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National Joint Health & Safety Committee Meeting Minutes November 24th 2009

In attendance:

CPC

Laurie Ryan
Marsha Creary
Andrea Martin

UPCE / PSAC

Janet May
Gena Clowater
Michelle Rey

Advisor(s):

Louise Chayer-Ayers
Peter Lennon
Rick Leger

Guest Speakers

Denise Portugaise
Mark Schrader
Judy Middlemiss
Ted Upshaw
Eric Desjardins

Old Business

1. Review and Approval of September 16th 2009 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the Sep 16th minutes and that the minutes were considered final.

2. H&S Training/ Restructure Item Number 08-02-#5

A brief synopsis of activity was provided. It was confirmed that CPC had provided PSAC members with the associated training schedules and further confirmed at today's meeting that 64 people have been trained. Training in the future will be provided on an as needed basis. PSAC members reminded the NJHSC that there are still some management members to be trained in the western provinces.

Action:

2.1 CPC to provide record of newly trained PSAC employees moving forward



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3. Surplus Employees (Item# 06-10-20-A)

Mark Schrader presented a summary of actions taken and discussed the bulletin that will be issued and advised each assignment will be recorded in SAP. EAP will be advised so they are available to employees if need be. The bulletin is expected to go out within the next week or so.

Action:

- 3.1 CPC to circulate the revised guide nationally and issue a Bulletin to alert employees and Managers. (Item to be left open until bulletin is distributed)

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

CPC informed the NJHSC that a vendor has been selected and that GTA will be the location for the development work. CPC explained that it will conduct follow ups with the vendor every 2 weeks.

It was explained that further updates will follow at future meetings.

Action:

- 4.1 CPC will provide further updates at future meetings.
- 4.2 CPC to check if evacuation procedures will be included on New Hire Checklist

5. Protective Footwear (Item# 08-06-1)

PSAC advises that they prefer \$180.00 biannually as a safety footwear subsidy. The parties agreed that this item can be considered closed.

Item Closed



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6. LJHSC Unresolved Issues (Item# 09-03-1)

A brief discussion took place in relation to the Fredericton smoking shelter issue. PSAC members advised that the smoking shelter has been completed and the issue resolved however local management needed to issue a communiqué to the employees regarding the use of the shelter

Action:

- 6.1 PSAC will provide update to CPC at next meeting as to whether or not the communiqué was issued.

7. Training for NJHSC Committee Members (Item# 09-03-3)

A brief discussion took place and the parties agreed that this item could be considered closed

Item Closed

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

CPC advised that they are still awaiting input on the on boarding kit issue

CPC advised the NJHSC committee that the CPC Employee Engagement Committee is being resurrected and one item on the agenda is conflict in the workplace. Considerations are being given to enhanced training for conflict in the workplace. This training will be provided to new and existing employees as well as team leads. CPC also advised that the code of conduct is being looked at as well as a re-examination of the corporate values to better address such issues.

PSAC offered to provide feedback with respect to the training development as they felt it could be beneficial i.e. providing examples of types of conflict in the workplace that need to be addressed.



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Action:

- 8.1 CPC to review the on-boarding kit with HR to establish whether further clarity can be obtained and whether anything can be done.
- 8.2 PSAC to provide examples to assist with “conflict in the workplace” training development.
- 8.3 CPC to provide ongoing updates to the committee with respect to the enhanced training as well as any changes to the code of conduct.

9. Mental Health Issues (Item# 09-03-7)

CPC advised the NJHSC of several resources to deal with such issues i.e. Manulife RTW plans which could incorporate such issues, EAP, Human Rights, the “Check Up from the Neck Up link on Intrapost etc. CPC also provided an overview of arrangements for 2010. CPC offered to do a presentation at our next NJHSC meeting.

It was agreed that this current item could be closed and that going forward this item would have a broader context around health promotion.

Action:

- 9.1 Judy Middlemiss to provide a presentation on our EAP program at our next NJHSC Meeting, including Q&A session.

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

A general overview was provided and brief discussions took place. CPC provided handouts that indicated an improvement of 7.7 %. It was agreed that regular updates are to be provided at future meetings.

A brief discussion took place regarding safety talks. It was agreed that PSAC would provide a list of 10 topics they would like to see safety talks for and CPC would give them consideration for future development.



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It was confirmed that CPC provided PSAC with an electronic copy of the JHA

Action:

- 10.1 CPC to provide progress updates on the audit at subsequent NJHSC meetings.
- 10.2 PSAC to provide 10 topics for consideration for the development of safety talks.

11. Regulation 19 Report (Item# 09-03-9)

Consensus was reached that the training had recently occurred. The NJHSC agreed that this item could be closed.

Item Closed

12. Flu Campaign (Item# 09-03-11) & H1N1 (PSAC 09.05.01)

CPC informed the NJHSC that if and when the seasonal and / or H1N1 vaccines become available to VON, CPC will begin to facilitate sessions.

Consensus was reached that if employees are ill to the point where they are a risk to other employees, they should not be coming to work. All agreed that this item could be closed..

Item Closed

13. Violence in the Workplace (CPC 09.05.05)

CPC advised that it is now in the policy that CPC will communicate with the Union with respect to violence in the workplace policy changes and that the Union is also expected to support the CP violence in the workplace policy.



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At a previous meeting PSAC enquired whether it would be possible to develop a call centre specific scenario within the draft material. CPC explained that ELearning will be part of violence in the workplace training and that various scenarios were under consideration. Violence in the workplace training will be about one hour in duration and will be for all employees not just new hires. Team Leaders will receive a different session. CPC confirmed that it would forward a draft of the training material to PSAC for review.

Ted Upshaw (Corporate Security) advised that it is difficult for CPC to manage security beyond the CP workplace however there may be a few things that could assist such as;

- Local CPC security departments staying in touch with local police to stay informed of potentially dangerous situations
- Adding awareness sessions aimed at issues beyond the workplace
- Employees keeping supervisors apprised of potentially dangerous situations
- Ensure all potentially dangerous situations are reported to police by CPC supervisors
- Employees using all available resources to stay informed of possible off property issues and exercising appropriate care and caution

PSAC advises that attempts are being made to use the buddy system but this is difficult due to scheduling conflicts. PSAC inquired whether Workforce Planning can come up with a solution for employees to safely get their vehicles.

Action:

- 13.1 CP will provide a copy of the revised policy and training content to PSAC.
- 13.2 CPC to investigate the possibility of CPC Security providing awareness sessions to employees where warranted. Ted to also touch base with local area management to see if they may possibly have other ideas that could be beneficial.
- 13.3 Employees and management to work together to ensure all potential issues are reported to supervisors and police alike.
- 13.4 CPC to investigate through Workforce Planning if time slots can be developed that would assist employees in using the buddy system to retrieve their vehicles.



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14. Accident Investigation Process (PSAC 09.07.01)

At a previous NJHSC CPC had confirmed that it was looking to standardise the processes around accident investigation and that a program had been developed for a pilot at the end of September 2009.

CPC confirmed that training has been developed for supervisors and a pilot occurred in September in Hamilton. CPC to hold another pilot to validate the Hamilton results. Process will be launched in 2010 and may also include a separate shorter training session for managers as well.

Action:

14.1 CPC to provide updates at future meetings.

15. Purell Pilot (PSAC 09.09.01)

CPC advised there was mass distribution in the spring and that sanitizer is available for order. PSAC advises the Vancouver plant had no sanitizer station at the main entrance but it appeared the problem had now been resolved and some ordered.

Action:

15.1 At our next NJHSC meeting, PSAC to advise if this situation in Vancouver has been rectified.

16. Antigonish BLJC (PSAC 09.09.02)

At a previous NJHSC, PSAC members had highlighted unresolved issues relating to Antigonish (Parking area lighting issues) and the involvement of BLJC. CPC advised that the situation is being addressed and that there is currently an RFP in process to address the lighting issue

Action:

16.1 CPC to provide status of the RFP at the next NJHSC.



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17. Health Screening / Health Coaching Pilot Program (PSAC 09.09.03)

Judy Middlemiss provided more insight into the health coaching program and provided "Health Coaching Program" handouts to everyone. Judy advised that this was a voluntary program and that 183 employees had participated in the Atlantic pilot in October 2009. Judy went on to explain the many benefits of the program. Consensus reached that this item could be closed.

Item Closed

New Business

18. WHPP Quarterly Reports (09/11/1)

A discussion regarding WHPP and quarterly WHPP (Workplace Hazard Prevention Program) reports. PSAC is requesting CPC develop a bilingual template for the quarterly reporting.

Action:

- 18.1 CPC to further investigate WHPP requirements and consider the development of bilingual templates

19. H&S Committee in Downtown Edmonton (09/11/2)

PSAC reports that they believe the downtown Edmonton location is suffering due to a lack of their (PSAC) presence on the H&S Committee. PSAC advises there are over 20 employees at this location however no PSAC representation on the current H&S committee. PSAC inquiring if they can have their own committee.

CPC advises that only one committee is permitted per workplace – this as legislated by the Canada Labour Code. Special approval would need to be sought from HRSDC in order to stray from this legislation.



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Action:

19.1 CPC will contact the CPC H&S field director for the Edmonton area to see if an alternate solution can be reached.

20. Adding Committees to Website (09/11/3)

PSAC inquiring if H&S Committees can be added to Intr@Post.

Action:

20.1 CPC currently investigating and will advise at our next NJHSC meeting.

21. Dates Proposed for our 2010 NJHSC Meetings

PSAC has suggested the dates below for our 2010 meetings

Tues Jan 19/10
Wed March 10/10
Tues May 11/10
Tues Jul 06/10
Tues Sep 7/10
Tues Nov 16/10

Action:

21.1 CPC to review dates for potential scheduling conflicts and provide feedback to PSAC members.



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The meeting was adjourned. The next NJH&SC meeting is scheduled for Tues Jan 19th 2010 from **12.30pm to 3pm** Boardroom **NO140J**.

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**