

**MINUTES OF THE NATIONAL JOINT HEALTH & SAFETY
COMMITTEE MEETING - UPCE / CANADA POST**



IN ATTENDANCE			MEETING DATE: June 16, 2006			
UPCE /PSAC		CANADA POST		START TIME: 8:30	FINISH TIME: 14:00	
Co-chair: Pierre Girard Pierre Homier Ginette Chartrand		Co-chair: Denise Portugaise Luc Lafrance Judy Middlemiss Monique de Sousa (technical administrator)		Co-Chaired by: Denise Portugaise Pierre Girard		
Absent:		Guest speaker(s) : Heather DiPenta		NEXT MEETING DATES (tentative): October 20th, 2006		
				TIME: 8:30		
				LOCATION / FACILITY: N0040i		
TOPIC	ITEM # Yr/mth	OLD BUSINESS		BY WHEN	BY WHOM	STATUS
Cross-tabs	06-04-A	<p><i>Union asked if information on number of days lost or severity can be included in the report. The Corporation will ask the Process Owner if that information can be made available.</i></p> <p>Process Owner discussed the issue of severity during her presentation to the committee and explained that it cannot be provided for the entire report as the data would be not be meaningful.</p> <p>Item to be removed</p>		May / 06	MS	Completed
	06-06-A	<p>Process Owner recommended that the local committees be asked to review the regional/local data to identify specific issues and that the Workplace Hazards Prevention Program (WHPP) be rolled out to all local committees with the committee Health and Safety training.</p>		July / 06		To be completed
	06-04-B	<p><i>Process Owner or a designated representative will be invited to prepare and present a year over year comparison of the report to the committee, highlighting the areas that should be focused on and answer any outstanding questions relating to the cross-tab reports.</i></p> <p>Process Owner Heather DiPenta prepared and delivered a presentation to the committee. Copy of information used in presentation will be forwarded to the committee.</p> <p>Item to be removed</p>		May / 06	MS	Completed

	06-04-C	<p><i>The Union has requested that a sample overview of the I/A Log be shared with the committee at the next meeting. The Corporation will ask the Process Owner if the information can be made available.</i></p> <p>Process owner explained that all of the relevant categories in the I/A log are reflected in the cross-tab reports and therefore, would not provide any meaningful information to the committee.</p> <p>Item to be removed</p>	May / 06	MS	Completed
Minutes	04-06-D	<p><i>The union to provide the Union of Postal and Communications Employees (UPCE) logo electronically to the Corporation that will replace the Public Service Alliance of Canada (PSAC) logo on the minutes.</i></p> <p>The Union provided a copy of the logo and new members' email addresses.</p> <p>Item to be removed</p>	July/05	LG	Completed
Surplus employees	06-04-D	<p><i>The Corporation will request approval from Lianne Pepper or the new Process Owner to share the original version or revised version of the guide at or before the next meeting and the committee can review and discuss its contents</i></p> <p>Once released, the guide will be reviewed by Health and Safety, and shared with union to get feedback. Awaiting approval to share document.</p>	May / 06	DP	To be completed
	06-06-B	<p>CPC to share electronic version of guide via email as soon as approval is given and will discuss comments and feedback at next meeting.</p>	As soon as available		To be completed
Ergonomics	06-04-E	<p>The Union requested that the Corporation provide the link to the ergo tool on IntraPost. The Corporation will email the link to the Union co-chair.</p> <p>It can be found at:</p> <p>http://intranet.canadapost.ca/HTML/intr@post/Head_Office/Healthy_Workplace/OfficeErgonomicsChecklist-e.pdf</p> <p>http://intranet.canadapost.ca/HTML/intr@post/Head_Office/Healthy_Workplace/OfficeErgonomicsChecklist-f.pdf</p> <p>Item to be removed</p>	April / 06	MS	Completed

	05-09-F	<p><i>The Corporation will request that a representative from Head Office Workplace Safety and Health give the Committee a presentation on the pilot and an update at our next meeting.</i></p> <p><i>The Process Owner was unable to attend but provided an update of the pilot. The Corporation reported that the pilot at Head Office was successful and that the feedback was very positive. In addition, referrals for ergonomic assessment have decreased, although the exact percentage was not available. The Process Owner feels that referrals will drop further as employees are made aware of the tool. National rollout is slated for Q3/Q4 2006.</i></p> <p><i>The Union suggested that a communication plan for the employees should be drafted after the pilot to inform employees of the existence of the ergonomic tool. It was also suggested by the Union that the Committee could disseminate the information through the Local Committees, if feasible. To be discussed at next meeting.</i></p> <p><i>The tool itself may have to be amended for the unique needs of a call centre environment before a national roll-out plan is established. Communication channels will be determined as part of the deployment plan.</i></p> <p>Process Owner informed the committee that the communication plan will be the same as at Head Office to ensure message is consistent. Tool has not yet been reviewed with the Contact Centre focus to ensure its relevancy but will be doing so with 141 Colonnade prior to deployment.</p> <p>Item to be removed</p>	Dec/05	DF	Completed
	06-06-C	CPC has requested that the Process Owner provide a written update of the deployment plan for next meeting.	Oct/06		To be completed
	06-04-F	<p><i>The Corporation will invite Process Owner again to attend next meeting and provide further updates or amendments to the tool and discuss the communication plan prior to the national roll-out.</i></p> <p>Update provided by Process Owner.</p> <p>Item to be removed</p>	May/06		Completed
	06-04-G	<p><i>The Union requested that the Corporation arrange a visit to the Ottawa Contact Centre at 141 Colonnade, as the group has never seen one. The Corporation has agreed to arrange it for the Fall.</i></p> <p>Colonnade visit will include presentation in training centre and visit to floor.</p>	October/06	LL	To be completed
Local Committee list	05-09-H	<p><i>Union agreed to review the list and provide updates so the Corporation can re-issue.</i></p> <p>Union provided list of local committee members.</p> <p>Item to be removed</p>	Nov/05	PG	Completed
	06-06-D	CPC will verify union list against current list and provide revised Local Committee list with minutes.	June/06	MS	To be completed

Regional Health and Safety staff list	05-09-I	<p><i>Union requested a list of all the Regional Occupational Health & Safety Officers. Corporation agreed to provide.</i></p> <p><i>The Corporation provided an overview of the new staffing for Health and Safety Officers in the regions. Quebec region has not yet been revised. Corporation provided the most recent update as soon as it becomes available and will update the list once again for next meeting.</i></p> <p>Item to be removed</p>	Oct/05	MS	Completed
	06-06-E	List will be updated once again before October meeting as regional Health and Safety staffing stabilizes. The Union requested that the list be posted on IntraPost to be available to all employees. The Corporation will inquire and report at next meeting.	Oct / 06	MS	To be completed
Appendix M Committee	06-04-H	The Union has agreed to obtain information on the number of persons attending the focus groups in each location.	Oct / 06	GC	To be completed
	06-04-I	Appendix M Committee will be invited in the Fall to provide further updates and discuss findings.	August / 06	MS	To be completed
Flu Campaign	06-04-J	<p><i>The Corporation provided summary data of the flu clinic attendance for 2003 and 2004 but information for 2005 was not yet available. Will provide complete summary for next meeting.</i></p> <p>Comparison table with 2003, 2004, and 2005 shared with committee. Attendance increase in Atlantic and in Prairie regions but steadily decreased in Quebec and other regions including Head Office.</p> <p>Item to be removed</p>	June / 06	JM	Completed
Emergency Evacuation (for Employees with Special Needs)	06-04-K	<p><i>The committees were contacted but few responses were received. Those obtained (Ottawa, Toronto) provide their complete evacuation plan for all situations. The Corporation will send a reminder to the local committees to provide only their evacuation plan for employees with special needs.</i></p> <p>Summary table of evacuation plans received shared with committee. Plans are not consistent throughout the country, although most facilities use the buddy system with or without pagers. Some local committees had no plan because they have no employees with special needs. Corporate Manual System (CMS) procedure is not very clear—compares alternatives instead of providing clear direction.</p> <p>Item to be removed</p>	May / 06	MS	Completed
	06-06-F	The Corporation will find out if Canadian Union of Postal Workers is also reviewing the evacuation procedures and whether procedures for employees with special needs are being reviewed. The committee will request a review of the Corporate Manual System procedure to ensure that all facilities use a standardized plan, and that all facilities have a plan in place whether or not they have employees with special needs.	August/06		To be completed

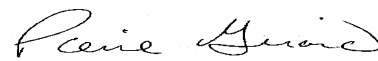
Emergency Evacuation	06-06-G	<p>The committee reviewed the observations recorded during a fire drill at Leo Blanchette facility in Montreal (Oct 2005). Records indicate many failures.</p> <p>The Corporation will determine who the Corporate Process Owner is for the Emergency Measures Organization (EMO) and ask that they investigate the incident further and provide a response to the committee regarding proper procedure, reporting timeframes, reporting mechanisms (database or report), follow-up to drills, and training for EMO members.</p>	Oct / 06		To be completed
Umbrella Committees	06-04-L	<p><i>The Union requested an update on Umbrella Committees referring to a letter issued to the Corporation from Human Resources and Skills Development Canada (HRSDC). The Corporation explained the reason that Umbrella Committees existed and that how that structure affected primarily Canadian Union of Postal Workers (CUPW). A dialogue is currently taking place between Canada Post and CUPW to resolve the issue to Human Resources and Skills Development Canada (HRSDC)'s satisfaction.</i></p> <p><i>The Corporation will continue to monitor the situation and verify that it does not affect UPCE in any way. Information will be provided as available.</i></p> <p>Demographic data currently being gathered to ascertain whether there are any location with less than 20 PSAC employees and where they are. Will follow up when information gathering is complete.</p>	Oct / 06	DP	To be completed
Health and Safety Training	06-04-M	<p><i>The Union raised the issue of Health and Safety training for committees representing UPCE as their needs and environments are different from CUPW's.</i></p> <p><i>The Corporation will inquire about a Health and Safety training effort for local and national joint health and safety committee members from PSAC/UPCE</i></p> <p>The Corporation provided an overview of the content for local committee training based on established training for other bargaining units. The Corporation will ask Labour Relations to determine if it can be used for the PSAC committee training. Training options were also discussed. The union asked if separate French training can be provided rather than simultaneous translation.</p> <p>Item to be removed</p>	As soon as possible	DP	Completed
	06-06-H	<p>The Corporation will provide further details on options and will provide the training document as soon as it is available and translated. Will discuss further at October meeting.</p>	As soon as available		To be completed
	06-06-I	<p>The Corporation will discuss the time constraints for training completion (Dec 31/2006) with Process Owner David Shane to find out if they apply to PSAC. Will report response at next meeting.</p>	Oct / 06		To be completed
	06-04-N	<p>The Union will contact the local committees to inquire which members have received training and what type of training they were given.</p>	Oct / 06	GC	To be completed

Avian Flu	06-04-O	<p><i>The Union asked if the Corporation has a formal plan for an avian flu pandemic. The Corporation responded that a plan is currently being developed by a Head Office Process Owner committee that will observe Health Canada criteria and regulations.</i></p> <p><i>The Union suggested that there be a communication plan to address employee concerns and reassure them that the Corporation is prepared if there is an outbreak.</i></p> <p><i>The Corporation will update the committee on the plan and bring an overview of the communication plan to the next meeting.</i></p> <p>A Health Canada flu pandemic information sheet and contents reviewed with the committee. The communication plan that is currently under development including a brief message in <i>Performance</i> and the distribution of the Health Canada information sheet to the Operations Directors, as well as the possibility of distributing it as an insert in an upcoming issue of <i>Performance</i> was discussed.</p> <p>Item to be removed</p>	June / 06	JM	Completed
TOPIC	ITEM# Yr/mth	NEW BUSINESS AND OTHER ITEMS	BY WHEN	BY WHOM	STATUS
		<i>No new business</i>			
Next meeting		Next meeting will be tentatively set for Friday, October 20th, 2006			

REVIEWED AND APPROVED BY



ORIGINAL SIGNED BY:
CO-CHAIR CANADA POST: Denise Portugaise



ORIGINAL SIGNED BY:
**CO-CHAIR Union of Postal and
Communication Employees/Public Service
Alliance of Canada (UPCE/PSAC): Pierre
Girard**

c.c. Committee Members