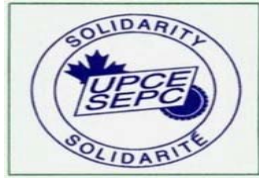




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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

### In attendance:

#### CPC

Ian Benson  
Laurie Ryan (absent)  
Sylvie Sarault (co-chair) (absent)

#### UPCE / PSAC

Janet May (co-chair)  
Gena Clowater  
Michelle Rey

#### Advisor(s):

Louise Chayer-Ayers  
Peter Lennon

### **Old Business**

#### **1. Review and Approval of March 2009 NJH&SC Minutes**

It was agreed that the parties had had an opportunity to review and provide edits to the March 20<sup>th</sup> minutes. It was agreed that the minutes were final and that from this point onwards minutes could be agreed between meetings to expedite their posting and distribution.

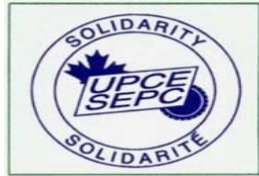
#### **2. H&S Training/ Restructure**

##### **Item Number 08-02-#5**

It was confirmed that CPC had provided PSAC with an updated LJHSC member list since the conclusion of the last committee meeting. It was suggested that CPC circulate their list to the CPC contacts and that the PSAC members of the committee review their spreadsheet details.

It was agreed that following the review PSAC should identify what details have been confirmed and what remain questionable so that the parties can then move forward with the roll out of training.

PSAC members requested details on the locations where training will be provided. CPC advised the NJHSC that it would be the Training Department that would determine the details and manage the process.



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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

PSAC enquired whether it was possible to obtain training courses via the INTRAPOST. CPC advised that where there were less than 20 employees in a workplace then self directed health and safety rep training was available. Where there were more than 20 employees and a LJHSC convened then the LJHSC health and safety training course was applicable.

PSAC members acknowledged receipt of the LJHSC training material but requested copies of the self directed Health and Safety Representative training for their records. CPC agreed to provide.

The NJHSC was advised that the PSAC members had identified inconsistencies in the LJHSC listings where it was known that some committees sit and others don't despite the number of employees at the facility. CPC gave an undertaking to review the list and work with the NJHSC and sites where issues are identified.

### Action:

1. PSAC to review the CPC submitted spreadsheets and identify the confirmed and/or questionable details so that training can progress.
2. CPC to provide copies of the self directed health and safety representative training.

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

The NJHSC was advised that the members of the committee had received copies of the Transition guide and that Mark Schrader (Manager, Recruitment & Selection Programs) would be in attendance at the next NJHSC to talk to this item and field any questions raised.

### Action:

1. Mark Schrader to attend the NJHSC to present the guide and field any associated questions.



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## **National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009**

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

The NJH&SC was informed that a Request for Quotation (RFQ) had been developed and circulated for the development of policies and procedures capable of general application to local emergency planning and preparedness issues.

It was explained that the successful organization will be asked to prepare documentation for 4 types of facilities and develop the appropriate procedures and training.

CPC advised the NJHSC that the templated procedures and training would be completed in 2009 with the national roll out to follow. CPC to provide updates at a subsequent NJHSC.

#### **Action:**

1. CPC to update the NJHSC when progress has been made.

### **5. Protective Footwear (Item# 09-06-1)**

The NJHSC was advised that CPC had obtained approval for an increase in the safety footwear subsidy of \$75.00 to \$90.00. PSAC members enquired whether this entitlement was annual or was only available every 3 years.

PSAC members advised the NJHSC that they had made enquiries regarding the online ordering system and that it had identified a very limited selection. CPC gave a commitment to look in to this further.

#### **Action:**

1. CPC to respond to PSAC's enquiry regarding the duration of the subsidy.
2. CPC to research the online ordering facility further and provide feedback to PSAC NJHSC members.

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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

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

CPC explained that further investigation was required before a full update could be provided to the smoking shelter issue. It was agreed that CPC would make contact with the regional safety manager, obtain the necessary information and provide an update to the NJHSC as soon as possible.

#### Action:

1. CPC to investigate the unresolved smoking shelter issue and report back to the NJHSC as soon as possible.

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

It was agreed that the discussion around the provision of Canada Labour Code Part II training was to be carried forward to the next committee meeting. CPC would then be in a position to discuss the provision of any additional health and safety training above and beyond that provided generally by Canada Post. Notwithstanding this, it was agreed that CPC training should be provided first.

It was confirmed that PSAC members had received a soft copy of the LJHSC Health and Safety training for their records.

#### Action:

1. CPC to confirm whether funding for additional training would be provided. Update to be provided to the NJHSC.

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

The NJHSC had previously been informed of hazing practices and bullying in Alberta and the circumstances believed to be behind such unacceptable behaviour.

A discussion had also taken place surrounding the on-boarding kit and the need for a review of the material to ensure that it included information on diversity /

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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

respect in the workplace and conflict resolution. It had been previously agreed that PSAC would identify to CPC the hot spots of bullying concerns and that CPC would consider the options available on how best to address these issues.

The NJHSC was advised that a follow up was required both for the review of the on boarding kit and in the identification of hot spots of concern.

The NJHSC was advised that since the last NJHSC disciplinary procedures had been enacted in Alberta and that the Police were now involved. There had been a separate issue in Vancouver and the individuals concerned had since been separated.

It was agreed that the actions from the last committee would carry forward.

### **Action:**

1. CPC to review the on-boarding kit to ensure it includes suitable information on diversity / respect in the workplace and conflict resolution
2. PSAC to identify the hot spots of concern and provide an update to the NJHSC.

## **9. Environmental Management (Item# 09-03-6)**

At the previous NJHSC CPC had acknowledged the importance of managing environmental responsibilities but had informed the NJHSC that compliance with the Canada Labour Code was the overarching objective of the NJHSC. CPC had agreed to approach Alison Rogers to establish the most appropriate forum to address environmental matters.

It was confirmed that this item was to be carried forward. Report back at the next NJHSC.

### **Action:**

1. CPC to approach Alison Rogers and to update the NJHSC.

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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

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

At the previous NJHSC PSAC members had advised the NJHSC of concerns that they had in relation to the management of depression and anxiety within the workplace. PSAC stated that these two conditions accounted for the bulk of concerns expressed to Sunlife and had suggested that CPC could consider ways to make Manulife more visible in the workplace thereby promoting proactive rather than reactive measures.

It was discussed at the NJHSC that the deliverable was rather ambiguous and that it might be more productive to focus on what was achievable through the NJHSC. The NJHSC was advised that a Benefits Committee convenes periodically and that the PSAC employee co-chair sits at that forum.

A brief discussion around suitable measures took place. The NJHSC was advised that previous arrangements with Medisys provided a nurse who would attend locations on a monthly basis. This had proved popular but following conversion to Manulife that feature had ceased. It was agreed that this was something that could be discussed at the benefits group through the employee co-chair.

The NJHSC was advised that Shepell FGI has services that could also be utilised. CPC gave an undertaking to approach the compensation group to discuss this matter.

#### Action:

1. CPC to approach the Compensation Group.

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

CPC provided the PSAC members with a copy of the Third Party Audit cd and provided a presentation and overview of the Audit process. The members of the NJHSC were informed how the Audit information had been gathered, recorded and interpreted.

The NJHSC was advised that every region had been audited and that each of the 35 reports accounted for approximately 115 pages of data. It was explained that a Roadmap had been developed to bring focus to the issues and to provide a

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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

record of continuous improvement as the organisation moves closer towards its targets for health and safety compliance. The NJHSC was advised that a Corporate roadmap was being developed and that this would be circulated to the committee members once it had been finalized.

It was explained that the regional safety officers had received training in updating the audits. The NJHSC was advised that as issues were addressed baseline data scores would change to reflect the improvements.

PSAC members enquired whether Head Office had been audited. CPC advised the NJHSC that the audit had focussed on the potentially higher risk activities first and therefore Head Office had not featured in the initial audit per se.

### Action:

1. CPC to provide the NJHSC with a copy of the Corporate Roadmap.
2. CPC to provide an update on progress at the next NJHSC.

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

It was acknowledged that CPC had provided a copy of the Regulation 19 report to PSAC members. PSAC expressed concern however that the bargaining unit were not mentioned within the report and noted that they had not been analysed.

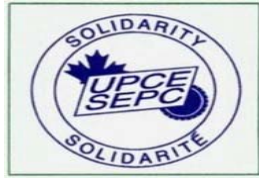
CPC advised that NJHSC that the purpose of the Regulation 19 report is to highlight to HRSDC the prevention measures CPC is implementing on a national not union specific basis.

Following a further discussion CPC added that when the committees are trained their involvement in Workplace Hazard Prevention Programs will be increased

Item concluded with no deliverables assigned.



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## **National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009**

### **13. Crosstab Reports and Reporting (Item# 09-03-10)**

It was confirmed that CPC had provided Cross Tab Reports to the PSAC members of the NJHSC. It was also confirmed that this item could be closed from the minutes.

PSAC members had not received any further complaints of reporting system failures and it was agreed that this item could also be closed. Nonetheless it was agreed that if issues were to re-emerge then they would be brought back to the NJHSC.

PSAC members stressed further the importance of ensuring that data was accurate and accounted for all reportable accidents. PSAC members drew attention to accidents that had occurred in File Rooms that they did not believe were necessarily reflected within the reports.

CPC agreed that vigilance in reporting and recording was vital in ensuring that meaningful data was captured.

**Item closed.**

### **14. Flu Campaign (Item# 09-03-11)**

Following the previous request CPC provided a detailed presentation of the 2008 Flu Campaign (Flu / Cold Campaign 2008 –2009)

The NJHSC was advised that preparation commenced in the summer of 2008 and was completed by Spring 2009.

A detailed overview of uptake across the regions was provided including explanation of some confounders such as the 2008/9 labour dispute and a late start that prevented numbers being achieved in certain areas.

The NJHSC was provided with information packs and the strategies for information dissemination. The all encompassing features of the website were discussed along with the following communication tools;

- Every location was provided with a minimum of 1 and a maximum of 20 (en) and (fr) Flu Prevention posters.

## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

- Hand washing stickers were provided to all locations.
- A Tabletag tool was provided to all locations.
- A Frequently Asked Questions document – ‘Is it a Cold or the Flu?’ was made available.
- An information sheet on hand hygiene was made available
- An Information Sheet ‘Pandemic Influenza’ and a ‘Pandemic Planning Checklist’ was also made available

PSAC members enquired whether the poster was available electronically. CPC gave an undertaking to establish whether this was the case and to report its findings to the NJHSC.

While it was acknowledged that the specific Flu Campaign Presentation was not linked to the current H1N1 issue, the members of the NJHSC engaged in a brief discussion on the measures being employed, including employee access to hand sanitizer solution. It was also confirmed that all employees had 24/7 access to an EAP nurse who could make an assessment of an employee's health status should an enquiry be made.

### Action:

1. CPC to establish whether the Flu Campaign poster is available online and to provide feedback to the NJHSC.

## **New Business**

### **15. H1N1 (PSAC 09.05.01)**

A discussion took place in relation to the measures implemented to combat the outbreak of H1N1 (Swine Flu). PSAC members highlighted the confirmed Toronto case and explained that despite requests for information to see whether PSAC members had been affected it took a week before a response was received.

CPC confirmed that the Presidents of the bargaining units had been notified immediately, as had the employees at the locations where concerns had been raised. Feedback to date had been very positive regarding the CPC approach to the issue.

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## **National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009**

PSAC members advised the NJHSC that they felt that more discussion needed to take place regarding the quarantine of persons. PSAC gave an undertaking to establish whether employees would be paid or not in such circumstances.

A discussion took place regarding the potential impact to 'Term' employees if time was lost through absenteeism or sickness. It was stated that the recent communiqué from Canada Post had exacerbated these fears as it had implied that 'Term' employees were not covered in the arrangements being established for employees staying at home if they were sick with suspected H1N1. PSAC members advised the NJHSC that 'Term' employees are covered under the collective agreement and asked that CPC consider this aspect in future communications to minimize confusion.

### **Action:**

1. PSAC to establish whether employees will be paid or not when in quarantine.
2. CPC to make raise the issue of Terms and clarification for future communications.

### **16. Health and Safety Taskforce (CPC 09.05.02)**

CPC gave a brief overview of the Health and Safety Taskforce. It was explained that the group is very strategic in nature and that if there was anything of interest or benefit to the NJHSC then the committee will be made aware at future NJHSC meetings.

### **17. The Frequently Injured Process (PSAC 09.05.03)**

PSAC members of the NJHSC advised the committee that they had no objections to a process that improves employee safety but needed assurances that employee medical confidentiality would not be compromised. CPC advised the NJHSC that addressing issues with employees who are frequently injured would follow the same process and respect medical confidentiality as it currently does. CPC also confirmed that the process was only to be applied in the context of injury on duties and not personal non-work related injuries.

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## National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009

PSAC members enquired whether it would be preferable for a return to work specialist to deal with the employee rather than the employee's Manager. CPC explained that the intention is that the Manager is best placed to manage the process as they know the individual, their capabilities and the history behind the employee's previous accidents. Therefore the Manager should be in the best position to help end the cycle of accidents. CPC added that in certain circumstances the Manager might call in additional expertise e.g ergonomists as and when the circumstances dictate.

The item concluded with no deliverables assigned.

### **18. Pay and Time Off for Union Duties (09.05.04)**

A detailed discussion took place regarding time off for travel, preparation and attendance at the NJHSC. The discussion also focussed on the practicalities of reviewing NJHSC related information and balancing workloads in the intervening periods between committees.

It was explained that a number of additional factors influenced the time currently being spent. These included residue issues that remain following the recent dispute and that the fact that the PSAC committee members were all still new to the national post.

It was explained that if a PSAC member of the NJHSC is working in a call centre environment, that employee has to request approval for any time away from the phone to conduct NJHSC duties such as reviewing documents. It was emphasised that with so much new information being developed from CPC e.g the third party audits, safety training materials, cross tab reports, procedures etc it was necessary to take the appropriate time to review these materials.

For reviewing documents and responding to requests PSAC suggested that they should receive 1 hour a week to conduct NJHSC duties on the understanding that if the hour is not required then it would not be taken.

In terms of travel, preparation and attendance to the NJHSC it was explained that PSAC members currently use one day for travel to the committee, one day for Prep and one day for the meeting / travel to their home location.

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## **National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009**

CPC explained that a possible option was to match time off for NJHSC duties with the demands of the new committee members and review this position in 6 months time.

It was determined that as only one CPC full time member of the committee was in attendance that CPC would take the request away, discuss with the other CPC NJHSC members and get back to PSAC at the earliest opportunity.

### **Action:**

1. CPC to discuss the request with the full time CPC members of the NJHSC and report back to PSAC at the earliest opportunity.

## **19. Violence in the Workplace (CPC 09.05.05)**

The NJHSC was provided with a detailed overview of measures being implemented by CPC to meet its statutory requirements for preventing Violence in the Workplace. The NJHSC was provided with a copy of the presentation (Workplace Violence Prevention and Protection: Meeting Our New Obligations) for reference throughout the presentation.

It was explained that in order to meet its regulatory requirements Canada Post must consider its existing controls and be flexible to emerging risks in the area of Violence in the Workplace.

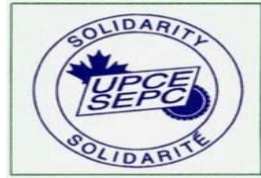
The NJHSC was advised that key areas included the identification and assessment of risks, the assessment of key priorities and the development of an action plan to deal with those priorities.

The NJHSC was informed that development of the plan had commenced a few months earlier with the involvement of Labour Relations, Corporate Security, Human Rights and Health and Safety. It was explained that previous requirements had existed under Appendix HH with CUPW and Appendix S with PSAC.

It was stated that an integral feature of this body of work was the development of an appropriate policy. CPC advised the NJHSC that the current policy was being revised to meet the expanded scope under the Regulations and that the NJHSC would be required to review and provide feedback by June 30th.



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## **National Joint Health & Safety Committee Meeting Minutes May 21<sup>st</sup>, 2009**

The NJHSC was provided with an overview of other key features such as the definition of a competent person and the likely composition and roles of Critical Incident Response Teams. It was explained that the appointed teams would be in a position to respond promptly to claims of violence in the workplace.

PSAC members highlighted the fact that there are many locations where no on site security exists and that the processes around violence in the workplace would need to be carefully considered for such circumstances. CPC acknowledged the validity of the observation and the suggestion.

CPC advised the NJHSC that CPC investigators have been trained by the Human Rights Commission and that in most circumstances complaints could be resolved quickly and internally.

A detailed overview was provided of the key milestone dates within the Action Plan through to June 2010 at which point relevant employee training would be rolled out.

CPC emphasised that it looked forward to receiving any comments or suggestions from PSAC on the draft revised policy. CPC added that they were particularly keen to receive feedback on the factors contributing to workplace violence, occupations at risk and any ideas that PSAC members might have for prevention.

### **Action:**

1. CPC to provide PSAC members with a draft copy of the revised policy for consideration prior to June 1<sup>st</sup>.
2. PSAC to provide feedback on the revised policy by June 30<sup>th</sup> 2009.

The meeting was adjourned. The next NJH&SC meeting is scheduled for **July 8<sup>th</sup> 2009 from 12:30p.m to 3.00pm Room N0080D.**

ORIGINAL SIGNED BY:

**CO-CHAIR Canada Post: Sylvie Sarault**

ORIGINAL SIGNED BY:

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