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National Joint Health & Safety Committee Meeting Minutes September 16th, 2009

In attendance:

CPC

Laurie Ryan
Marsha Creary
Andrea Martin

UPCE / PSAC

Janet May (absent)
Gena Clowater
Michelle Rey

Advisor(s):

Louise Chayer-Ayers
Peter Lennon
Rick Leger (observer)

Guest Speakers

Denise Portugaise
Jennifer Huber

Old Business

1. Review and Approval of July 8th 2009 NJH&SC Minutes

It was agreed that the parties had had an opportunity to review and provide edits to the July 8th minutes and that the minutes were considered final.

2. H&S Training/ Restructure

Item Number 08-02-#5

It was confirmed that all spreadsheet details had been provided to the learning and development institute (LDI). CPC confirmed that LDI were finalizing the training schedules and that they would be circulated by the end of October 2009.

CPC confirmed that everyone identified as part of the process would receive training. PSAC members enquired whether training would be targeted as part of the cost saving initiatives across the organization. CPC confirmed that health and safety training would not be targeted.

PSAC members enquired what arrangements would be established for the smaller more remote centers. CPC confirmed that in such cases the relevant people would be brought in to co-ordinate the process.

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Action:

- 2.1 CPC to provide PSAC with copies of the Training schedules by the end of October 2009.

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

The NJHSC was advised that the employee co-chair and Mr Mark Schrader (Manager, Recruitment & Selection Programs) had recently corresponded on this subject. It was understood that an update in person would be provided by Mr Schrader at the next NJHSC.

It was agreed that the actions from the previous meeting would carry forward to the next meeting.

Action:

- 3.1 Mark Schrader to attend the NJHSC to present the guide and field any associated questions.
- 3.2 CPC to investigate the potential involvement of DBM to address identified gaps in WFM / HR availability.
- 3.3 CPC to circulate the revised guide nationally and issue a Bulletin to alert employees and Managers.

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

The NJH&SC was advised that the RFP bids had been reviewed and that it was hoped that the procedures would be in place by the end of December 2009.

PSAC members enquired whether there would be drills conducted once the procedures had been put in place. CPC stated that annual drills are a current requirement and should be held. The Fall was a common season for drills as it coincided with Fire Prevention week.

It was explained that once developed the template tools would be sent to the regions with measures being implemented at the individual sites. CPC explained



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that it would take some time, perhaps 2 years or so to have everything fully in place. CPC added that Evacuation and Medical Aid arrangements were the main priorities going forward.

Action:

4.1 CPC to provide progress updates at subsequent NJHSC's.

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

The NJHSC was advised that CPC had established that the safety footwear subsidy had increased from \$75.00 to \$90.00. It was explained that the parties now needed to consider how best to apply the process around the provision of safety footwear. The NJHSC agreed that not all PSAC members require footwear and that some members will need replacement shoes more often than others

CPC explained that the options are \$90.00 annually or \$180.00 biannually and that the PSAC members of the NJHSC could recommend to CPC what is the most appropriate arrangement for their members. It was agreed that the PSAC members will discuss the options and will provide feedback to the NJHSC.

Action:

5.1 PSAC to discuss the subsidy options and provide feedback to the NJHSC.

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

PSAC members informed the NJHSC that progress had stalled in relation to the Fredericton smoking shelter issue. It was explained that a debate had developed whether the requirements were Federal or Provincial and that this had led to a period of inactivity.



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CPC confirmed that it had sent a number of e-mails to establish what could be done to resolve the matter. CPC gave a commitment to monitor the situation and to provide a status update to the NJHSC.

Action:

6.1 CPC to provide a status update to the NJHSC.

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

At the previous NJHSC, PSAC members expressed concern that its members had been drawn from across the regions to attend training in various locations.

CPC had since followed up on this issue and could confirm that the proximity of employee base locations had been taken in to consideration when employees were being selected to attend training locations.

CPC also confirmed that the associated communications indicated how employees would be paid and reimbursed for travel expenses.

The NJHSC agreed that the item would remain open so that the members could remain sighted on developments.

Item to be carried forward for monitoring.

Action:

7.1 Item to be carried forward for review at subsequent NJHSC's.

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

The members of the NJHSC agreed that this item and the associated actions would be carried forward to the next NJHSC.

It was nonetheless confirmed that the on boarding kit employee guide was now with Glenys Peters.

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Action:

- 8.1 PSAC to update the NJHSC on the regional initiatives.
- 8.2 CPC to review the on-boarding kit with HR to establish whether further clarity can be obtained and whether anything can be done.

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

It was confirmed that the employee co-chair had raised the Mental Health concerns / arrangements for the attention of the benefits group but that there were no details to share at this time.

CPC confirmed that it had contacted the compensation group but similarly had nothing to report. It was agreed that both actions would carry forward for an update at the next NJHSC.

Action:

- 9.1 PSAC employee co-chair to raise the Mental Health concerns / arrangements at the Benefits Group and report back to the NJHSC.
- 9.2 CPC to approach the Compensation Group to discuss the facilities enquiry.

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

It was confirmed that the members of the NJHSC had received a copy of the Corporate Roadmap.

CPC handed over a copy of the presentation 'Canada Post URS H&S Audit Document 2009 Plan Critical Items May 25th 2009'. CPC provided an overview of the key elements and explained that a roadmap had been developed for each of the regions.

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It was explained that the significant issues for the corporation and the regions had been extrapolated, tallied and prioritized for activity with the larger impact items being addressed first. The top 8 items were:

1. Hazard identification, risk assessment and determining controls
2. Resources, roles, responsibility, accountability and authority
3. Communication, participation and consultation
4. Machine hazards
5. Material handling
6. Loading dock operations
7. Emergency response
8. Incident investigation, nonconformity, corrective and preventative action

A synopsis of each was considered in turn.

It was agreed that further updates would be provided as progress was made.

PSAC members enquired whether a Job Hazard Analysis would be conducted for PSAC activities particularly as employees were potentially doing more work following downsizing activities. CPC explained that JHA's focus on hazards such as workstation ergonomic hazards. This was an example where a JHA might be appropriate in a PSAC environment.

CPC explained that a CCOHS model was being used for this process and that it would provide an electronic copy to PSAC.

PSAC members enquired whether it was possible to obtain safety talks for PSAC members as part of the Supervisors briefing. It was explained that as PSAC were not part of Operations they did not receive the safety talks. CPC acknowledged the observation.

Action:

- 10.1 CPC to provide progress updates on the audit at subsequent NJHSC meetings.
- 10.2 CPC to provide an electronic copy of the JHA.
- 10.3 CPC to consider the delivery of safety talks to PSAC employees and potential venues.



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

It was confirmed that hazard prevention was part of the LJHSC training. The parties agreed that once the training had been received the item would be closed but would remain open in the interim period.

Item to remain open.

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

It was acknowledged that there was a large scale communication plan in place in relation to H1N1. CPC confirmed that a conference call was being planned with all the bargaining agents and that the employee co-chair for the PSAC NJHSC had been invited to participate.

PSAC members sought clarity around members who could have limited days left available for sickness e.g 3 days, who then contract H1N1 and are told that they are to be absent for 7 days. CPC advised the NJHSC that quarantine for H1N1 and normal sickness absence must be dealt with in adherence to leave requirements within the collective agreements.

PSAC members added that part timers and terms in particular were at risk with the quarantine requirement adding that the sickness entitlement for part time employees was pro rated. It was stated that terms have historically been rated on absenteeism and there was a danger that sick employees would attend work rather than stay at home. CPC gave an undertaking to provide the information to communications for consideration in any follow up communication that may be planned.

CPC added some clarity around the flu shot availability and emphasised that the H1N1 Flu shot will be government controlled.

Action:

12. 1 CPC to consider clarifying the statement related to Terms that they have a responsibility to stay at home if they are sick.



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13. Health and Safety Taskforce (CPC 09.05.02)

The NJHSC was advised that two Health and Safety Task force meetings had occurred during 2009. It was explained that the central focus of the meetings had been to ensure that health and safety remains a key feature of strategic decision making within the organization.

Item closed.

14. Pay and Time Off for Union Duties (09.05.04)

CPC confirmed that it was in the process of approaching the applicable managers to ensure that the arrangements for the two members of the NJHSC were agreed and understood.

CPC confirmed that Susan Smith (Call Centre Supervisor - Fredericton) had been contacted and that Greg Nein (Manager Production Control - Edmonton) would be contacted shortly. It was agreed that subject to confirmation of the arrangements with Greg Nein the item was closed.

Item closed.

15. Violence in the Workplace (CPC 09.05.05)

The NJHSC was provided with a progress update on the measures being developed for Violence Prevention.

CPC explained that psychological violence was now included within the definition of violence. It was explained further that HRSDC had been consulted in an attempt to get an external viewpoint on psychological violence as it was anticipated that this could prove to be a grey area.

It was explained that the primary focus of the briefing was to provide an overview of the approach that is being considered for the provision of information, instruction and training. The NJHSC was informed that all the bargaining agents were being addressed and that a different approach to training was likely between the groups.



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It was explained that CPC were considering the utilisation of e-learning for PSAC members and that the draft content of e-learning modules was under consideration. CPC added that some PSAC employees were also team leaders and as a result, a review of the team leader training would be shared with PSAC for their consideration. It was explained that the material and associated handouts for PSAC members would be the same as that provided to other employees, but would be delivered through alternative media.

CPC added clarity around the modular approach. It was explained that while the intention was to provide 5 modules the content might be broken down so that the final material exists within 2-3 modules albeit the content would remain the same. CPC added that it was anticipated that all the modules would take approximately 1 hour to complete.

PSAC members sought clarity whether employees would receive the necessary time to complete the training. CPC explained that the training was mandatory and as such employees would be given the time to complete the training. Allied to this CPC would keep records of all those that had completed the training.

CPC explained that training would be scheduled through Workforce Planning.

PSAC members acknowledged the work underway in the creation of an e-learning package but expressed general e-learning concerns that employees could navigate through the training without necessarily understanding the content. CPC reassured the PSAC members that this had already been considered as it had in previous packages. CPC added that Human Rights were also looking to see whether video files could be added where both the correct and incorrect outcomes would play out if selected by the trainee. This had been provided within the Conflict of Interest training and had proven worthwhile.

PSAC enquired whether it would be possible to develop a call centre specific scenario within the draft material. CPC agreed to consider the request. CPC added that the anticipated roll out date for training was the Fall of 2010.

Employee safety concerns were raised at this point in the meeting. PSAC members highlighted a case in Fredericton where a female employee was assaulted by two males in a parking lot. PSAC enquired whether any new arrangements could be considered such as employees moving cars to safer locations during daylight, the provision of buddy systems and/or extra security in high risk areas. PSAC provided another example out of Regina and Winnipeg that highlighted employee security and safety concerns. The NJHSC agreed that

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a representative from Corporate Security should attend the next NJHSC to consider these concerns. It was agreed that Ted Upshaw G.M Corporate Security would be approached.

CPC added that CPC must carry out a risk assessment considering the location and other factors such as crime mapping per postal code. The risk assessment could then be used to consider the suitability of on site security measures.

CPC added that Canada Post is responsible for the safety and security of the workplace but not those areas away from the employee's place of work.

PSAC members confirmed that local security had been consulted for the Fredericton and Regina cases.

Action:

- 15.1 CPC to consider inclusion of a call centre scenario in the training material.
- 15.2 Corporate Security to be invited to attend the next NJHSC.

16. Accident Investigation Process (PSAC 09.07.01)

At the previous meeting PSAC members had sought clarity around the process to be adopted for the investigation of accidents in the workplace. PSAC had cited a case from the regions that demonstrated an inconsistent approach when contrasted with that promoted within the national CMS.

PSAC members had made a preliminary investigation and had ascertained that the material in question was from a 2007 training package that had originated out of the Atlantic region. PSAC added that this material, rather than the CMS was being used in this region.

CPC 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 added that inconsistencies in approach would be flushed out with the new standardised process.

PSAC members enquired whether it was possible to develop a communication piece that directs all employees to the appropriate CMS. CPC added that after Christmas 2009 the appropriate tools would be available. The parties agreed that



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if a message was circulated ahead of standardisation it would add to, not relieve any confusion that might currently exist.

Action:

- 16.1 CPC to provide an update on progress related to accident investigation training at future NJHSC's.

17. HRSDC Update (HRSDC 09.07.02)

It was confirmed that copies of the Terms of Reference had been provided to HRSDC. The NJHSC was advised that HRSDC would be delivering its decision re: the CUPW complaint relating to more than one policy committee at both the RSMC and Urban CUPW NJHSC's. The matter was closed at the PSAC forum.

Item closed.

New Business

18. Purell Pilot (PSAC 09.09.01)

PSAC members drew the attention of the NJHSC to a Purell pilot study and enquired why it had not extended beyond Head Office and the Prairie region. CPC stated that it was unaware of the particulars of the study and the rationale behind it, but could confirm that the circumstances behind hand sanitizer arrangements had progressed considerably since that time.

It was explained that since the development of H1N1 all team leaders had been contacted and made aware that Purell was available through SAP. CPC added that sanitizer is now readily available and that there were also wipes available for sanitizing multiple occupancy workstations.

CPC explained that hand washing with soap and water was still the most effective way to prevent the spread of germs through skin contact. It was explained that it is for the LJHSC and management to agree whether sanitizer was required and the associated locations for dispensers.

PSAC raised specific location concerns where management had refused to provide sanitizer. CPC responded stating that the communiqués to follow for



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H1N1 would provide the necessary clarity around the hand sanitizing arrangements.

The item concluded with no deliverables assigned.

19. Antigonish BLJC (PSAC 09.09.02)

The PSAC members of the NJHSC drew the attention of the NJHSC to unresolved issues relating to Antigonish and the involvement of BLJC. It was explained that there were unresolved lighting issues in the parking area that had been raised in 2008 and that still remained unresolved.

CPC confirmed that it had communicated with the Regional Health and Safety Manager and had been under the impression that the matter had been addressed. PSAC members acknowledged this position but reported that the lights and fixtures had since been vandalized.

CPC agreed to provide the report on this matter to the PSAC members.

Action:

19.1 CPC to provide the Antigonish report to PSAC members.

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

PSAC members highlighted concerns that it had regarding a proposed Health Screening program in the Atlantic region. It was stated that the survey requested personal information such as an employee's body mass index, height, weight etc. PSAC members sought clarity regarding the requests for personal information and whether such requests were a violation of confidentiality.

PSAC enquired whether this was a program being administered through EAP / Shepell FGI. PSAC members added that if possible they would like further information and a copy of the survey for its consideration. PSAC added that they would also require further information on how data was going to be stored and what was the intended use of the information. The NJHSC was advised that a letter for the program had been issued previously.



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The parties agreed that to answer the question fully a representative responsible for the initiative should be invited to attend the next NJHSC.

Action:

- 20.1 CPC to obtain a copy of the survey and provide to PSAC.
- 20.2 CPC guest to be invited to attend the next NJHSC to discuss the health survey.

The meeting was adjourned. The next NJH&SC meeting is scheduled for **November 24th 2009** 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**