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National Joint Health & Safety Committee Meeting Minutes March 10th 2010

In attendance:

CPC

Laurie Ryan (Absent)
Marsha Creary
Andrea Martin

UPCE / PSAC

Janet May
Cindie Smith

Advisor(s):

Jeff Fraser
Rick Leger

Guest Speakers

Judy Middlemiss
Stephane Lafleche (Shepell-fgi)

Old Business

1. Review and Approval of the Jan 19th 2010 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the Jan 19th minutes and that the minutes were considered final.

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

PSAC advised that their follow up on this issue indicated that the Calgary scenario has been resolved and proper procedure is being followed

CPC advised that they had completed follow up as well which also indicated the issue had been resolved.

The committee agreed that this item could be closed.

Item Closed

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3. 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:

- 3.1 CPC will provide further updates at future meetings.

4. 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.

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.

A short discussion occurred whereby PSAC mentioned that possibly the training module may be currently in the "train the trainer" stages. CPC members were not aware of this and will follow up to determine status

Canada Post and the PSAC have agreed to raise the focus on the Appendix S requirements of the collective agreement relating to Workplace Conflict and Human Rights by establishing an approach to complete the agreed upon training on this important element of workplace respect.



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Action:

- 4.1 PSAC to provide examples to assist with “conflict in the workplace” training development at our next NJHSC Meeting
- 4.2 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.
- 4.3 PSAC will email examples to assist with “conflict in the workplace” training development to CPC
- 4.4 CPC to verify the status of the training development and advise the committee

5. 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.

Shepell-fgi (Stephane Lafleche) and Judy Middlemiss provided an hour long presentation on the Employee Assistance Program which encompassed services available, confidentiality, program delivery, accessibility etc. Handouts were provided and questions answered. The committee felt it was an informative session and agreed that this item could be closed

Item Closed

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6. 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.

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.

Since our last meeting CPC has provided 4th quarter audit updates to the committee via email.

Action:

- 6.1 Communication venues to be further considered and discussed at the next meeting
- 6.2 CPC to create / modify safety talks per the 10 suggestions noted above and possibly consider a different alternative to a "safety talk" to communicate items 6 & 7 of the above suggested 10 safety talks

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7. 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.

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, CPC advises 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.

CPC advised the committee that awareness sessions had occurred at the Calgary and Edmonton locations as well as 8 sessions covering 76 employees in Winnipeg. PSAC advised that they were not aware of these sessions having occurred and requested CPC provide more detail as to the exact locations.

PSAC advised the committee that they had reviewed the draft “Workplace Violence Prevention and Protection” team leader training module and were ok with it.

Action:

- 7.1 PSAC to verify that correspondence was sent advising CPC that PSAC had reviewed the training module and were ok with it.
- 7.2 Locals to communicate the process of using “Not Ready” time to move vehicles

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8. 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.

CPC confirmed that the second pilot had been conducted in Ottawa. Train the trainer sessions are occurring and the training will be rolled out to operations soon.

Action:

- 8.1 CPC to provide a copy of the training program to PSAC when it becomes available in it's final format.

9. 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

CPC advised that temporary lighting had been installed in December of 2009 as there was significant lead time to receive the new replacement fixtures. The new fixtures have now been received and installed. PSAC advised they were recently made aware that the lighting issue had been resolved. The committee agreed that this item could be closed.

Item Closed

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10. WHPP Quarterly Reports (09.11.01)

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

PSAC asked if CPC could provide “kits” to the LJHSC to ensure consistency with the quarterly reporting. CPC advised the committee that the intent of the quarterly reports process indicated in the LJHSC Committee member training were that they be used by the LJHSC to monitor their individual statistics and committee performance. There is no standard template however a monthly running tally of this information could be kept on the annual Work Place Committee Report form which is to be submitted to HRSDC at year end. This would allow the committee to keep accurate data to measure it’s performance and at the same time progressively complete the Committee Report form to be submitted at the end of the year.

Action:

- 10.1 CPC to review the training materials and work towards future LJHSC training sessions more accurately reflecting the intent and requirements of the Workplace Hazard Prevention Program.

11. H&S Committee in West Edmonton (Item# 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.

CPC has confirmed that there are no PSAC members on the committee. PSAC feels that their concerns are not being adequately addressed through the current committee. CPC once again stressed that there could not be two committees in place at the one location.

Action:

- 11.1 CPC will further investigate these issues with regional/local leads

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12. 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.

More discussion took place surrounding the concept of teleconferencing for some of the future PSAC NJHSC meetings. PSAC and CPC both agree that this may be a viable solution. The committee agreed that as a trial, our next meeting scheduled for May 2010 would be held via teleconference.

PSAC re-emphasised as mentioned above, that there is increased difficulty in obtaining flights and they feel that due to this an extra half day of travel time is required. CPC & PSAC have agreed to take this to Labour Relations for further discussion.

Action:

- 12.1 PSAC will forward this concern to Shannon Hurst of Labour Relations in an attempt to resolve. CPC will also follow up with Labour Relations.

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13. Scents in the Workplace (10.01.19)

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

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.

Since our last meeting, CPC has provided the poster detail and ordering instructions. In further discussion CPC mentioned that it could not locate any specific guidelines however expected everyone to treat their co-workers with fairness and respect. If a specific issue persists, the employee should advise their manager. It was also discussed that scents in the workplace was one of the 10 “Safety Talk” topics proposed in a previous minute item and that these safety talks may help raise awareness. The committee requested the poster ordering details be recorded in these minutes for reference purposes. The ordering details are as follows;

My SAP SRM

Scents Poster Bilingual

Supplier Part # 710070D-COL-BIL

Detail:

Category – Goods-Commercial Print-One time Print

Description – Bilingual

Supplier Part Number – 710070D – COL-BIL

Price – 13.35

Saleable Quantity – EACH

Currency – CAD

Long Description – Scents Poster – Bilingual

Vendor – Low-Martin Company Inc.

Contact – Florence O’Connor

Contract# 46000003040



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Telephone-613-741-0962

Lead Time – 5 days

Tax Code – 1

Volume Pricing

1-10 13.35

1-11 11-20 7.81

1-12 21+ 4.57

Action:

13.1 CPC to provide poster ordering details in these minutes.

New Business

14. New Committee Members / Advisors (10.03.10)

The committee welcomed Cindie Smith as a new PSAC NJHSC committee member replacing Gena Clowater and also Jeff Fraser as a new CPC advisor who will be replacing Louise Chayer Ayers. Gena and Louise were valued members and will be missed however we are looking forward to working with Cindie and Jeff.

It was briefly discussed that there is still one PSAC member required for the committee. PSAC advised that they are looking into selecting another member and that the member may possibly be from the Ottawa area. PSAC also committed to let CPC know by April 1st whom their remaining member of the NJHSC would be.

15. National Philatelic Centre - 911 Procedures (10.03.10)

PSAC members provided the committee with a copy of “Draft Procedure on process in calling 911” which appears to have originated from the National Philatelic Centre. In review of the document CPC cannot confirm the document as being an official CPC document nor can CPC approve the document for use. The document apparently was created by the LJHSC. Although CPC admires the great initiative and good intentions of the committee, it does not consider the document appropriate for use. There should already be “official” procedures in place for calling 911 from that location.



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- 15.1 CPC to ensure the document in question is not circulated.
- 15.2 CPC will follow up to determine if proper procedures are currently in place at the National Philatelic Center.

16. LJHSC Support – 6700 Pierre-Bertrand (10.03.10)

PSAC made the committee aware that it appeared the NJHSC Committee representing the 6700 Pierre-Bertrand location was having difficulty with Management Member involvement. PSAC provided CPC with a copy of an email sent in January 2010 to the Local Area Director of Operations advising of the lack of commitment which was having an effect on the overall effectiveness of the committee. PSAC advised they feel this is an issue at other locations as well.

Action:

- 16.1 CPC to follow up to ensure the concerns are being addressed and that there is ongoing management representation on the committee.

The meeting was adjourned. The next NJH&SC meeting is scheduled for **Tuesday May 11th 2010 from 12.30pm to 3pm and will be held via teleconference.** The required dial in number and ID will be provided with the meeting agenda as will a change of meeting room for CPC members if applicable.

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**