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National Joint Health & Safety Committee Meeting Minutes May 25th 2010

In attendance:

CPC

Laurie Ryan
Marsha Creary
Andrea Martin

UPCE / PSAC

Janet May
Cindie Smith
Sharon Tieman (New Member)

Advisor(s):

Jeff Fraser
Rick Leger

Guest Speakers

***** Please note that this meeting was held via teleconference as previously discussed and agreed upon*****

Old Business

1. Review and Approval of the March 10th 2010 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the March 10th minutes and that the minutes were considered final.

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

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

CPC advised that only preliminary information has been received to date and that they will advise the committee as soon as substantial updates are received possibly late summer 2010

Action:

2.1 CPC will provide further updates at future meetings.



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

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

PSAC has provided examples via email to assist with “conflict in the workplace” training.

CPC advised that there are committees / workgroups outside of the NJHSC that are focused on this topic. As a starting point CPC will get more detail as to the current status of the proposed training and provide detail to the NJHSC committee. Afterwards, in order to avoid duplication, follow up should be done directly with the appropriate committees / groups as opposed to the NJHSC.

Action:

- 3.1 CPC to verify the status of the training development and advise the committee. Follow up from there will occur by contacting the related committees / groups as opposed to the NJHSC

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

It was discussed that this item (Audits Item# 09-03-8) actually contained two separate issues – audits and safety talks. CPC requested the item be separated to provide more focus on the individual items. Everyone agreed that the two items could be separated therefore the safety talks are addressed further on in the minutes while this “Audits” topic will deal strictly with the 3rd party WSH audit issues.

In May 2010 CPC provided PSAC with the first quarter (2010) 3rd party WSH overall corporate status results. PSAC is requesting a more detailed breakdown as they received for the 4th quarter of 2009. CPC advised they will compare the 2009 Q4 report to the 2010 Q1 report and will advise if further breakdown can be provided.

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Action:

- 4.1 CPC to compare the 2009 Q4 report to the 2010 Q1 report and advise if further breakdown can be provided

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

The 10 topics previously being considered for safety talks were;

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

Discussions occurred around which of the 10 topics above should / could be considered "Safety Talks". CPC felt topics 1, 2, 3, 8, and 9 above should / could be considered safety talks. Further discussions occurred as to how the balance of the topics could be addressed. PSAC stressed the importance of the outstanding topics 4, 5, 6, 7 and 10. The committee discussed some possible alternatives for handling the outstanding topic as follows;

(4)-Scent Sensitivity – It was suggested that given the fact scent sensitivity was already an issue in the current minutes it should be further discussed under it's separate heading which is found further in the minutes

(5)-Importance and Benefits of Taking Scheduled Breaks – PSAC advised that they feel sometimes employees do not take scheduled breaks because they are afraid their Managers may get upset. CPC advised that depending on the situation sometimes an employee may not be able to take their break "as scheduled" but stressed the importance of taking a break. Therefore, CPC felt the word "scheduled" should be removed from the topic header for this reason. CPC reiterated that if employees feel they are not able to take their breaks, they should be informing their Managers and arrangements need to be made so breaks can be taken. After further discussion, it was agreed that possibly the best way to convey the importance of taking breaks and lunch periods would be through the Contact Magazine.

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(6) & (7) – EAP Services Available & Great West Life – CPC has spoken with HR and Communications who will be making attempts to better promote these two topics to employees

(10) – Emergency Procedures, First Aid & Evacuation – CPC advised that it would like to review the third party vendor material once completed (**Evacuation Procedures (Item# 06-06-F)**) before deciding on content and a means of communication.

PSAC inquired as to how Managers would be made aware of the safety talks and the fact they would be required to provide them. CPC advised that management on a local basis needs to be made aware of the safety talks to be given. Possibly the LJHSCs could be made aware of the required safety talks and ensure the local Managers are providing them.

Action:

- 5.1 CPC to provide agreed upon Safety Talks to PSAC; Proper Lifting, stretching Techniques, Workstation Ergonomics, Winter Walking & Personal Protection i.e. footwear
- 5.2 CPC to ensure that local Managers are aware of the safety talks and the way they are to be delivered.

6. Violence in the Workplace (CPC 09.05.05)

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.

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

It was discussed that this item “**Violence in the Workplace (CPC 09.05.05)**” actually contained three separate issues – Violence in the workplace, vehicle retrieval and yearly security awareness sessions aimed at issues beyond the workplace. CPC requested the items be separated to provide more focus on the

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individual items. Everyone agreed that the three items could be separated therefore vehicle retrieval and security awareness sessions aimed at issues beyond the workplace are addressed further on in the minutes while this “Violence in the Workplace” topic will deal strictly with the violence in the workplace training issues

Action:

- 6.1 CPC advised that as with the previous topic of “Bullying in the Workplace” there are groups outside of the NJHSC that are focused on this topic. As a starting point CPC will get more detail as to the current status of the proposed training and provide detail to the NJHSC committee. Afterwards, in order to avoid duplication, follow up should be done directly with the appropriate committees / workgroups as opposed to the NJHSC. However, updates are to be provided to the NJHSC Committee

7. Retrieval of Vehicles (10-5-25) – Previously part of (CPC 09.05.05)

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 reassured PSAC that employees would not be penalized for requesting “not ready” / “make busy” time to move vehicles when approved by supervisors. Employees needing time to move their vehicles must ensure they advise their supervisor beforehand

Action:

- 7.1 PSAC to stay in touch with locals to ensure the process is working
- 7.2 CPC to ensure that Managers / Supervisors are made aware of the process

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8. Yearly awareness sessions aimed at issues beyond the workplace (10-5-25) - Previously part of (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 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 expressed concern that the dates of the sessions were not being properly communicated to their members. CPC advised that the sessions are available to everyone however as mentioned in a previous email Security will attempt to advise Rick in advance so Rick can provide Janet with a heads up so she can help promote the sessions amongst employees. CPC also asked PSAC if they could provide a site listing where they felt there may be specific problems.

Action:

- 8.1 CPC to advise PSAC where possible as to upcoming training sessions
- 8.2 PSAC to provide CPC with a listing of sites that may have beyond the workplace security issues

9. 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.

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CPC advised that the draft copy of the training had just been finalized and was being condensed into it's final version. CPC advised they would provide a copy to PSAC within approx. 2 weeks

Action:

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

10. WHPP Quarterly Reports (09.11.01)

A discussion regarding WHPP and quarterly WHPP (Workplace Hazard Prevention Program) reports took place. 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.

PSAC advised that the kits they were referring to were not to do with the WHPP reporting but rather with respect to new committee members, their roles and responsibilities

CPC advised that all of these topics are covered in the required committee member training and suggested that any new members to the committees be guided by existing members until they receive their training. PSAC advised that they will reinforce the requirements with their committee members. The committee agreed this item could now be closed.

Item Closed

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

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.

CPC advised that through further consultation with the Director responsible for the West Edmonton location he advised that he has received commitment from the LJHSC in that if PSAC informs the committee of any issues they have, the committee will ensure they are raised at the LJHSC meetings. Possibly PSAC could attend at the start of the meeting to introduce their items and the committee would follow up on the issues from there. PSAC is willing to give this format a try and agrees this item can now be closed however if they feel the format is not working, they will table the issue again at the NJHSC level.

Item Closed

12. Travel Time To & From PSAC NJHSC Meetings (10.01.19)

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.

Further discussion occurred surrounding the logistics of prep and travel time. CPC feels that if prep time is managed on a weekly basis (i.e. one hour per week) and shift adjustments are made in advance to accommodate travel and meeting attendance, the 2 days originally agreed upon would be sufficient. PSAC advised that for this to be a possibility, currently scheduled mid-day NJHSC meetings would need to occur earlier starting at 8am. This would allow PSAC to travel to the meeting location the day before the meeting and travel back the afternoon of the meeting day. The parties agreed that PSAC-represented employees on the committee will be compensated for all hours worked (agreed to by both Co-Chairs) as per the provisions of the collective agreement.

Action:

- 12.1 PSAC to ensure prep time is managed and shifts scheduled to better accommodate travel time. PSAC to advise the committee if they need extra support in order to secure these commitments from their team leads.

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12.2 CPC to reschedule all previously agreed upon meetings to 8am.

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

More discussion occurred surrounding the issue of scent sensitivity. CPC explained that it would be very difficult to create a scents sensitivity safety talk. CPC advised such issues should be dealt with at a local level possibly by the Team Lead and / or Human Resources. PSAC advised that when they try to deal with it at a local level they are sometimes referred to the national level. PSAC advises that in addition, sometimes the scent issue is with managers or Team Leads. CPC advised that there are currently no guidelines available and all employees and management are expected to use common courtesy and respect for co-workers

It was further discussed that in addition to the “use scents with sense” posters, awareness levels needed to be raised. Some suggestions discussed were to send an employee communication to employees regarding scent sensitivities and the availability of the posters through SAP. Possibly the employee communication could come from Human Resources

Action:

13.1 CPC to investigate the best possible alternatives to raise awareness amongst employees and management

14. New Committee Members / Advisors (10.03.10)

PSAC had recently advised CPC of their new member Sharon Tieman. Sharon was welcomed at the beginning of today’s meeting and was part of the conference call.

Item Closed

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



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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.

CPC has further investigated and this appears to have just been a miscommunication. The issue is now resolved. The committee agreed to close this item.

Item Closed

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.

CPC has since the last meeting sent follow up information to the committee. This location now has a dedicated management member in place and all parties agree everything appears to be working well.

Item Closed

New Business

17. Terms of Reference 10.05.25

CPC advised that at our next NJHSC meeting they would like to review the “Terms of Reference” as the current terms of reference were last reviewed in April 2008.



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May 25th 2010**

The meeting was adjourned. The next NJH&SC meeting is scheduled for **Tuesday July 6th from 8am to 10:30am at Canada Post Place Ottawa, North Tower, Meeting Room N0140J.**

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**