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National Joint Health & Safety Committee Meeting Minutes July 06th 2010

In attendance:

CPC

Laurie Ryan

Marsha Creary (via teleconference)
Andrea Martin

Advisor(s):

Jeff Fraser
Rick Leger

UPCE / PSAC

Janet May (Absent due to urgent
family matters)
Cindie Smith
Sharon Tieman

Guest Speakers

The PSAC NJHSC Committee welcomes Sharon Tieman as our newest member.

Old Business

1. Review and Approval of the May 25th 2010 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the May 25th 2010 minutes and that the minutes were considered final.

2. Evacuation Procedures (Item# 06-06-F)

CPC advised that only preliminary information has been received to date and that they will advise the committee as soon as substantial updates are received possibly late summer 2010

Action:

2.1 CPC will provide further updates at future meetings.



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3. Bullying in the Workplace (Item# 09-03-5)

Canada Post and the PSAC have agreed to raise the focus on Workplace Conflict and Human Rights through the Appendix S requirements of the collective agreement by establishing an approach to complete the agreed upon training on this important element of workplace respect.

CPC advised that there are committees / workgroups outside of the NJHSC that are focused on this topic. As a starting point CPC will get more detail as to the current status of the proposed training and provide detail to the NJHSC committee. Afterwards, in order to avoid duplication, follow up should be done directly with the appropriate committees / groups as opposed to the NJHSC.

Action:

3.1 CPC to provide updates to the NJHSC when received.

4. Audits (Item# 09-03-8)

In May 2010 CPC provided PSAC with the first quarter (2010) 3rd party WSH overall corporate status results. PSAC is requesting a more detailed breakdown as they received for the 4th quarter of 2009. CPC advised they will compare the 2009 Q4 report to the 2010 Q1 report and will advise if further breakdown can be provided.

CPC advised PSAC that a more detailed breakdown could not be provided for Q1 as the overall variance from Q4 was not significant enough to be accurately represented on the bar and pie charts

Action:

4.1 CPC will continue providing quarterly updates to the committee.

National Joint Health & Safety Committee Meeting Minutes July 06th 2010

5. Safety Talks (Item# 10-5-25) previously part of (Item# 09-03-8)

CPC advised that the process of delivering safety talks started June 21st in the Access HR Contact center with more areas to follow suit in Aug / Sep of this year. PSAC advised that the safety talks had not yet started in the Vancouver area and raised concern that possibly not all groups of PSAC employees will be involved in the safety talk process.

It was discussed that the “importance and benefits of taking allotted breaks” may be best addressed by making it part of a Contact Magazine wellness article.

Action:

- 5.1 CPC to ensure that local Managers are aware of the safety talks and the way they are to be delivered.
- 5.2 PSAC to provide a breakdown list of employees according to function groups to help assist CPC in ensuring all PSAC employees are involved in the safety talks

6. Violence in the Workplace (CPC 09.05.05)

CPC advised that the training components are still being developed and will advise the committee when there are updates.

Action:

- 6.1 Updates are to be provided to the NJHSC Committee as received

7. Retrieval of Vehicles (10-5-25) – Previously part of (CPC 09.05.05)

CPC reassured PSAC that employees would not be penalized for requesting “not ready” / “make busy” time to move vehicles when approved by supervisors. Employees needing time to move their vehicles must ensure they advise their supervisor beforehand

Item Closed

National Joint Health & Safety Committee Meeting Minutes July 06th 2010

8. Yearly awareness sessions aimed at issues beyond the workplace (10-5-25) - Previously part of (CPC 09.05.05)

CPC advised that the sessions are available to everyone however as mentioned in a previous email Security will attempt to advise Rick in advance so Rick can provide Janet with a heads up so she can help promote the sessions amongst employees. CPC also asked PSAC if they could provide a site listing where they felt there may be specific problems.

Action:

- 8.1 CPC to advise PSAC where possible as to upcoming training sessions
- 8.2 PSAC to provide CPC with a listing of sites that may have beyond the workplace security issues

9. Accident Investigation Process (PSAC 09.07.01)

CPC advised that the draft copy of the training had just been finalized and was being condensed into it's final version. CPC advised they would provide a copy to PSAC within approx. 2 weeks

CPC advised that upon further review it was determined that the training in question was for the Management Function. CPC reviewed previous NJHSC minutes to determine the initial concern that led to the accident investigation training discussion. It was determined the item came into the minutes approx a year ago as a result of PSAC's concern that in some cases the accident investigation process being followed did not always involve a PSAC representative as per the collective agreement.

CPC advised PSAC that they will provide assurances to PSAC that their involvement in the accident investigation process will be in keeping with the collective agreement.

Action:

- 9.1 CPC to provide PSAC with written assurances that the accident investigation process is to involve PSAC representation where applicable in accordance with the PSAC Collective Agreement.



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National Joint Health & Safety Committee Meeting Minutes July 06th 2010

- 9.2 CPC will issue correspondence to the respective PSAC functions advising them that PSAC representation per the collective agreement is required where applicable during the accident investigation process.

10. Travel Time To & From PSAC NJHSC Meetings (10.01.19)

The parties agreed that PSAC-represented employees on the committee will be compensated for all hours worked (agreed to by both Co-Chairs) as per the provisions of the collective agreement.

Item Closed

11. Scents in the Workplace (10.01.19) previously part of (Item# 09-03-8)

CPC advised that there are currently no guidelines available and all employees and management are expected to use common courtesy and respect for co-workers. CPC advised that employees who feel they are affected by scents in the workplace should report it to their team lead who will make every attempt to resolve the issue at a local level.

The committee agrees that the posters are a useful tool to help promote awareness.

CPC advised that they are considering the development of CMS guidelines with anticipated completion by the end of 2010.

Action:

- 11.1 CPC to further consider the development of scents in the workplace guidelines.



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12. Terms of Reference 10.05.25

In order to help improve the delivery of the “finalized” minutes CPC is requesting that the NJHSC consider coming to an agreement with respect to a pre-determined time frame whereby they will commit to finalizing the NJHSC minutes. This could possibly be for example 40 days from the meeting date or similar as agreed by both.

Action:

- 12.1 PSAC and CPC to review the existing terms of reference and give consideration to a time frame whereby minutes should be finalized. PSAC and CPC to review the existing terms of reference and provide any other suggested changes or revisions for consideration at the next PSAC NJHSC meeting.

New Business

There were no new items tabled

The meeting was adjourned.

The next NJH&SC meeting is scheduled for Wednesday September 8th from 8am to 10:30am in Meeting Room N0140J at Canada Post Place - North Tower - 2701 Riverside Drive Ottawa

ORIGINAL SIGNED BY:

ORIGINAL SIGNED BY:

Interim CO-CHAIR Canada Post: Laurie Ryan

CO-CHAIR Union of Postal and
Communication Employees/Public
Service Alliance of Canada
(UPCE/PSAC): Janet May