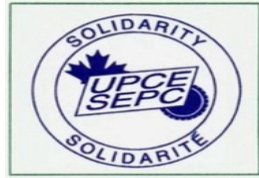




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National Joint Health & Safety Committee Meeting Minutes January 19th 2010

In attendance:

CPC

Laurie Ryan
Marsha Creary

UPCE / PSAC

Janet May
Gena Clowater

Advisor(s):

Louise Chayer-Ayers
Rick Leger

Guest Speakers

Denise Portugaise
Eric Desjardins

Old Business

1. Review and Approval of the November 24th 2009 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the Nov 24th minutes and that the minutes were considered final.

2. H&S Training/ Restructure

Item Number 08-02-#5

CPC will provide annual reports with respect to LJHSC training. The committee agreed that this item could be closed.

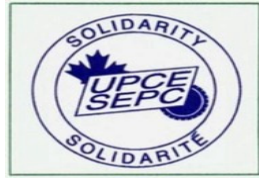
Item Closed

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

CPC advised that the bulletin had been sent to ER Teams and HPM Directors. PSAC members advised that a scenario occurred recently in Calgary whereby it appears the proper surplus processes were not followed. PSAC members requesting a copy of the bulletin



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Action:

- 3.1 CPC to provide PSAC with a copy of the bulletin that was 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 regular meetings are held with the supplier.

CPC advises that the vendor is progressing with the development work at GTA and that further updates will be provided to the committee at future meetings.

CPC also advised that evacuation procedures are included in the New Hire Checklist

Action:

- 4.1 CPC will provide further updates at future meetings.

5. 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

PSAC NJHSC members advised that the communication to employees regarding the use of the shelter as the designated smoking area had been very effective however despite this, some employees choose to continue smoking in non-designated areas. Positive ongoing reinforcement regarding the use of the shelter will be required especially in the initial stages.

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The committee agreed that this item could be closed. Local Management will make further attempts to resolve the issue of smoking in non designated areas.

Item Closed

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

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.

CPC advised that the on boarding kit wording issue has been reviewed and that they feel the wording in it's current format adequately conveys the message that an employee belonging to a union has the option of contacting their union representative. CPC advised that there have been no previous issues with the wording in its current format. PSAC advised that typically new employees are introduced to their union rep upon hire and made aware the rep can be contacted for assistance.

CPC asked if PSAC could provide examples of "Conflict in the Workplace" at our next NJHSC so it can be used to assist with the training development expected to be occurring at that time.

CPC assured the committee that Appendix S training will not be delayed due to the development of the "Conflict in the Workplace" training.

Action:

- 6.1 PSAC to provide examples to assist with "conflict in the workplace" training development at our next NJHSC Meeting



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- 6.2 CPC to provide ongoing updates to the committee with respect to the enhanced training as well as any changes to the code of conduct. If there are significant updates, Denise Portugaise will attend the NJHSC meeting to provide detail.

7. 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 January NJHSC meeting.

CPC advised that the originally scheduled presentation for today's meeting would need to be postponed until the March NJHSC meeting.

Action:

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

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

The Q4 audit update was provided verbally with the presentation to follow. Results indicate an overall improvement of 14.4% in 2009 over the baseline scores.

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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PSAC members provided 10 suggested safety talk topics;

1. Proper Lifting
2. Stretching Techniques
3. Workstation Ergonomics
4. Scent Sensitivity
5. Importance and Benefits of Taking Scheduled Breaks and Lunch
6. EAP and Services Available
7. Great West Life
8. Winter Walking
9. Personal Protection i.e. Importance of Proper Footwear
10. Emergency Procedures, First Aid and Evacuation

A brief discussion took place around raising awareness of the safety talk availability i.e. Intr@post to Team Leads, LJHSCs, weekly briefings, self serve etc. Everyone to give more consideration to the communication strategy and we can further discuss at our next meeting.

Action:

- 8.1 CPC to provide e-copies of 4th quarter audit updates to committee
- 8.2 CPC to consider safety talk topics provided by PSAC.
- 8.3 Communication venues to be further considered and discussed at the next meeting

9. Violence in the Workplace (CPC 09.05.05)

CPC advised that yearly awareness sessions aimed at issues beyond the workplace will be provided to various locations by local CPC Security departments. CPC will advise the committee once the sessions have occurred.

CPC distributed the draft "Workplace Violence Prevention and Protection" team leader training module to committee members for review and comment. CPC requested that PSAC review the document and provide comment back to CPC in the form of one consolidated document. As the training is expected to be rolled out in June / July 2010, CPC asked that the document with comment be returned to CPC for review no later than our next NJHSC meeting in March 2010.

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With respect to retrieval of vehicles, CPC advised that employees can use their "Not Ready" time to do so, however they must advise their supervisors. There were concerns that employees may exceed their "Not Ready" time limits and be penalized however CPC advised that for the most part employees are always ahead of their targets therefore it shouldn't be an issue. In the rare event it is, the extra time could be justified as an explainable variance. Vehicles should be moved during daylight hours where possible. It was agreed that the locals would be responsible for conveying this process to employees.

Action:

- 9.1 CPC to advise the committee once awareness sessions have occurred
- 9.2 PSAC to review the draft "Workplace Violence Prevention and Protection" team leader training module and provide feedback to CPC at or prior to the next NJHSC meeting in March 2010
- 9.3 Locals to communicate the process of using "Not Ready" time to move vehicles

10. 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.

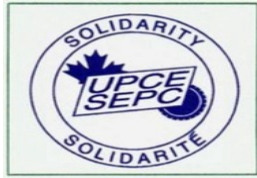
CPC confirmed that training has been developed for supervisors and a pilot occurred in September in Hamilton. CPC to hold another pilot to validate the Hamilton results. Process will be launched in 2010 and may also include a separate shorter training session for managers as well.

Action:

- 10.1 CPC advised that the second pilot was scheduled to start tomorrow, January 20th 2010. CPC will provide an update at the next PSAC NJHSC.



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11. 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.

PSAC members advised that this issue has been resolved. The committee agreed this item could be closed

Item Closed

12. 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:

- 12.1 CPC in the midst of follow up and will provide status of the RFP at the next NJHSC.

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

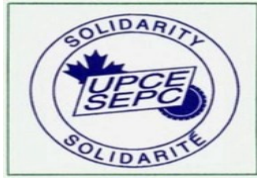
A discussion regarding WHPP and quarterly WHPP (Workplace Hazard Prevention Program) reports. PSAC is requesting CPC develop a bilingual template for the quarterly reporting.

Action:

- 13.1 Remains outstanding - CPC to further investigate WHPP requirements and consider the development of bilingual templates



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14. H&S Committee in West Edmonton (09/11/2)

PSAC reports that they believe the West 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.

Action:

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

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

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

CPC advised that it would be very difficult to add and maintain the committee listings within the website. Discussion took place around the feasibility and benefits of doing so. It was agreed that we would close this item however explore new options should they become available

Item Closed

16. 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

Committee Members have agreed on dates for the upcoming 2010 meetings

Item Closed

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New Business

17. Travel Time To & From PSAC NJHSC Meetings (10/01/19)

PSAC Members advised that due to the reduced amount of air line flights, it is becoming increasingly difficult to get to and from NJHSC meetings within the allotted time frames. Members advise that due to the awkward flight schedules, sometimes they are required to take earlier flights to get to the meeting destination and take later flights to go back home. PSAC Members are requesting they be given extra time allowances to compensate for these setbacks.

CPC advised that they (CPC) use teleconferencing for other similar meetings as well as their prep meetings and the process works very well. CPC asked that the PSAC members give consideration to the idea of teleconferencing and if occasionally there were a need for face to face meetings, these could still occur. PSAC members agreed to consider Teleconferencing and provide feedback at the next NJHSC meeting.

The Committee agreed that the next PSAC NJHSC meeting scheduled for March 2010 would be held face to face as originally planned and the idea of teleconferencing could be further discussed at that point.

Action

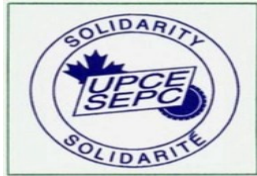
- 17.1 PSAC Committee Members to give further consideration to the teleconferencing concept and provide feedback at our next meeting

18. Scents in the Workplace

PSAC Members advised the committee that scent sensitivity issues were becoming more prominent and asked if CPC had a policy with respect to no scents in the workplace. CPC advised that due to the various and diverse work scenarios within the company it would be difficult to implement a "no scents" policy however the expectation was that employees respect each other's work environment and exercise moderation. CPC advised that employees who feel they are affected by scents in the workplace should report it to their team lead who will attempt to resolve the issue. CPC advised that there is a CPC "Use scents with sensibility" poster available in SAP. These posters can be displayed



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in various areas at the workplace and have proven to be effective in the past. CPC advised that there may be a scents in the workplace guideline however would need to verify.

- 18.1 CPC to provide detail as to the location of the “use scents with sense” poster in SAP
- 18.2 CPC to verify if there are scents in the workplace guidelines

The meeting was adjourned. The next NJH&SC meeting is scheduled for Wednesday March 10th 2010 from **12.30pm to 3pm** Boardroom **NO150D**.

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**