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National Joint Health & Safety Committee Meeting Minutes November 18th, 2010

In attendance:

CPC

Marsha Creary (Co-Chair)
Laurie Ryan
Andrea Martin (Absent)

UPCE / PSAC

Janet May (Co-Chair)
Cindie Smith
Sharon Tieman

Advisor(s):

Jeff Fraser
Rick Leger

Guest Speakers

CPC wishes to advise that Marsha Creary will now be co-chair. Interim Co-Chair Laurie Ryan will remain on the committee as a member. Welcome to your new role Marsha!

Old Business

1. Review and Approval of the July 6th 2010 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the July 6th, 2010 minutes and that the minutes were considered final.

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

CPC advised that they have not yet received any significant updates since the last NJHSC and that these are now expected towards the Fall of 2010. It is expected CPC will be able to provide updates at the next PSAC NJHSC meeting.

CPC advised that they have finally received the package and are in the process of reviewing.

Action:

2.1 CPC will provide further updates at future meetings.



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

The committee confirmed that CPC had emailed them the Q2 Audit results since the last NJHSC. CPC advised Q3 results will be passed along when received.

CPC advised that with respect to addressing audit deficiencies, they have reached the point of substantial completion therefore in all likelihood will not be providing updates going into year 2011.

Q3 results were provided to all committee members since our last meeting via email. CPC will provide future report.

Action:

- 3.1 CPC will provide Q4 report once available in the new year.

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

CPC advised that the focus has been primarily on Access HR and Call Center groups and safety talks have started within them. The concern still remains with respect to whether or not other PSAC members beyond these groups are receiving the safety talks.

CPC advised correspondence was sent to Regional Safety Managers and Directors asking them to cascade information to their operations group requesting them to ensure safety talks are being delivered to PSAC represented employees

Action:

- 4.1 CPC to provide a copy of the correspondence sent to the Regional Managers and Directors to the committee.

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5. 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:

- 5.1 The Committee agreed that this item would be left open until more detail is provided on the employee related component at which point this item can be closed from the minutes.

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

CPC had recently sent PSAC NJHSC Members a link to the new Security Website which offers safety talks with respect to issues beyond the workplace.

PSAC has provided a list of the sites they felt would be most affected

CPC advised that Security is still upgrading their new website and will be promoting the new site to employees during Security Awareness Week in the early New Year

Action:

- 6.1 The Committee agreed that this item would remain open until the new website is actively promoted during Security Awareness Week.
- 6.2 CPC to re-send the link to the Security website to all Committee Members.

7. Accident Investigation Process (PSAC 09.07.01)

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.



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CPC advised that they have sent correspondence to Regional Safety Managers and Directors asking them to cascade information to their teams requesting they ensure PSAC involvement in the accident investigation process per the collective agreement.

Action:

- 7.1 CPC to provide a copy of the correspondence sent to the Regional Managers and Directors to the committee.

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

PSAC advised they felt strongly that guidelines should be developed and that they would be beneficial to the workplace. CPC advised that they would give the guidelines future consideration. The committee agreed to close this item with the understanding that the topic could be included as an agenda item at a future NJHSC meeting in or around May 2011 so that updates if any with respect to the development of guidelines could be provided to the committee.

The committee reconfirmed that this item could be closed and revisited in May 2011

Item Closed

9. Terms of Reference 10.05.25

PSAC agreed in principle to the 40 day turnaround for the final minutes to be completed. Terms of reference still need to be further considered and formalized. Any proposed changes additions to the terms of reference will be further discussed by the committee before implementation. Collective agreements must also be taken into consideration. CPAA will review with their National Executives on this topic as well.

With respect to the escalation process for items to be brought to the PSAC NJHSC, CPC will review this issue with LR to see if a more "regional" process can be implemented where required.

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Action:

- 9.1 The committee will give further consideration to the suggested turnaround time of the minutes. PSAC to discuss the escalation process and its effectiveness with their National Executives
- 9.2 CPC to consider if a more localised escalation process can be implemented.

10. PSAC LJHSC Committee Training

CPC advised that there are still some voids within LJHSC Committees across the country whereby member training and/or actual members are still required. CPC

advised that there are more training sessions occurring in 2010 and that employees requiring this training should be included into these sessions where possible.

PSAC advised that the names of employees to receive training had been forwarded. CPC advised that the Colonnade location had also forwarded names of employees who were to receive training

The Committee agreed that this item could be closed.

Item Closed

11. PSAC NJHSC Meeting Dates for 2011

It was agreed upon that we should look at setting up the dates for the 2011 NJHSC meetings. After a quick discussion it appears that the Wednesday Mornings of pay weeks at 8am would work for everyone. Everyone agreed that similar dates to 2010 should work well for the committee.

The dates for the 2011 meetings have been reviewed and agreed upon. This item can be closed.

Item Closed

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New Business

12. I/A Log System 10.11.18

CPC advised that the I/A Log System was currently being reviewed from an improvement and standardization perspective. Once completed, Supervisors will receive instruction on the new system, with design improvements focusing on the accident investigation process. The review process could take some time. This was an FYI item only and CPC will advise the Committee as the review / implementation process nears.

13. MSI Tool 10.11.18

CPC recently sent PSAC a copy of a new MSI Tool designed to be an observation and coaching tool for Supervisors.

PSAC provided comment that the tool seems to focus more on plants and voiced concern that it should also focus on typical scenarios where PSAC employees work such as file rooms, archives, mail rooms with high speed equipment, undelivered mail offices etc.

CPC advised that this was only a draft version and that further consideration could be given to possibly including PSAC represented employee scenarios. CPC asked if PSAC could provide any other work scenarios where their employees could benefit from this coaching tool.

PSAC also mentioned that some of their employees could benefit from safe lifting training as well. CPC advised that these employees should be included in the local safe lifting training.

Action:

- 13.1 PSAC to provide further work scenarios whereby PSAC employees could benefit from the MSI coaching tool
- 13.2 CPC to further consider including PSAC work scenarios in the MSI Coaching Tool going forward.

The meeting was adjourned.



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November 18th, 2010**

**The next NJH&SC meeting scheduled for Wednesday January 19th 2011
from 12 Noon to 2:30pm ET via Conference Call.**

ORIGINAL SIGNED BY:

ORIGINAL SIGNED BY:

CO-CHAIR Canada Post: Marsha Creary

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