

National Joint Health & Safety Committee Meeting Minutes

March 14 and 29, 2018

In attendance:

CPC

Ian Kerr
Jay Davis (absent March 29)
Natalie Bolton (absent March 14)

CUPW

Marc Roussel
Carl Girouard
Chris Pleasants

Advisor

Pascale DeRycke

Guests

Julien Rochon
Carmen Suchorab (via teleconference)
Andrea Smith
Luc LaFrance
Kevin Kernohan
Kim Gould (via teleconference)
Kevin Champoux
Nick Otto
Michel Lacasse

Standing Items

Opening Remarks

1. ESDC Assignments

Overview:

This is a standing item providing both parties an opportunity to discuss Employment and Social Development Canada (ESDC) assignments.

Discussion:

CUPW inquired about several items listed on the Victoria AVC. CUPW would like to know what type of respirators CPC has, are they standard and have they been brought to this committee. CUPW also suggested perhaps a poster could be used to address the grinding wheel safety requirements.

Recommendations / Action Items:

1. CPC will provide the committee with an update regarding the type of respirators used in CPC facilities.
2. CPC will follow up regarding a grinding wheel poster.

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2. Health and Safety Statistics

Overview:

This is a standing item providing both parties an opportunity to discuss health and safety statistics, including workplace violence statistics.

Discussion:

CPC provided an updated presentation. CPC explained that the HIGH MED LOW categorizations for the incidents has changed and (SLIDE 6) comments have been captured to reference these NEW categorizations. Additionally those incidents that were historically categorized as Threat – Abusive Language have been appropriately corrected to Psychological – Abusive Language. This now aligns with the Workplace Violence training documentation definitions.

CUPW inquired as to what other trends are being looked at, with the amount of 3rd party aggressor cases, is there something that can be done to help. CUPW suggested the committee do an analysis of the most common threats to evaluate if further actions are required. CUPW would also like to know if a 2nd level complaint is raised in 2017 but resolved in 2018, where will it be captured in the report, 2017 or 2018.

Recommendations / Action Items:

1. CPC will review CUPW's suggestion regarding 3rd party cases and what can be done to help.
2. CPC will follow up with the data team to start analyzing the 3rd party aggression trends.
3. CPC will follow up regarding the 2nd level reporting for complaints in 2017 but resolved in 2018.

3. Safety Training

Guests: Andrea Smith, Kevin Kernohan

Overview:

This is a standing item providing both parties an opportunity to discuss Appendix DD and other safety training activities.

Discussion:

CPC presented a report summarizing the Appendix DD 2017 training statistics results, as well as the 2018 projection deck that was simplified and consolidated. The committee would like to see how many employees need to be trained and how long have they been waiting to receive the training in order to evaluate if the number of employees requiring training has increased. CUPW stated that they would also like to understand the relationship between the number of new hires and the number of employees that require training. CPC stated that moving forward the report will include active and inactive employees which will provide the actual numbers trained.

CUPW stated that Peer trainers are now being used instead of Appendix DD trainers and gave the example of Gatineau QC. CUPW reminded CPC that they were to come back with their position

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regarding this issue. CUPW also once again requested a French TTT session. CPC stated that there are 17 facilitators already in the Quebec province but will provide the location breakdown.

Recommendation / Action Item:

1. CPC will review Appendix DD presentation recommendations.
2. CPC will provide a breakdown of the 17 Appendix DD Quebec facilitator locations.

4. Fleet Updates

Guest: Julien Rochon

Overview:

This is a standing item providing both parties an opportunity to discuss issues related to fleet vehicles.

Discussion:

CPC provided the following updates:

Shelving units:

- Cutting the rear shelves' corners at a 45° angle to match the front shelves – CPC will provide an electronic picture.
- Grab handle to driver door on the ProMaster cannot be modified. You cannot drill into the A Pillar to install a grab handle; the steering wheel will have to be used as leverage instead.

CUPW's opinion is that the training should state to grab the steering wheel to assist in entering the vehicle.

CUPW commented that the back of the vehicle is high and asked that CPC consider reminding employees to use side to enter and exit either with a Safety Talk or SBN. CUPW would also like to know what is stated in the training documents.

CUPW would also like to understand how vehicles are assigned to each route – CPC will discuss at the next meeting.

CUPW provided a picture of a small delivery vehicle that is being used on the Toronto Island. CPC explained that this is not a new vehicle and has been in use for many years as gas vehicles are not allowed on the island. CPC will confirm if there have been any changes made to the vehicle. CUPW would like to know what kind of delivery route is on the island.

CUPW also raised concern regarding a sticky gas pedal in some step vans. Fleet is aware of the situation and will provide an update.

Recommendations / Action items:

1. CPC will follow up regarding the ProMaster training on how to enter the vehicle.
2. CPC will follow up regarding the training material for entering and exiting the vehicle.
3. CPC will provide the committee with information on how vehicles are assigned to each route.

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4. CPC will confirm if any changes have been made to the small delivery vehicle for the Toronto Island.
5. CPC will follow up regarding the type of delivery route is on the Toronto Island.
6. CPC will provide an update regarding sticky gas pedals on the step vans.

5. Snow and Ice Clearing

Guests: Carmen Suchorab, Luc LaFrance

Overview:

This is a standing item providing both parties an opportunity to discuss snow and ice clearing, both at CPC facilities (managed by Real Estate) and at street furniture (managed by Addressing and Delivery).

Discussion:

Facilities: (Carmen Suchorab)

CPC stated that there were 20% less work orders this year, and things ran well during peak season. CUPW agreed and stated that they had not received as many complaints regarding snow issues this year.

Street Furniture: (Luc LaFrance)

CPC stated that the new service levels work well and all non-compliant issues were immediately resolved. SNC have dedicated snow managers, which has worked very well. CPC stated that the control centre is involved with the after hour process. CUPW would like a copy of the after-hours process.

Luc announced his retirement and stated that Terry Kelly will be replacing him. The committee wished Luc well and thanked him for his commitment to this committee.

Recommendations / Action items:

1. CPC will provide CUPW with the after-hours process.

Agenda Items

6. LJHSC Inspection Checklist (2017-12-05)

Overview:

Given the number of AVCs that the company has received over the last year that relates to issues that should have been addressed as a result of LJHSC inspections, the committee recommended reviewing the Inspection Checklist.

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Discussion:

CPC sent the committee a copy of a revised version of the LJHSC Inspection Checklist in advance of the meeting for the committee's consideration. CUPW will review and provide feedback.

Recommendation / Action Item:

1. CUPW will provide their feedback on the proposed Inspection Checklist.

7. C-45A CMB Delivery Cart (2015-09-17)

Guests: Kim Gould, Nick Otto

Overview:

At the September 17, 2015 meeting CPC presented a proposal for a new cart to help assist the delivery agents with movement of mail from the vehicle to CMBs. Several prototype carts were fabricated and tested by employees during the 2015-2016 and 2016-2017 winter season.

Discussion:

The committee reviewed an updated presentation. CUPW stated their position, that the new cart is not a good idea, nor was it a request from their members. CUPW stated that there is already a cart available to assist the delivery agents, which included a joint study. CUPW believes there is potential for confusion, as this cart is only to be used for delivery to CMBs. CUPW also provided feedback regarding the questionnaire and job aid. CUPW agreed that the pilot can start once they have received the revised questionnaire and job aid. CUPW also stated that they would like to see additional sites do the pilot, and will recommend locations.

Recommendations / Action Items:

1. CPC will provide CUPW with a revised questionnaire and job aid.
2. CUPW will provide additional sites they would like to see pilot the cart.

8. Revised Job Hazard Analysis (JHA) Template (2018-03-14)

Guest: Nick Otto, Kim Gould

Overview:

A job hazard analysis is a high-level National overview of the risks and hazards associated with a specific job. The Canadian Occupational Health and Safety Regulations (Section 19) requires employers to have a Hazard Identification and Assessment tool like a JHA.

Discussion:

The committee reviewed a blank template outlining the proposed changes. CUPW stated that they would like to see "Static Posture" added to the definitions as well as a medium risk tab. The committee suggested having Abbi Slater, internal ergonomist for CPC; provide a comparison of different definitions used by other companies.

Recommendations / Action Items:

1. CPC will have the internal Ergonomist review the JHA definitions.

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2. The committee will compare the JHA against those of other companies.

9. Introduction to Conveyor Safety

Guest: Kim Gould

Overview:

A new online course is being created to present general safety hazards and risks associated with conveyors.

Discussion:

The committee reviewed a presentation explaining the need for additional conveyor safety training. CPC explained that this course will assist employees with basic operation practices but not detailed specific training. This training course is targeted for new employees working in facilities with conveyors, and existing employees with no equipment-specific conveyor training record on file. The planned start date is April 1, 2018. CUPW stated that the April 1 is too early to start, as they need to review the training in both English and French. CUPW would also like to see any previous training that was built into specific courses as a guideline.

Recommendations / Action Items:

1. CPC will ensure the training link is sent to CUPW.
2. CPC will provide CUPW with existing conveyor training.
3. CUPW will review the training material and get back to the committee.

10. Make it safe – Make it home (2017-12-05)

Overview:

CPC has been on a journey for several years to improve safety. While the injury frequency has been reducing, there is still progress required to ensure that a solid safety culture is firmly in place. For 2018, Operations has committed to placing safety at the centre of their decisions.

Discussion:

CPC continues to work on the Make it safe – Make it home program to raise the importance of safety within the Operations community and within the broader company as a whole. The program will be focused on updates to existing safety communication material and supporting procedures. CPC reassured the committee that this is a communications based program and not based for disciplinary action.

Recommendations / Action Items:

1. CPC will follow up regarding the deployment timing.

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11. CMS 1605.21 Suspected Biohazard Incident Response

Overview:

On occasion, letters or packages are damaged during mail processing or handling causing potentially hazardous substances to be released. These incidences are subject to specific handling and investigation processes in order to minimize the risk of exposure to anyone in proximity to the substance.

Discussion:

CUPW raised concern regarding the application of this CMS procedure, and stressed the compliance problem. CUPW is proposing to do site visits to explain the importance of this procedure, specifically in areas where CBSA are located within the plant, Toronto, Montreal and Winnipeg. CUPW would like to ensure that people understand Health & Safety is more important than operations, perhaps a co-facilitated drill with CBSA and CPC. CPC will follow up regarding who / how / if drills are happening. CUPW asked what the impact is on the person making the call regarding this procedure.

Recommendations / Action Items

1. CPC will confirm if biohazard drills are taking place and their position regarding site visits.

12. C-56 Cart (2017-10-05)

Guest: Kevin Champoux

Overview:

The SR-2 cart is no longer being manufactured and CPC has designed a C-56 cart to replace it.

Discussion:

The committee had the opportunity to view the new C-56. CPC explained that the enhancements include:

- width for stability
- IDC common parts
- a handle & adjustable shelf angles (to be adjusted by maintenance only)

C-56 carts are currently planned for use at the Gateway-West Parcel Delivery Hub & Kitchener plants only, with deployment starting in peak season of 2018. CMS 1605.14 will be updated to address the changes.

CUPW raised concern regarding how high items can be stacked on the top shelf, and suggested adding a caution label not to overfill.

Recommendations / Action Items:

1. CPC will consider adding a caution label regarding overfilling.

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13. E-200 Indoor Parcel Locker (2017-12-05)

Guest: Kevin Champoux

Overview:

At the December 5, 2017, the committee had the opportunity to review the proposed new E-201 parcel locker.

Discussion:

The committee reviewed a prototype of the new indoor locker, which has been standardized to match the current outdoor CMB ergonomics. CPC explained that 300-400 pounds have been added to the bottom to keep from tipping; and a kit may be provided to bolt the unit to the wall for further security if necessary. All compartments are bigger than the current indoor parcel locker. CUPW would be interested in discussing the trend of parcels regarding size and weight. CUPW raised concern regarding the lock hooks, which are similar to the CMBs and may pose a potential risk to injury if the door comes into contact with the delivery agent.

Approximately 2000 parcel lockers are expected to be deployed over the next two years. If additional indoor parcel lockers are required at a current site, all E-100 parcel lockers will be replaced with the E-200.

Recommendations / Action Items:

1. CPC will provide the number of E-100 that are currently in use.
2. CPC will provide the location of the first new parcel locker.
3. CPC will invite someone to the next meeting to discuss parcel trends.

14. MLOCR slide Cover Sticker (2018-03-14)

Guest: Michel Lacasse

Overview:

Currently there is a slide cover at the MLOCR feeder, but it is not used consistently.

Discussion:

CPC reviewed a presentation and explained that the MLOCR slide cover is there to help reduce the noise level by approximately five dbs. (without the cover open it's approx. 84 db, with cover closed it's 79 dBs). CPC explained that the sticker would help as a reminder to use the cover. The sticker can be replaced as needed.

15. International Small Packet Sorter (ISPS)(2017-10-05)

Overview:

CPC continues to modernize and increase mail-processing capacity. A project is currently underway to purchase new equipment that better handles China packets.

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Discussion:

The committee briefly discussed the review of the induction table viewing in Toronto on February 21, 2018. CPC stated that Abbi Slater will prepare her notes outlining what was discussed in Toronto. CPC stated that the “divider arm” will be removed as per feedback received. CUPW expressed their concerns regarding the possible reduction of employees. CUPW also stated that the adverse effects will need to be disclosed in the 29.03 (b) notice.

Recommendations / Action Items:

1. CPC will provide CUPW with an overview of the Toronto ISPS visit.

16. Workplace Violence Policy (2017-05-30)

Overview:

As per the Canada Occupational Health and Safety Regulations (COHSR), the Workplace Violence Prevention and Protection policy must be reviewed every three years. The current version of the Workplace Violence Prevention and Protection Policy was implemented on October 25, 2013 and is overdue for revision.

Discussion:

CPC had provided the committee with a revised version of the policy in track changes which captured changes from the February 1, 2018 special meeting.

CUPW provided the committee with a copy of the IPG and raised questions regarding the case in Halifax. CUPW stated that they learned of processes that CPC are using that are not outlined in the policy and also go against the IPG. CUPW’s position is that all CPC competent investigators are not qualified under section 11. CUPW is proposing that 3rd party competent investigators be used for second level investigations, which would eliminate the issue. The committee agreed that the first level investigations appear to be working well. CPC will take away CUPW’s proposal and come back to the committee.

CUPW agreed to review the proposed changes from the February 1, 2018 meeting by April 13, 2018.

At the March 29th continuation meeting from March 14th, CPC stated that they are open to a list of pre-qualified 3rd parties appointed competent persons, but would also like to maintain the current internal list. CUPW suggested that a list of individuals that have the qualifications required under the Canada Labour Code be produced by the committee to accelerate the research process, when required. CUPW is of the opinion that the committee can assess qualifications but the impartiality of the “competent person” will have to be evaluated by the parties to the complaint. CUPW will provide an example of a contact having been utilised in the past which partly addresses the question of impartiality and the Code of Conduct of said “competent person”. CPC agreed to consider CUPW’s proposal.

Recommendations / Action Items:

1. CPC will review CUPW’s proposal regarding 3rd party competent investigators.

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2. CUPW will review proposed changes from the February 1, 2018 meeting.
3. CPC will consider having a pre-agreed list.

17. LJHSC Terms of Reference (2017-10-05)

Overview:

The Canada Labour Code, and good business practice, mandates that committee Terms of Reference be reviewed at least every two years. The LJHSC Terms of Reference were last updated in 2015. The committee had suggested making changes to the current version to include the Committee Effectiveness Checklist.

Discussion:

CPC had provided a revised version of the Terms of Reference prior to the meeting. CUPW will provide their updates in writing, but are not willing to change the wording that is taken directly from the Collective Agreement. CPC agreed.

Recommendations / Action Items:

1. CUPW will provide the committee with their updates in writing.

18. Automated Induction (2015-11-24)

Overview:

Parcel and packet volumes continue to increase and our facilities are limited in capacity to process these large volumes. Volume throughput could be improved by improving the pace and flow at the induction lanes. CPC is investigating the use of robotics as a solution.

Discussion:

CPC stated that they have signed the contract with Toshiba for 1 machine in Montreal. CPC will be going to Japan in April, and plan to start installation in August / September 2018. This equipment is not being used in other postal administrations, but is an existing piece of equipment with new software and the gripper being the main difference.

Recommendations / Action Items:

1. CPC will invite the project lead to update the committee following the design review outcome.

19. Health and Safety Policy (2018-03-29)

Overview:

Canada Post is committed to creating and maintaining a healthy and safe environment for all employees, visitors and contractors. Canada Post is committed to the highest safety standards of its operations and in its facilities, and believes that all injuries and occupational illnesses are preventable.

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Discussion:

CPC provided a copy of the current Health and Safety Policy to the committee for review. CUPW will provide their comments in writing. CUPW also reiterated that they believe accidents still exist, and not everything is preventable.

Recommendations / Action items

1. CUPW will provide their comments in writing.

20. Standard LJHSC Meeting Template (2012-12-11)

Overview:

At the December 11, 2012 meeting, CPC had proposed adopting a standard national meeting minute template for Local Joint Health & Safety Committees (LJHSCs). The idea was rejected at the time but at the February 23, 2016 meeting CUPW had proposed to revisit this topic.

Discussion:

CPC had provided a revised template at the May 30, 2017 NJHSC meeting. At this meeting CUPW stated to the committee that they are in support of the proposed template, but would like to ensure that it is a suggestion but not mandatory.

21. Substance Policy (2018-03-29)

Overview:

Canada Post has an obligation to protect the health and safety of its Employees and all individuals affected by its work. The purpose of this Policy is to help ensure that the Employees of Canada Post perform their work duties safely and without impact arising from Substance use or the after effects of Substance use that risk the health and safety of the Employee, other Employees or the public.

Discussion:

CPC explained that with the proposed legalization of cannabis in July 2018, this new Policy is to replace the existing No Alcohol / No Drugs Policy. CUPW believes that the current policy in place is acceptable, but will provide their feedback.

Recommendations / Action Items:

1. CUPW will provide their feedback.

22. Miscellaneous Items:

CUPW raised several issues to the committee's attention.

Discussion:

Scarborough ON: CUPW stated that hard hats are being given to employees for loose load trucks. CUPW stated that training appears to be an issue and management is not respecting the proper

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procedures. CUPW also stated that local initiatives are welcomed but are not to provide PPE that has not been reviewed at this committee first.

Gatineau QC: CUPW brought the committees attention to an issue in Gatineau where the office had no running water, and the situation was not handled well.

Recommendation / Action Item:

1. CPC will bring someone to the next meeting to discuss the loose load issue.
2. CPC will follow up regarding the hard hat PPE being provided in Scarborough.

Closed Items

Meetings Held in 2018:

March 14 & 29	June 20	September 19	November 28
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