	Local committees to minute time for inspections.  Remove from agenda
<b>STANDING ITEMS</b>		
	Quarterly report of Critical Injuries	Union continues to receive reports. No new critical injuries at this quarter.
	New PPE Items	No new PPE being used by workers for this quarter.
	Mandatory HS Training/ Certification Refresher Training	Committee recommends tracking for a refresher purposes.  Remove from standing items

Date of Meeting: September 26, 2017

Reference No.	ISSUE SUMMARY/Update	RECOMMENDED ACTION(s) ACTION REFERRED TO (name if applicable)
<p>Date Minutes Signed Off: September 26, 2017</p> <p>Tony Cunningham (OPSEU Co-Chair)  Brad Hoover(Management Co-Chair) </p>		

**MCYS Div. H&S Meeting**

**Tuesday, September 26, 2017**

**Brampton Probation Office**

**UNION**

Tony Cunningham (Co-chair)  
Peter Harding (A)  
Tom Gibson  
Glenna Caldwell  
Mary Ferreira (PO)  
Joscelyn Ross (OPSEU Staff)

**EMPLOYER**

Mark Mikoloff (A)  
Brad Hoover (Co-chair)  
Randy McAllister(A)  
Dan Nicholl (Regrets)  
Elaine Ellis (Regrets)  
Rob McGucken (Guest)

---

**OLD BUSINESS**

**Practical Bio-Hazard Training**

Employer update – Sprucedale YC will test pilot the new training in conjunction with the on-going fire extinguisher training. This will commence this fall. Expecting feedback by the next DHS meeting in December.

**Practical Fire Extinguisher Training**

Employer Update – The demonstrated electronic extinguisher training has proven to be too costly for the employer along with several logistical issues to employ at this time. The employer will maintain the current practice and training at this time. (Remove from Agenda)

**Payment for FXT Workers Antiretroviral Medications**

Employer Update – Logistics on this issue still need to be “ironed out”. But the employer is committed to providing payment to FXT’s should the issue arise. (Remove from Agenda)

**Self-identification**

Employer Update – Policy is still being reviewed. (Bring Forward)

**Opioid Response Protocols**

(Corporate Medical Presentation) Full Power Point Presentation given by Linda Ogilvie MCYS Corporate H/C director.

(Opioids Presentation) Presentation from MCYS Policy in attendance to update the committee on the current work being done in the Ministry. Conversations will be commencing with John Scarfo (Director of DO Facility), all YCA’s along with an advisor

committee for probation offices to develop a strategy for protection of workers. The current philosophy is to create policy for the protection of youth and staff.

Union is requesting:

- The employer review all material shared by worker member that is currently being used at Sprucedale YC (posters, training slides). Sprucedale also has had local Public Health personnel to educate staff and youth; material currently available via the MCSCS (shown today to this committee);
- Awareness campaign for all DO Facilities and PO Offices;
- PPE usage and training for all DO Facility Staff & PO Offices;
- PPE be made readily and immediately available
- Youth mail (security) Protocol {Union is suggesting all youth mail be sorted and opened at a central location to reduce the potential exposure of Fentanyl} for all workplaces.
- Property Intake refresher

Committee recommends interim measures be implemented ASAP.

#### Pepper Spray from PIC 11-12-09-16

Employer Update – Local administrators have been given direction to follow the directive from the Provincial Director: Discuss locally the best options. Either, YSM's carry on their persons or place pepper spray in strategic locations at the discretion of the YCA.

#### Introduction New Escort Vehicle

Employer Update – The vehicle as tested at RMYC has proven to be too small. The passenger compartment does not allow for enough head room. Another prototype vehicle will be introduced in the future. (Remove from Agenda)

#### DHS Members to Attend WSPS Conference

Employer agrees to send 1 Employer and 1 Worker DHS committee member.

#### Add Basic Training related to HS for New YSO/PO Hires

#### Mandatory HS training for Workers & Supervisors

Employer Update – All new hires, (managers & workers) are given an e-learning module "Safe Smart" that meet the legislative requirements.

#### OHSA Section 9(28) Schedule Inspection

Employer Update – Item as identified at a specific local has been resolved.  
(Remove from Agenda)



## NEW BUSINESS

### DHS Members to Attend Annual HS Workplace Safety & Insurance Conference

#### Body Scanner Update

No update at this time. (Bring Forward)

#### Protocols for Dignity Assaults: Urine, Feces, Spit etc.

Union is requesting the employer review the current practice & process(es) at DO Facilities.  
(Report Back)

#### Protocols for Managing Inappropriate Exposure by YP

Union is requesting the employer develop an education program for new hires (& re training) to be included in the basic YSO training.

#### Forward Certification Level 2 List

Union requested the current list of modules for review.

#### MCYS Recognition for Employees Completing Level 1 & 2 Certification Training

Committee recommends a letter of recognition on behalf of the committee (signed by both Co-chair) sent to the newest employees who have completed the training. Committee recommends the letter to also contain information regarding MCYS DHS committee as well.

#### Update on New Buildings

Presentation from Rob McGucken.

#### **Standing items**

##### Critical Injury Updates

No critical Injuries to report in the last quarter.

##### New PPE

No new PPE has been introduced in the last quarter.

##### Mandatory Training/Certification Refresher Training

Committee recommends a tracking system be created to enable the committee to monitor the training requirements, specifically the new requirements of 'refresher' to maintain certification.  
(Remove from Standing Item List)