

(1) PROJECT BUDGET PROPOSAL

Please Note: This proposal must be sent to the 1st VP and Accountant for review before submission to the Board

**Date sent to VP and Accountant:
Name of sender: Jenn Van Zetten, Chair POJHSC
(Terri Aversa, Health and Safety Officer)**

Approval Required

Date of Meeting/Approval

Consideration by Executive Committee

Consideration by Executive Board

Division/Unit/Committee Responsible

Health and Safety, Campaigns, and Pensions & Benefits if possible
LBED Prov H&S Committee Chair Jenn Van Zetten would like to present to the Board (T. Aversa can accompany if requested)

Briefly describe the nature of the project including its purpose and goal:

Background:

WSIB Claims by workers in OPSEU's Liquor Board Division (LBED) represent a quarter of all OPSEU's WSIB claim appeals although LBED represents only four percent of OPSEU's total membership. No wonder—LBED workers have some of the most physically demanding jobs in OPSEU. They are also an aging workforce. The burden of injuries they suffer is tremendous. Workers move, load, and unload heavy cases of liquor products every day. They do repetitive work on cash stations, push carts, stock shelves, and use almost every muscle in the body. All these forces on their bodies often cause debilitating conditions that lead to temporary and permanent impairment.

Goals of the Project:

This project would:

- a) Raise LBED members' knowledge and understanding of ergonomic hazards in specific LBED jobs which will build the capacity of JHSC/ reps to make recommendations to the employer to improve working conditions for LBED members
- b) Collect and produce evidence-based data about ergonomic hazards specific to LBED to use in a) local action plans, b) bargaining, c) policy recommendations to the LCBO, d) WSIB appeals
- c) Produce and deliver resources for LBED members to use. Worker-created Physical Demands Descriptions that describe the jobs within the LBED Division which will be great tools to use province-wide in health and safety prevention, bargaining, grievances, compensation claims, and accommodation.

Rationale of the Project:

Regressive WSIB policies blame injuries on age and pre-existing conditions, which means compensation is often denied for LBED as well as other workers. However, LCBO approaches make things even worse. The LCBO holds up their job rotation schedule as “proof” that the job isn’t repetitive, despite the fact that job rotation is not workable and often does not occur. This leaves workers with injuries but having their claims for compensation denied. The LCBO also manages claims by offering return to work long before the employer even knows the worker’s restrictions. This “blanket” offer of return to work makes a mockery of what is supposed to be the individualized nature of accommodations. The strategy robs the worker of WSIB Loss of Earnings Benefits and disqualifies the worker from sick leave all at the same time. The result—the worker is often at home, injured and without pay of any kind. Those workers who return to work in these often unsuitable “blanket” accommodation plans sustain or worsen their injuries.

Methods of the Project:

Therefore, it is critical to focus on preventing the injuries before they occur. We would like to engage in a project with two parts.

1. **PART 1: A 25-min survey completed by one person in 84 stores (test locals: one local in the west, east, north, and 2 warehouses):**
 - a. Pilot the Centre for Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD)’s online survey using 3-4 test locals (east, west, north, and two warehouses). The survey identifies risk factors for musculoskeletal injuries and will enable health and safety representatives and joint health and safety committee members (JHSC) to prioritize hazards for action.
 - b. The three members of Provincial Health and Safety Committee (along with 2 from warehouses and assisted by OPSEU’s Health and Safety Unit) act as the Steering Committee and oversee the project along with University of Waterloo and CRE-MSD.
 - c. The steering committee (of 5) would have 3 meetings (=15 days total) with CRE MSD to coordinate, collect and disseminate preparation material, and develop and review results and reports.
 - d. Each member of the steering committee would identify and communicate with a rep in each store/warehouse to do the survey, and the steering committee lead would use their already existing zone tour days to assist those reps on the day of survey completion.
 - e. Each store/warehouse rep (from the east and west only and not the north)—a maximum of 55 people—would attend a one-time 1-day training session in their own region and then complete the online survey a few times over two years.
 - f. Each location would receive a report identifying priority hazards (lifting, loading, posturing data) to be addressed at the JHSC in prevention activities.

2. **PART 2: Resources: Writing Physical Demands Descriptions for LBED jobs/tasks:**
 - a. The 5 steering committee members above will create physical demands descriptions of LCBO jobs in collaboration with Occupational Health Clinics for Ontario Workers (OHCOW), and OHCOW’s new resource, “OHCOW Physical Demands Description Handbook.”
 - b. Five people would need 3 days in total (=15) for this task. One day for training from OHCOW on how to use the equipment and create a Physical Demands Description (PDD), a day to complete the draft PDD, and one day to meet with OHCOW and merge the 5 draft PDDs into final PDD tools for LCBO job categories (such as customer service representative, logistics). The PDD will identify the physical demands of LCBO customer service representatives and warehouse workers. These PDDs would be informed by the information gathered in the first phase of the project. In turn, the research survey findings will provide data that will make the PDDs reliable and valid.
 - c. The completed PDDs will be used by joint health and safety committees and health and safety representatives in prevention efforts as well as by local stewards and workers to support WSIB claims, accommodations processes, grievance hearings, and collective bargaining language proposals.

Outcomes of the Project:

This campaign is unique because it focuses on building the capacity of our members to identify hazards before workers get injured in the first place as well as

provides tools to use after injury in the WSIB and accommodations processes. The online survey is a prevention tool that can prevent or reduce injuries before they occur. Together, the survey and the PDDs can reduce the huge burden on individuals caught up in a WSIB system which is under attack and by the LCBO approach that denies workers use of their short term sickness plans in cases of WSIB claim denial, and where successful accommodations are not the norm.

The proposed project will also provide an opportunity for LBED members to learn and collaborate with researchers Dr. Richard Wells and Dr. Phil Bigelow at University of Waterloo and CRE-MSD, and with Curtis Vandergrindt, OHCOW ergonomist. For their part, Dr. Wells and Dr. Bigelow wish to test an online version of a validated ergonomic tool in workplaces a few times over a two-year period. Developing the PDDs will be done free of charge in collaboration with one of OHCOW's ergonomists.

2-prong campaign and projected costs:

1. **PART 1: Survey phase:** Online JHSC/rep survey in 3-4 locals (approximately 84 stores and 2 warehouses): 5 members as Steering Committee (3 LBED Prov H&S Committee and 2 warehouse)
 - Five members as steering committee (3 LBED Provincial H&S Committee and 2 others): meet with CRE-MSD 3 times. Once in advance of the survey launch to develop explanatory material, review inventory of JHSC/ reps in participating locals, collect email addresses. Another meeting during collection, and one after survey to discuss results and assist in preparing local reports: 5 members X 3 days=15 days (\$ 9,728.66 see attached breakdown)
 - One 1-Day training sessions in 2 regions (Region 3 and Region 1 and 4 people from 2 warehouses) for JHSC reps to: receive ½ day training to do the online survey and ½ day to receive information and provide input in the PDD content relative to their store.(Maximum of 55 people X 1 Day (Total: \$18,244.60)
2. **PART 2: PDD Phase:** Physical Demands Description (PDD) Development: 5 people X 3 days=15 days (\$ 9,728.66 see attached breakdown)
3. Printing Costs (PDDs and Report results): 200.00

Total funds required for project	\$	
Members required for project and period of engagement	Number 5 members for 6 days=30 days total	Time Period June 2015 – May 2016
Staff required for project and period of employment	H&S Unit Campaigns (if poss) Pensions & Benefits (if poss)	
Initiation Date of Project/Proposal	June 2015	
Expected Completion Date of Project	May 2016	
Interim/Update Reports (Dates)	September 2015	

LBED Project Costing Breakdown 2015/2016

Total costing based on:

- **FREE EXPERTISE:** Centre for Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD) will provide and oversee the survey and develop the results free of charge. CRE-MSD has also agreed to provide lunch for the steering committee's three meetings.
- **FREE EXPERTISE:** Occupational Health Clinics for Ontario Workers (OHCOW) will provide an ergonomist to work with us to develop the PDDs free of charge.
- **Steering Committee:** 5 members at 6 days (4 of which will be in conjunction with prov H&S committee meetings for 3 folks which reduces mileage and airfare) (\$ 19,457.32)
- **One 1-Day meeting in 2 regions (Region 3 and Region 1) for store JHSC reps to: receive training to do the online survey and receive information and provide input in the PDD content relative to their store. (\$ 18,244.60)**
- **Printing: \$ 200**

Steering committee: 6 Members for 6 days

Region 1 – one member (Van Zetten) * 4 meetings in conjunction with POJHSC for mileage purposes

Mileage – 798 km at .55 x 2=	\$ 877.80
Parking - \$ 14 x 6=	\$ 84
Meals - \$ 58 x 6=	\$ 348
Accommodation - \$160 x 6=	\$ 960
Wages – \$ 20.67 X 8 X 1.5 X 6	\$ 1,488.24
Total - \$ 3,758.04	

Region 3 – two members (prov H&S committee rep and one Durham warehouse person

Mileage – 280 km at .55 x 6 =	\$ 924
Parking - \$28 x 6=	\$ 168
Meals – \$116 x 6=	\$ 696
Accommodation – \$320 x 6 =	\$ 1,920
Wages – \$34.59 per hour x 16 hours x 6 =	\$3,320.646
Total - \$6,878.64	

Region 7 – one member (Mithrush) *4 meetings in conjunction with POJHSC for airfare purposes

Mileage – N/A	
Parking – N/A	

Meals - \$ 58 x 6= \$ 348
Accommodation - \$160 x 6= \$960
Flight (2 meetings costed)= \$ 600
Wages –\$34.59 per hour x 8 hours x 6 = \$1,660.32
Total - \$ 3,568.32

Unknown Regions: one member from warehouse (either Ottawa or London)

Region 1 or 4 – one member

Mileage – 798 km at .55 x 5= \$2194.
Parking - \$ 14 x 6= \$ 84
Meals - \$ 58 x 6= \$ 348
Accommodation - \$160 x 6= \$ 960
Wages – –\$34.59 per hour x 8 hours x 6 = \$1,660.32
Total - \$ 5,246.32

Subtotal: \$ 19,457.32

One 1-Day training session in 2 regions (Region 3 and Region 1 and 4 from 2 warehouses) for a maximum of 55 people: total
\$ 18,244.60

Wages: 55 days at \$34.59 x 8hr = \$15,219.60
Mileage: 55 people x 100 kms each at .55= \$ 3025
Lunch will be provided by the University of Waterloo

Printing: \$ 200

Total cost: \$ 37,895.92