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# National Joint Health & Safety Committee Meeting Minutes

September 30th, 2009

## In attendance:

### CPC

Gilbert Barrette  
Sanjay Paliwal  
John Polak

### CUPW

Serge Champoux (absent)  
Louise Jarret  
Jean Claude Girard

### Advisors

Jeff Fraser  
Peter Lennon  
Louise Chayer-Ayers (absent)

### Guests

Denise Portugaise	Julian Rochon
Jennifer Huber	Ron Thibert
George Corcoran	Judi Taylor
Mike Farrell	Mark Dandeno
Steve Withers	Carol-Ann Miller
Graham Howse	Darren Macpherson
David Shane	John Ulmer
Bruce McKeigan (HRSDC)	

A brief introduction took place and Mr Bruce McKeigan (HRSDC) explained that he was in attendance to deliver the HRSDC position regarding the CUPW complaint. It was agreed that the minutes of the Urban meeting could also be reflected within the RSMC NJHSC minutes.

## 1. HRSDC Position CUPW complaint more than one Policy Committee

Mr McKeigan informed the group that HRSDC had explored a number of channels in reaching its decision on the CUPW complaint re: more than one policy committee. Mr McKeigan stated that he had met with the CPC Labour Relations department who had provided the argument that there were two collective agreements and therefore two policy committees could be established. The HRSDC position was that this was not supported in law. Section 134.13 CLC states that an organisation can only have more than one policy committee with the agreement of the union. CPC did not have that agreement with CUPW.

Mr McKeigan added that the CPAA, PSAC and Urban Collective agreements all specify development with the policy committees. The RSMC collective agreement does not. He added that the intention was that RSMC employees would be integrated in to the existing structure of the organisation, therefore these were employee arrangements and this supported the argument for one policy committee. Mr McKeigan also drew attention to the existence of one Terms of Reference to cover both committees.

HRSDC had also looked at the RSMC Transition committee to establish whether there were any arrangements that existed at that forum that contained anything of significance. HRSDC had not found anything that supported CPC's position.

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Mr McKeigan summed up the HRSDC position. He stated that HRSDC supported the CUPW complaint that there should be one policy committee for the CUPW bargaining agent. As for the arrangements to follow, Mr Mckeigan stated that it was for the parties to work out among themselves i.e whether the committees stay separate for the remainder of 2009 and merge in 2010 etc. HRSDC were content for the parties to decide collectively what arrangements worked best.

HRSDC added that if voluntary compliance was not achieved the likely course of action would be the issuing of a Direction to that effect. CPC enquired whether HRSDC would be issuing an AVC. HRSDC advised the NJHSC that it did not intend to issue an AVC as it was hoped that the parties could reach some consensus on the way forward.

Mr McKeigan closed the discussion by adding that PSAC and CPAA were unaffected by this decision.

CPC thanked Mr McKeigan for his advice. CPC stated that it needed to caucus opinions internally, discuss with CUPW and consider the next steps.

## **Action:**

1. CPC to caucus opinions and consider its next steps in relation to the HRSDC position.

## **Standing Item**

### **2. Health and Safety Statistics**

It was confirmed that CPC had provided CUPW with copies of the accident statistics weeks 19 - 24 and the consolidated report containing statistics from week 00 to week 18. CPC added that the 'Accident Type' report weeks 00 to 18 would follow.

CPC stated that it considered the deliverable completed.

## **Old NJH&SC Business**

### **3. Oversize Sortation Study**

The NJHSC was provided with an update on the status of the Oversize Sortation Study. It was explained that the Judy Village reports had been finalized and circulated and that CPC were now evaluating the short, medium and long term options. CPC added that its primary focus was to attend to those matters that had the highest return with the least cost. The NJHSC was advised that Stephane Hubert was now project managing this process and that a number of stakeholders were being involved.

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CPC stated that they would be in a position to share the short term measures with CUPW at the December NJHSC and that the longer term measures would be available for consideration during the first half of 2010.

CPC could confirm that the VMPP concerns relating to Pubs and Admail were in the process of being addressed.

The NJHSC was advised that the intellectual property issue had been explored and it had been established that the corporate position was that Judy Village would not be permitted to publish aspects of the Canada Post study.

CPC stated that an e-mail had been sent to Chris Eady to establish tentative availability for a NEPI briefing session. CPC confirmed that it had narrowed down a few dates and would be approaching CUPW for their availability.

Previously the NJHSC co-chairs had expressed their willingness to attend the Vancouver facility to receive the Judy Village presentation / meet the LJHSC. It was confirmed that this appointment was still outstanding. CUPW agreed that the employee co-chair would contact the employer co-chair upon his return.

CUPW enquired whether there had been any progress on the seating option. CPC stated that any arrangements in that area were yet to be determined.

## Action:

1. CPC to share the short term measures with the NJHSC at the December committee meeting.
2. CPC to contact CUPW with tentative dates for the NEPI briefing session
3. CUPW and CPC to attend the Vancouver facility. Employee co-chair to contact the employer co-chair to make the necessary arrangements.

## 4. H&S Committees and Representatives

CPC provided an overview of the latest status regarding Health and Safety Representation. It was stated that CPC required the appointment of Health and Safety Representatives in locations where there were less than 20 employees.

CPC explained that training had been provided in offices where there were only CPAA members.

CPC asked CUPW to provide the details of the offices where it was known that there was no interest in holding an election. Similarly it needed the results of the elections at the earliest opportunity so that training could commence. CPC re-emphasized that the direction had existed

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for 3 years and that Canada Post needed to move forward with training to meet its legal obligations.

CPC requested that CUPW provide the details in the next few weeks to allow the process to begin. CPC advised the NJHSC that if it didn't receive the names, it would proceed with the training of the interim appointed representatives only.

CPC confirmed that while it had received the list of 109 offices from CUPW and 103 offices under APOC, it would require some time to compare and consolidate listings and various versions / formats to confirm the next steps. It was agreed that the action could carry forward.

The NJHSC was advised that CUPW were not in a position to provide a response to the Health and Safety Representatives MOA letter in the absence of the employee co-chair. It was agreed that the action would carry forward until the employee co-chair was in a position to respond. CUPW also agreed to determine whether the issue regarding CUPW members visiting sites to take part in elections had been investigated.

## **Action:**

1. CPC to provide a response to the CUPW list of 109 offices and 103 offices under APOC.
2. CUPW to review the CPC MOA letter to determine whether a formal response is necessary and/or confirm acceptance of letters content.
3. CUPW to provide CPC with a list of offices containing CUPW members where there is no anticipated election (within 2 weeks) and the remaining offices by December 31<sup>st</sup> 2009.
4. CUPW to investigate the claim that CUPW members are visiting sites to take part in elections.

## **Health and Safety Representative Training**

At the previous NJHSC CUPW had expressed concerns relating to the editing and finalization process associated with the Health and Safety Representative training. CUPW had stated that CPC had finalized the document and had made changes that CUPW were unfamiliar with.

CPC provided an update and informed the NJHSC that all the changes made by the parties had been submitted to CUPW for its records. CPC explained that the document was now considered final and that any prudent points from CUPW would be considered in future revisions.

CPC confirmed that Labour Relations had been consulted regarding the component relative to the training material.

The item concluded with no deliverables assigned.

## 5. Needlestick Pilot

The NJHSC was provided with an update to the Needlestick Pilot item. It was also confirmed that CPC had provided CUPW with the pilot findings and the associated documents in both official languages.

At the previous NJHSC CUPW had expressed concern that one of the associated posters suggested that the supervisor should place the needlestick in a biohazard container and that this should be sent to the local hospital. CPC agreed that while there was merit in this approach if there was a needlestick injury, the guidance in a general context was incorrect and that the material would be removed from the poster. The parties enquired whether the poster had been removed from circulation. CPC stated that the poster was a local initiative, had not been circulated and therefore did not need to be withdrawn.

CPC added that there was credible material within the pilot study and that this information would be used to assist with the development of an RFP.

CPC explained that the glove that had emerged from the study as most suitable contained latex that was a known allergen. CPC added that it was currently working with the procurement department to determine whether there was a latex free glove that could be sourced thereby avoiding the RFP process. CPC confirmed that as part of this process it had obtained some sample gloves from suppliers and would be receiving some more shortly.

CPC stated that there was a possibility of extending the Pacific Pilot if a glove could be found that was suitable. The NJHSC agreed that a high incidence of needles in the Vancouver area made it an ideal location for the ongoing study. The NJHSC agreed that if an extension to the Pilot emerged then the process should be known as a Trial rather than a Pilot going forward. CPC confirmed that it would know more by November 2009.

CUPW requested sample gloves for sharing at the CUPW National H &S meeting with its Regional contacts October 24<sup>th</sup> and 25<sup>th</sup>. CPC agreed that if any sample gloves proved worthwhile, they would be provided to CUPW ahead of its regional meeting.

CPC stated that notwithstanding the ongoing developments it would still appreciate the CUPW feedback to the pilot documents. CUPW agreed.

The NJHSC agreed that once a new glove was selected, the feedback to the glove pilot would be considered in the review of the CMS.

### Action:

1. CPC to provide CUPW with sample gloves if deemed appropriate for sharing at the Oct 24<sup>th</sup> and 25<sup>th</sup> Regional meeting.
2. CPC to consider the viability of extending the pilot into a trial. CPC to provide feedback to the NJHSC.

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3. CUPW to provide feedback to the report prior to the review of the CMS.
4. CPC to develop a RFP for the selection of a new needle resistant glove.

## 6. MMHE Equipment Issues

### Facilitator / Training

At the previous meeting CUPW requested that CPC consider the wording on page 16 of the training material and the explicit references to criminal law sanctions. CPC had provided CUPW with suggested revised wording but CUPW had expressed concerns that the revisions implied that the employer and employee were equal in terms of health and safety responsibilities.

CUPW had previously cited CLC Regulation 124.1 that stated *'it is the employer that has the responsibility not the employee.'* CUPW had also cited CLC Regulation 126.1 that cited the duties of employees. CUPW added that it was clear that all parties had a role to play in ensuring employee safety but that the wording suggested that the responsibility was equal.

CPC had acknowledged CUPW concerns and had suggested that the wording be revised to state *'the employer and employees all have a role to play in ensuring health and safety'*. CUPW agreed to the wording of the revision and requested that the changes be made.

It was confirmed that CPC had made the changes and had resubmitted the revised material to CUPW for its records. CUPW informed the NJHSC however that it was unhappy with the wording of the final paragraph. CPC stated that it had made the changes as requested by CUPW and that the material was now in print. CPC stated that it would note the disagreement but emphasised that it was moving ahead with the training.

Item considered closed.

### Equipment

At a previous NJHSC CUPW had expressed some concerns regarding the absence of a window for the LF9 and the presence of the interlocked seatbelt on new trial equipment.

The NJHSC was informed that a meeting to discuss these concerns was yet to convene. The NJHSC agreed that the parties should meet as soon as possible and that the findings of that meeting should be brought back to the NJHSC for its consideration.

### Action:

1. CPC to make arrangements to convene a separate equipment meeting. Findings to be discussed at the next NJHSC.

## **7. Evacuation Plans / Drills**

The NJHSC was informed that CPC were in the process of finding a supplier for the provision of Emergency Evacuation Plans. CPC gave a commitment to provide the details to the NJHSC upon confirmation.

### **Action:**

1. CPC to provide the provider details to the NJHSC upon confirmation.

## **8. Defibrillators**

At the previous NJHSC CUPW had expressed concerns regarding data retention and the CPC requirement that it would keep a 'record of use' for 2 years.

CPC could confirm that it had investigated the concerns and had established that as the defibrillator was to be rendered by a First Aider then the Regulations did require that CPC keep the records for the two year period. CPC also confirmed that it had made the necessary changes to accommodate the inclusion of a signature field on the 'After Use Check List'.

CPC informed the NJHSC that defibrillators were currently in Gateway, South Central and Leo Blanchette and that an additional unit had been sent to a location where it was known that an individual had a known heart problem. CPC added that defibrillators were not currently available the Ottawa Plant. Nonetheless it was stated that Winnipeg and Vancouver could be considered for units as the process unfolded.

The parties agreed that the item could be considered closed.

**Item considered closed.**

## **9. Dog Bite Prevention**

The NJHSC was advised that CPC had provided CUPW with an electronic copy of the A62 case dog sticker. CPC could not however provide a physical copy for sharing at this time.

CPC confirmed that the NJHSC dog bite prevention video had been edited and that copies in both official languages had been made available to CUPW for its records.

At the previous NJHSC CUPW had raised concerns regarding the contents of the material safety data sheets (MSDS) obtained in relation to the SABRE dog spray. Specifically the concerns had centered on a statement that suggested that users should be careful if they wore contact lenses or suffered from respiratory ailments.

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CPC responded to those concerns by informing the NJHSC that the material safety data sheet had been reviewed in light of the concerns being raised. CPC confirmed that the nature of the substance would cause a reaction if sprayed in to the eyes as this feature was what made it an effective tool against dangerous dogs. CPC stated that as a precautionary measure contact lens wearing employees should remove their lenses if the spray was used.

It was also stated that if an employee suffered from a respiratory condition or had a sensitivity to the material then the employee should exercise discretion in the choice of whether to use the product or not. It was explained that use of the product was discretionary and allowed employees to weigh up the risks of a dog bite against the risk of a reaction to the substance.

The NJHSC enquired whether there were plans for any training around the use of the product. CPC explained that a review had taken place of what had been provided to date and it had been established that the MSDS had been circulated previously. CPC could also confirm that in September 2008 Supervisors had been asked to brief employees on CMS: 1202:05 Impediments to Delivery Section 4.3. CPC had therefore established that there was no need for additional training at this time.

CUPW stated that it would review the section of the CMS and get back to CPC if it had any further concerns.

It was agreed that the item was considered closed.

## 10. LJH&SC Terms of Reference

It was confirmed that CPC had updated the LJHSC spreadsheets from the information gathered from the field and that the spreadsheet details had been used for the dissemination of H1N1 materials nationwide. CPC had not received any negative reports from the regions and it was now intended that the spreadsheets would be used for the circulation of the LJHSC Terms of Reference.

CUPW advised the NJHSC that it had accessed the CPC Workplace Safety and Health Intrapost site and had been surprised with the quantity and depth of the material therein. CUPW suggested that CPC should ensure that LJHSC's know that a link exists to the website.

CUPW highlighted a database on the WSH Intrapost site that records items that have been discussed at historical NJHSC committees. CUPW expressed concern however that the data had not been updated for a number of years. CUPW enquired whether CPC could look in to updating the archive as it could prove useful for information retrieval. CPC agreed to consider the merit of the request.

### Action:

1. CPC to ensure that LJHSC TOR copies (Fr and En) are made available to each LJHSC.
2. CPC to consider issuing the LJHSC members with a link to the WSH site.

3. CPC to consider the merits of updating the WSH Intrapost information archive.

## **11. Non-Motorized Material Handling Equipment**

CUPW had previously expressed concerns where it was stated that CPC were asking that employees use Ergolifts to transfer material.

CPC confirmed that it had entered in to dialogue with CUPW about a specific case in Halifax shortly after the NJHSC but had nonetheless made general enquiries with Steve Jackson – Plants Safety Manager Workplace Safety.

CPC confirmed that Ergolifts could be used for the transfer of material over short distances but that common sense must apply. CPC stated that each assessment of what was appropriate would depend upon local factors such as the individual location and the nature of the facility. CPC added that what might be appropriate for Leo Blanchette might not be appropriate for another smaller facility.

The NJHSC discussed the Halifax case in more detail. It was explained that the concern had arisen around the use of the Ergolift over distances of 30 ft in areas with lots of congestion. CUPW explained that it believed that the issue had been previously resolved but that it had been raised once again. CPC enquired whether the matter had been discussed at the LJHSC. CUPW could not confirm that the matter had been discussed at the local forum.

The NJHSC agreed that the item should be discharged back to the LJHSC and that if it remained unresolved, it should then be escalated to Regional Consultation and then to the NJHSC.

**Item discharged to the LJHSC.**

**Item closed.**

## **12. Appendix DD**

CUPW had previously raised concerns regarding the Train the Trainer sessions in Mississauga and the difficulties being encountered by employees in being reimbursed for incurred expenses.

CPC advised the NJHSC that it had investigated the concerns and could confirm that the matter had been resolved locally.

It was agreed that the matter was considered closed.

## 13. Accident Prevention

### Slips Trips Falls Campaign

CUPW informed the NJHSC that it had not reviewed the 2008/9 Slips Trips and Fall Campaign material but that it would do so and would provide feedback back to CPC.

CPC provided the NJHSC with a copy of the presentation for the 2009/10 Slips Trips and Falls Program. CPC explained that the intention for 2009/10 was that there would be no mass mail out but that there would be an e-kit provided to supervisors. CPC confirmed that this material would also be shared with CUPW.

It was explained that for Hazard Identification and Snow Removal, CPC had met with its Real Estate counterparts and had discussed the provisions for daily inspections and snow removal at CPC facilities. CPC added that during the previous winter, Quebec and the Maritimes had had the biggest snowfall issues and that the good practice developed there would be followed in other provinces.

CPC added that it was imperative that letter carriers ensure that inspections and audits take place in depots so that hazards can be identified and appropriately addressed.

The NJHSC was advised that interim measures would be introduced where there were known seasonal hazards. An example was provided in Dover Calgary, where it was explained that 500 points of call would be temporarily transferred to CMB's until April 2010. CUPW enquired whether the changes in Dover affected the route values. CPC confirmed that as the change was a seasonal variation there was no impact on the values.

The NJHSC agreed that snow removal at facilities should feature as a Standing Agenda item on all relevant LJHSC minutes.

CPC informed the NJHSC that it was developing two posters (En and Fr) for display within the depots and once finalized would be sharing them with CUPW. It was explained that one poster was for letter carriers and the other was for mail service couriers.

CPC added that providing feedback to the 2008/9 campaign was now a moot point and that it would be preferable if CUPW considered the components of both campaigns when formulating its response.

CPC explained that it also intended to share the logistics around an upgrade to the anti slip strip on step vans. It was explained that the plan was to make the changes nationally to the front nosing of the step.

### Action:

1. CPC to share the 2009/10 Slips Trips and Falls material (including posters) with CUPW for its consideration and feedback.

2. CPC to share the logistics around the Anti Slip Strip upgrade to CUPW.

#### **14. Specimen Mailings**

The NJHSC was provided with an example of a robust coated envelope to be used for the processing of specimen samples through the mail stream. CPC also stated that it had provided CUPW with the associated updated artwork for its records.

A brief chronology of events was provided where the rationale for the changes was explained.

CPC confirmed that the trials of the new envelope both in Ottawa and Toronto South Central had proven positive.

The NJHSC was informed that the envelope would now be accepted by the Ministry and that CPC would be sharing these changes with other provincial jurisdictions after the postal guide had been updated. CPC added that the current mail kit would expire February 2010 and that the new envelope and kit would then prevail.

Following on from a previously raised concern CPC had investigated and could confirm that nitrile gloves existed in the plants via the maintenance departments.

#### **Action:**

1. CPC to share the changes with other provincial jurisdictions after the postal guide has been updated.

#### **15. Easy Sort Pointer (CUPW 09.03.03) / Ring Scanners**

It was explained that the RFP for the Ring Scanner had concluded and that the contract to supply had been awarded to a U.K based company. CPC added that while it was not required to translate third party documents (technical specification sheet) it had approached the supplier to determine whether translated documents could be obtained at source. CPC to provide the document if received.

It was agreed that this item could be considered closed.

#### **Action:**

1. CPC to provide the technical specification sheet for the successful model (Fr).

## 16. Windsor PDT (CUPW 09.03.04)

CPC confirmed that it had provided confirmation in writing that the Windsor PDT issues had been investigated and resolved.

The parties agreed that the item could be considered closed.

## 17. Violence in the Workplace (CPC 09.05.02)

CPC provided the NJHSC with an overview of the Training Action Plan for Violence in the Workplace. It was explained that in the original plan, the timeframe for consultation on this element was Jan / Feb 2010. CPC had since decided however, that rather than wait it should bring the consultation around the training modules forward. The plan remains to start delivering the training September 2010.

CPC gave a commitment to provide CUPW with the draft training modules with the provisional table of contents. It was explained that the material would include an overview of what Violence in the Workplace was, specific measures that could be taken and the various topics for consideration.

CPC explained that it had entered into dialogue with the Canadian Centre for Occupational Health and Safety (CCOHS) and Purolator to understand industry best practice. CPC added that if upon review CUPW felt that CPC were missing any elements then they would be very happy to consider these as part of the consultative process.

CPC drew the attention of the NJHSC to the September 17<sup>th</sup> Violence Consultation meeting with CUPW. CPC explained that it needed feedback from that meeting on the policy to move that matter forward. CPC added that the NJHSC was the forum to discuss safety and that side issues had no place at the NJHSC forum. The parties agreed that mutual respect is central to progressive improvement.

CPC stated that as it was looking at the policy it would really appreciate CUPW feedback so that comments and views could be duly considered. It was stated that if the CUPW input was not received then CPC would have to move forward.

CUPW informed the NJHSC that it was having a Regional Conference October 24<sup>th</sup> and 25<sup>th</sup> and that the policy, the suggested training modules and provisional table of content would be heard there in front of its regional members. CUPW suggested that the NJHSC should convene after the Regional Meeting so that the violence matter could be resolved and input on the table of content could be given. CPC confirmed its willingness to meet. It was agreed that CPC would approach CUPW to establish some tentative dates.

CUPW stated that notwithstanding the prior discussion the CUPW position was that training should be part of Appendix DD. CPC acknowledged the CUPW statement but confirmed that any discussion around Appendix DD was for a Labour Relations forum and not for the NJHSC.

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CPC confirmed that it would provide CUPW with the provisional table of content and suggested module headings of the training material by the end of the week.

## Action:

1. CPC to provide CUPW with the draft content of the training modules.
2. CUPW to discuss the policy and training materials with its regional counterparts October 24<sup>th</sup> and 25<sup>th</sup>
3. CUPW to provide feedback to the policy and training material.
4. CPC to approach CUPW with tentative dates for the meeting.

## 18. H1N1 Virus (CPC 09.05.03)

It was confirmed that separate H1N1 meetings had occurred outside of the NJHSC to address non H&S related issues. It was agreed that the national unions had been involved in the consultations so far and had received material circulated on a national basis.

CPC explained that the venue for discussions around arrangements for sickness and pay was not at the NJHSC. The parties agreed.

It was agreed that this item could be considered closed.

## 19. URS Update (CPC 09.05.06)

It was explained that CPC had provided a progress report at the last NJHSC. CPC added that it was currently attempting to close as many identified items as possible and that quarterly progress reviews were now being created. It was agreed that the Quarterly reviews would be shared with CUPW as they are generated but that the item could be considered closed from the NJHSC committees business. CPC nonetheless requested the provision of CUPW feedback to the URS audit which remains as an outstanding item.

## Action:

1. CUPW to provide its position on the audit program.

## 20. Corporate Driver Rules (CPC 09.05.08)

The NJHSC considered the context of the driver safety rules. CPC explained that the rules were there not to apportion blame or to lead to disciplinary measures but to promote safe working.

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Notwithstanding this and as per the action, CPC confirmed that the sensitization period was 1 month.

CPC added that its goal was to ensure that employees follow the rules to protect everyone's safety. CPC added that it had now started with letter carriers and would follow with the plants.

It was agreed that the item could be considered closed.

## **21. Panic Buttons (CUPW 09.05.09)**

CPC explained that it needed some clarity from CUPW regarding its expectations around the provision and use of Panic Buttons. CPC needed to know whether CUPW wished to have access to devices that were suitable for people working alone or devices that were accessible for people with pre-existing conditions.

CUPW agreed to take the matter away and to discuss with the employee co-chair to scope out the issue and to move the matter forward. CUPW to provide an update to the NJHSC.

### **Action:**

1. CUPW to discuss with the employee co-chair and to provide an update to the NJHSC.

## **22. Regional Consultation (CUPW 09.05.10)**

CPC confirmed that it receives Regional Consultation minutes via Labour Relations and will forward relevant minutes as and when received. CPC added however that if CUPW had any known concerns of unresolved business from the regions then it would like to know.

The parties discussed the requirement to circulate Regional Consultation minutes and it was agreed that there was some uncertainty whether the collective agreement required circulation to the NJHSC.

CUPW added that notwithstanding the requirements within the collective agreement it was recognised that effective Regional Consultation would assist the business of the NJHSC. The CUPW members suggested that if the NJHSC members could be added to the circulation list then this would eliminate the need for individual minutes to be brought to the NJHSC. CPC agreed to consider this request.

CPC stated that it felt that the most effective approach would be that if items remain unresolved from Regional Consultation, then they should be raised at the NJHSC, but by exception.

### **Action:**

1. CPC to consider the request to add the NJHSC members to the Regional Consultation circulation list.

**23. Passive Radio Frequency Identification Device RFID (CPC 09.07.02)**

The NJHSC was advised that the subject matter expert had visited the Ottawa facility. It was also confirmed that the communication plan and presentations had been shared with CUPW.

The parties agreed that the item could be considered closed.

Item closed.

**24. Effectiveness of the LJHSC's (CPC 09.07.03)**

At the previous NJHSC CUPW had raised some concerns regarding outstanding issues at LJHSC's. CUPW had cited two specific concerns arising out of London and GTA. CUPW had been tasked to provide details on the concerns. It was established at the NJHSC that CUPW did not have anything to share on this subject.

The parties agreed that subject to any further details emerging the item would be considered closed.

Item considered closed.

**25. Manual Material Handling Safety Talk and Observation Sheet (CPC 09.07.04)**

CPC had previously provided an overview of manual material handling safety talks and observations as developed in the regions. It was explained that the materials provided supervisors with the appropriate tools to identify incorrect lifting and to critically review how manual handling principles were being applied. CPC confirmed that the materials would be ultimately posted on the CPC Intrapost. CPC gave a commitment to provide to CUPW for its information.

It was confirmed that when the Regional material was developed for a national program it would be shared with CUPW. Action to be carried forward.

**Action:**

1. CPC to provide copies of the materials when available to CUPW.

**26. Computer Safety Training (CUPW 09.07.05)**

At the previous NJHSC CUPW had expressed concern regarding the provision of computer based training to an employee declared sick.

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CUPW had stated that if the employee had a note stating that they were sick then they should refrain from work and should not be approached to return to work to conduct training.

CPC had responded stating that if an employee was capable of doing alternative work / modified duties then the employer was within their rights to request that the employee return to work. CPC added that WCB had supported this position previously when it had been shown that the modified duty was 'productive work'. It had been shown that training satisfied the 'productive work' test.

CPC had investigated the circumstances around this case and could confirm that periodically employees were in receipt of additional awareness materials following workplace incidents. CPC explained that this was 'off the shelf' generic material and was not developed by Canada Post.

CPC could confirm that it was going through the process of developing an online portal for generic awareness material that could be accessed by relevant employees identified as requiring additional safety awareness. It was explained that once access was established the details would be shared with CUPW. It was suggested that a separate meeting could then be convened to discuss the material with CUPW. The NJHSC agreed to this suggestion.

CUPW enquired whether the material would amount to self directed training. CPC informed the group that this was not its intention. The material would typically show a scenario such as a wet spot on a floor and then pose questions around the scenario to the employee.

CPC confirmed that the material would be provided to employees while at work and that it might feature as part of a return to work plan for employees returning from illness or injury. CPC added that employee awareness was central to this process.

It was confirmed that the 'productive test' requirement from the previous meeting would be carried forward to the next NJHSC.

## Action:

1. CPC to provide a link to the online safety awareness materials once established. CPC / CUPW to convene a meeting to discuss content thereafter if required.
2. CUPW to investigate the 'productive work' test relative to receipt of training.

## 27. Shortage of C31 Carts (CUPW 09.07.06)

CPC had previously confirmed that the supplier of the C31 (Bakers Rack) was no longer in business and that an alternative supplier was being sourced.

It was agreed that the action could carry forward.

**Action:**

1. CPC to provide an update to CUPW on the status of an alternative C31 supplier.

**28. Stoppers for CMB (CUPW 09.07.07)**

CUPW had previously expressed concerns that employees were suffering hand and head injuries when CMB door panels were inadvertently closing on employees. CUPW had enquired whether it was possible to obtain a 'stopper' to prevent the panel unexpectedly closing.

The NJHSC was provided with an example of the first generation CMB stopper for its consideration. CPC gave a commitment to establish whether information currently exists indicating how local operations can procure these items.

CPC explained however that new CMB's had been fitted with weather stripping and that the effectiveness of the first generation stopper was compromised by this upgrade. CUPW enquired whether CPC intended to retrofit second generation stoppers where the need existed. CPC agreed to investigate the position and provide feedback to the NJHSC.

**Action:**

1. CPC to investigate the availability of stoppers and the ordering process.
2. CPC to establish whether CMB's will be retrofitted with the second generation stopper.

**29. Dangerous Goods in the Mail via FEDEX (CUPW 09.07.08)**

CUPW previously expressed concern regarding a case in Edmonton where suspected Dangerous Goods were intercepted in the mail. The shipment had involved the movement of a Developer Solution, Lithium and Paint Degreaser.

The NJHSC was provided with an update and the following handouts 'FedEx Ground Prohibited Hazardous Materials', CPC Goods Acceptance Criteria, T2 Developer and its associated Material Safety Data Sheet.

It was explained that FedEx accepts 'category 1.4 goods' whereas CPC does not. CPC added while FedEx accepts certain items deemed unsuitable for Canada Post it also intercepts and withholds items that do not meet the CPC Acceptance criteria.

It was explained that while the Edmonton employee was correct to raise concerns, the T2 Developer was a Fixing solution and was not in fact Dangerous Goods under the Regulations.

CUPW suggested that some awareness training was perhaps needed especially within the parcel hubs so that employees know what is acceptable / unacceptable and what to do with

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such materials if they were encountered in the mail. CPC agreed to consider the request and the possible next steps.

The NJHSC discussed the viability of discussing the Acceptance Criteria at LJHSC meetings. CPC added that there was a CMS around this subject and that this too could be discussed at the LJHSC meetings.

## Action:

1. CPC to consider the awareness training request.
2. The NJHSC to consider distribution of the Acceptance Criteria and CMS through the LJHSC forums.

## 30. Food Prepared by Employees (CUPW 09.07.09)

At the previous NJHSC CUPW had raised concerns regarding the preparation of food items by employees at various sites. This included a reference made in the Postal Pulse publication re: pancake breakfasts.

CPC confirmed that it had approached Occupational Health for a view. CPC had established that a common sense view to the management of food risks was considered the most appropriate approach. It was explained that there was a tradition of food preparation on both the employer and employee sides and it was not for the policy committee to thwart such practices.

The NJHSC agreed that employees have the discretion to choose whether or not to consume food prepared by other employees. It was agreed that the NJHSC would not take away employee discretion to prepare or consume employee prepared food products.

The NJHSC agreed that the item could be considered closed.

Item considered closed.

## 31. Letter Carrier Cart Training (CUPW 09.07.10)

CUPW confirmed that it had investigated the concerns expressed regarding the letter carrier cart training and the methods being suggested re: training being conducted outdoors / at the Ottawa mail processing plant.

CPC informed the NJHSC that it would be coming back to CUPW with a new letter carrier cart training package. It was explained that there would be some practical training conducted outdoors in conjunction with current internal training. CPC added that the content was currently being developed.

CPC explained that it was striving to do a better job around this process and intended to be clearer on practical application issues such as pushing vs pulling and when and when not to provide the training package. CPC agreed to obtain a copy of the latest report and to provide to CUPW.

It was acknowledged that on May 27<sup>th</sup> 2009, CPC had provided CUPW with a proposal for the health and safety aspect of the training and that this material needed to be reviewed. The parties agreed.

**Action:**

1. CPC to provide a copy of the latest report to CUPW.
2. CPC and CUPW to review the safety element of the material as submitted May 27<sup>th</sup> 2009

**32. 2008 Corporate Social Responsibility Report (CUPW 09.07.12)**

It was confirmed that CPC had provided CUPW with a copy of the Anti Fatigue Matting report that detailed both the locations for roll out and the associated costs of the entire project.

Item considered closed.

**33. Accident Investigation Enquiries (CUPW 09.07.13)**

At the previous NJHSC CUPW had drawn the attention of the NJHSC to a claim that had been made in the regions from a safety officer that the above accident investigation material had received national approval. CUPW stated that this was incorrect.

CPC could confirm that it had investigated the claim and had established that the local safety officer had referred to an accident investigation clipboard that had been consulted at the NJHSC but had not obtained NJHSC 'approval'. The ambiguity had been resolved.

Item considered closed.

**New NJH&SC Business**

**34. Emergency Stop Recall (CPC 09.09.01)**

CPC informed the NJHSC of potential safety concerns that had arisen regarding the use of Guard Master Lifeline 4 Cable Pull Switch emergency stops within CPC facilities. It was

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explained that CPC had received notification the previous week and that since that time technical services had been directed to review the emergency stops in existence. CPC provided CUPW with the Rockwell Automation Product Advisory and the Engineering and Technology 2009-09-29 handouts for their records.

The NJHSC was advised that if products (with the identified serial numbers) were found to not be working properly then the equipment would be shut down immediately. It was confirmed that Technical Services are tracking the testing and the results to ensure that all units are verified.

CPC stated that if CUPW had any further questions it would ensure that they were directed to Steve Jackson Manager Plants Workplace Safety and Health.

### **35. Cold Water on Hot Days (CUPW 09.09.02)**

CUPW raised a query out of GTA and sought clarity whether there existed a national agreement for the provision of cold water to employees on hot days. CPC could confirm that no such agreement existed.

The item concluded with no deliverables assigned.

### **36. Seat Belt Update (CPC 09.09.03)**

The NJHSC was provided with a presentation on the Step Van Seat Belt Upgrade Program. CPC explained that it had embarked upon a strategy to improve the seat belt design to enhance employee safety.

It was explained that the fleet was becoming progressively older and that there were currently 225 Step Van vehicles in circulation. CPC added that a third party company had been engaged to enhance the seat belt provision from a lap belt design to a one piece harness.

It was explained that a post had been welded to the seat base and that this provided the opportunity to add a mounting point for a one piece, orange seat belt harness. CPC added that as the seat moved forward and backwards the seat belt mount moved in concert with the seat. This would effectively eliminate all lap belts from the fleet.

The NJHSC was provided with a breakdown of the locations where the upgrades had taken place. It was explained that the upgrade process had so far been quick and had taken place in conjunction with a communication plan. This had included the provision of a SBN to sites where vehicles were located. The NJHSC was informed that the program should be completed by the end of November 2009.

CPC gave a commitment to provide program completion reports to the NJHSC.

## Action:

1. CPC to provide program completion reports to the NJHSC.

## 37. Certificate to Use CTU Briefing (CPC 09.09.04)

The NJHSC was provided with a presentation (Certificate to Use (CTU) Briefing – NJHSC Carol Miller, Steve Withers Lean Sigma Centre September 30<sup>th</sup> 2009).

It was explained that CTU was a reaction to Bill C45 Section 217.1 of the Criminal Code. The purpose of the process was to ensure that equipment was safe to use and that documentation existed to demonstrate due diligence. It was explained that documentation included the completion of checklists and signatures from key personnel at relevant stages of the process.

The NJHSC was informed that the CTU process did not apply to changes made within Real Estate. It was explained that people (engineers in the field etc) submit a file to CTU Facilitators, the file is then logged and distributed to the relevant Functional Authorities e.g Mechanical and Electrical engineers. At the next stage it was explained that the Field Champions are then told whether they can or cannot proceed. The File is then documented and retained.

CPC explained that the number of CTU's had stayed reasonably stable over the last two years with approximately 17 new CTU requests each month with 80-90 files at a time being managed. It was confirmed that 465 CTU's had been reviewed and/or processed to date. It was explained that the top 3 were Powered Conveyors, Standard Equipment and National Lettermail Equipment.

To demonstrate the CTU process in more detail the NJHSC was provided with a practical overview of the Vancouver pilot process for a conveyor. Within the detail it was explained that the relevant minutes of the LJHSC or NJHSC are attached to the file. CPC explained that even where equipment is moved within a location the same process is applied. The NJHSC was informed that the Vancouver case was an ideal example of positive communication and co-operation between the union and management.

CUPW drew the attention of the NJHSC to page 7 of the presentation and sought clarity as to why CPC would initiate a new CTU at the conclusion of an existing CTU. CPC explained that the objective of a new CTU was to ensure that no other changes had occurred, such as changes to layouts around equipment during the pilot CTU. CPC added that despite the issuing of a new CTU the process did not go back to the beginning of the process.

## Action:

1. CPC to provide electronic copies of the presentation to CUPW for its records.

## 38. Cold Weather Guidelines (CPC 09.09.05)

The NJHSC was informed that last winter (08/09) CPC had approached CUPW for feedback to the Cold Weather Guidelines. CUPW had provided its feedback.

CPC explained that it had since revised the document and had highlighted where changes had been made. The NJHSC was provided with copies of the Cold Weather CMS documents for its reference during the discussion.

CPC explained that it had revised the material to include changes to Roles and Responsibilities and the inclusion of 4 new safety talks. CPC added that it had provided a response to the CUPW suggested edits including the rationale for inclusion / exclusion from the document.

CPC provided an overview of some of the key features including the weather checklist and how it related to operational cold weather. It was explained that when temperatures fell to - 40c or colder then special consideration should be given to risk assessment and the control measures to be adopted.

CPC stated that it was important to educate employees on the risks associated with the cold and the signs of over exposure, while providing them the latitude to respond to cold temperatures on a case by case, location by location basis.

CPC explained that its intention was to roll out the guidelines during mid October and to align them with the Slips Trips and Falls Prevention Program.

CUPW stated that it would review the material and provide comments if it had any, to CPC.

### Action:

1. CUPW to review the material and provide any further comments to CPC.

## 39. Bomb Threat - St Johns (CUPW 09.09.06)

CUPW expressed concern regarding reports that it had received in relation to a Bomb Threat that had taken place in St Johns. CUPW explained that a CUPW Newfoundland Bulletin suggested that evacuation had not taken place in accordance with the relevant protocols.

CPC could not comment on the particulars of the case but could confirm that a CMS existed for Emergency Evacuation. CPC gave a commitment to investigate and respond to CUPW. CUPW stated that if CPC could establish that there were appropriate procedures in place and that they had been followed CUPW would respond directly to the local CUPW.

### Action:

1. CPC to investigate the particulars and provide the findings to CUPW.

**40. Atlantic Medical Authority Form (CUPW 09.09.07)**

CUPW drew the attention of the NJHSC to concerns that it had regarding a medical authority form that had emerged out of the Atlantic Region. CUPW provided the NJHSC with a copy of the form concerned.

It was confirmed that this item had been discussed at the RSMC NJHSC and that the particulars and resulting actions would be captured there.

Item closed from the Urban NJHSC.

**41. KMPP Concerns (CUPW 09.09.08)**

CUPW handed over a copy of a communiqué from CUPW member Wayne Mundy that expressed concern with the handling of a suspicious item at the KMPP. It was claimed that the relevant procedures for handling suspicious items were not followed.

CPC gave a commitment to investigate and report back to the NJHSC.

**Action:**

1. CPC to investigate and provide feedback to the NJHSC.

**PT Item Update**

**42. Postal Transformation Update (CPC 09.09.09)**

**Transferred to PT NJHSC for further consultation**

It was agreed that the Postal Transformation team could utilize the last portion of the meeting to discuss some recent developments.

**LFT**

A discussion followed regarding changes made to the LFT following observations made within the pilot study. It was explained that changes had been made to the signage and markings on the sides and flaps. CPC added that the proximity of the hole to the escort card had also been reviewed and modified.

The NJHSC was informed that two of the biggest changes were that operators could now operate the lid easily in either configuration and that the lid was now much easier to lift off.

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CPC added that one of the principle concerns expressed within the pilot was that the lids could fall off. CPC had conducted tests following the upgrade and could confirm that lids had remained in place on containers that were dropped from heights of up to 1.6m.

CPC also explained that the geometry of the design had changed as had the construction material. The LFT was now constructed from polypropylene.

It was explained that if the LFT was positioned incorrectly it would affect the stacking capability causing the stack to tip from the bottom. It was explained that this design change would by default, prevent incorrect tall stacking.

The NJHSC was advised that the LFT would be tested week commencing November 2<sup>nd</sup> 2009 in Vancouver. CUPW requested that the Postal Transformation representatives return and demonstrate the LFT and IDC cart at the October 7<sup>th</sup> PT NJHSC when it was anticipated that the employee co-chair would be available. CPC agreed.

## **IDC Cart**

The NJHSC was provided with an overview of measures taken to address the IDC cart concerns. CPC explained that pilot trials of the modified equipment were planned for the first week of November with a show and tell at the October 7<sup>th</sup> PT NJHSC.

CPC explained that as far as it was concerned the modifications made to the equipment now rendered it safe for use, albeit it recognized that there should still be further testing. CPC stated that it felt that further emphasis should now be placed on how to use the equipment safely.

CPC informed the NJHSC that it would like to conduct some further testing with CUPW later in the Fall to see how the equipment performs in the rain / snow. CPC were open to any suggested locations that suit CUPW.

## **PDA**

PT provided a cd showing a full list of preliminary PDA's, all of which were to be completed by the middle of October 2009.

## **DC Cart**

CPC explained that the Depot Cart was almost ready for roll out. It was stated that all of the identified safety issues had been addressed. Concerns identified in the testing and pilot that centered on pushing / pulling, incorrect loading / unloading etc had led to the acknowledgement that CPC needed to provide the right equipment and that employees should be provided with sufficient awareness in order to use the equipment correctly.

CUPW handed over pictures showing incorrect use of the cart. CPC acknowledged receipt of the pictures but emphasized the importance of not waiting for the NJHSC to share such concerns. It was stated that if CPC receives concerns early then they can be dealt with promptly.

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## Action: To be transferred to PT NJHSC for further consultation

1. CPC to provide a show and tell at the October 7<sup>th</sup> PT NJHSC.
2. CPC / CUPW to discuss dates and locations for late Fall testing of the IDC cart.

The meeting was adjourned. The next NJH&SC is scheduled for 9am – 3pm December 9th 2009 Boardroom N0080D.

## Meetings Conducted 2009

March 4 <sup>th</sup> (√)	May 15 <sup>th</sup> (√)	July 22 <sup>nd</sup> (√)	Sept 30 <sup>th</sup> (√)	Dec 9 <sup>th</sup> ( )
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