

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



From anywhere... De partout...
to anyone jusqu'à vous



| IN ATTENDANCE | | | MEETING DATE: October 20th, 2006 | | | |
|--|------------------|--|---|--|---------------------------|-----------|
| UPCE /PSAC | | CANADA POST | | START TIME: 8:00 | FINISH TIME: 14:30 | |
| Co-chair: Pierre Girard Pierre Homier Ginette Chartrand | | Co-chair: Denise Portugaise Luc Lafrance Monique de Sousa (technical administrator) | | Co-Chaired by: Denise Portugaise Pierre Girard | | |
| Absent: Judy Middlemiss | | Guest speaker(s) : Tracy Seymour Derrick Hickey Judy Middlemiss | | NEXT MEETING DATES (tentative): To be determined | | |
| | | | | TIME: 8:30 | | |
| | | | | LOCATION / FACILITY: N0040i | | |
| TOPIC | ITEM # Yr/mth | OLD BUSINESS | | BY WHEN | BY WHOM | STATUS |
| Cross tabs | 06-06-A | <p><i>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.</i></p> <p>Hazard prevention (WHPP) addressed in Joint Health and Safety Committee training package (Module 9).</p> <p>Item to be removed.</p> | | July / 06 | JM | 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><i>Once released, the guide will be reviewed by Health and Safety, and shared with union to get feedback. Awaiting approval to share document.</i></p> <p>Approval to share draft version of guide was provided by relevant HR Process Owner.</p> <p>Item to be removed.</p> | | May / 06 | DP | Completed |

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| | 06-06-B | <p><i>CPC to share electronic version of guide via email as soon as approval is given and will discuss comments and feedback at next meeting.</i></p> <p>Purpose and content of guide was discussed and document will be shared electronically on October 23rd.</p> <p>Item to be removed.</p> | October /06 | MS | Completed |
| | 06-10-20-A | <p>The Corporation requested that the union review the guide and provide feedback electronically as soon as possible. The feedback will be shared with the relevant HR representatives, who will be invited to a future meeting to share their plans and respond to the feedback from the union.</p> | October/06 | Union | To be completed |
| Ergonomics Ergo tool | 06-06-C | <p><i>CPC has requested that the Process Owner provide a written update of the deployment plan for next meeting.</i></p> <p>Tracy Seymour explained the purpose of the tool and how it works. In addition, she provided an overview of both the Troubleshooting guide and the Call Centre-specific version of the ergo tool. The tentative national launch date for the office and call centre versions is January/February 2007. Employees who have access to IntraPost will be able to download or print the electronic version. Those who do not have network access will be provided hard copies upon request.</p> <p>The union suggested that the local committees be leveraged in the national communication strategy.</p> <p>Item to be removed.</p> | Oct/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><i>Colonnade visit will include presentation in training centre and visit to floor.</i></p> <p>Call centre presentation was provided to the union with the tour to be rescheduled to a later date.</p> | October/06 | LL | To be completed |

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| Local Committee list | 06-06-D | <p><i>CPC will verify union list against current list and provide revised Local Committee list with minutes.</i></p> <p>Union provided update of the local committee PSAC members. Will update list and provide with minutes.</p> <p>Item to be removed</p> | June/06 | MS | Completed |
| Regional Health and Safety List | 06-06-E | <p><i>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.</i></p> <p>Regional Health and Safety List will be revised and posted on IntraPost before next meeting.</p> | Oct / 06 | MS | To be completed |
| Appendix M Committee | 06-04-H | <p><i>The Union has agreed to obtain information on the number of persons attending the focus groups in each location.</i></p> <p>Derrick Hickey (PSAC) informed the committee that there were 9 sites involved in the focus groups and approximately 240 employees on the list. Overall there was a participation rate of 45-50%.</p> <p>Item to be removed.</p> | Oct / 06 | Union | Completed |
| | 06-04-I | <p><i>Appendix M Committee will be invited in the Fall to provide further updates and discuss findings.</i></p> <p>Derrick Hickey presented an update on Appendix M including employee feedback and an overview of the new website. A hard copy of the presentation was provided to the committee.</p> <p>Item to be removed</p> | August / 06 | MS | Completed |

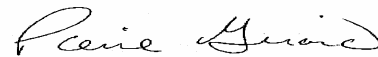
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| Emergency Evacuation Procedures | 06-06-F | <p><i>The Corporation will find out if Canadian Union of Postal Workers is also reviewing the evacuation procedures and whether procedures for employees with special needs are being reviewed. The committee 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.</i></p> <p>The Corporate Manual System (CMS) procedure for Emergency Planning is currently being revised by national Workplace Safety and Health. The CMS procedure will act as a guideline for facilities to prepare evacuation plans based on their unique environments and needs. Emergency Measures Organization Training for HO office is also being developed and will act as a prototype for training in the field.</p> | August/06 | | Completed |
| | 06-06-G | <p><i>The committee reviewed the observations recorded during a fire drill at Leo Blanchette facility in Montreal (Oct 2005). Records indicate many failures.</i></p> <p><i>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.</i></p> <p>The Corporation stated that each facility has a Chief Warden, which is usually the head of the facility. In the case of Leo Blanchette, the Chief Warden is a technical services employee. A safety review identified issues in Emergency Planning, potential solution for which will be included in an improvement plan that will be developed by the accountable senior management representative.</p> <p>Item to be removed</p> | Oct / 06 | | Completed |
| | 06-10-20-B | <p>The Union requested an update on Leo Blanchette Emergency Planning improvements for next meeting, and asked to invite the Workplace Safety and Health representative currently working on the revisions to present an update on the procedures and the training. The Corporation will request.</p> | Dec/06 | JM | To be completed |

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| | 06-10-20-C | The union asked if information on evacuation reports (fire drills) can be accessed by local committees or posted electronically so that committees can review the data for the entire country. The Corporation will obtain a response and provide it to the committee at next meeting. | Dec/06 | JM | To be completed |
| Umbrella Committee | 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><i>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.</i></p> <p>Demographic data gathering exercise has been completed and a hard copy of the data was provided to the committee. Data will be reviewed to determine the gaps in the number of local committees and Health and Safety Representatives and how many will require training.</p> <p>Currently awaiting Human Resources and Skills Development Canada (HRSDC) decision on representation, to be rendered on or before December 31st, 2006. Will provide further information at that time.</p> | Oct / 06 | DP | To be completed |

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| Health and Safety Training | 06-06-H | <p><i>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.</i></p> <p>Document was distributed electronically and a hard copy was provided to the committee. The Corporation explained how they reviewed and amended an existing training package to reflect specific articles from the PSAC collective agreement. A typographical error in the package that makes reference to national committees instead of local committees will be corrected when the final revisions are made to the document.</p> <p>The Corporation requested that the Union review and provide their feedback and examples electronically so that they can be incorporated into the document and discussed at the February 2007 meeting. The Union will share the document with their Health and Safety training experts and provide comments to the Corporation prior to the February meeting.</p> | February 2007 | DP | To be completed |
| | 06-06-I | <p><i>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.</i></p> <p>Training must be completed by December 31, 2007.</p> <p>Item to be removed</p> | Oct / 06 | | Completed |
| | 06-04-N | <p><i>The Union will contact the local committees to inquire which members have received training and what type of training they were given.</i></p> <p>Union reported that training was either not provided or inconsistent across the country.</p> <p>Item to be removed.</p> | Oct / 06 | GC | To be completed |
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| Flu Prevention | 06-10-20-D | <p>The Corporation provided a hard copy of a flu prevention presentation that was to be conducted at the meeting. The presenter was unavailable to attend the meeting. The Union was asked to provide feedback or questions electronically and responses will be provided prior to the next meeting.</p> | Dec/06 | JM | To be completed |
| | ITEM# Yr/mth | NEW BUSINESS AND OTHER ITEMS | BY WHEN | BY WHOM | STATUS |

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| | | <i>No new business</i> | | | |
| | | Next two meeting will be tentatively set for Friday, December 15 th , 2006 and February 15 th 2007 | | | |
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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