

National Joint Health & Safety Committee Meeting Minutes

September 19, 2018

In attendance:

CPC

Ian Kerr
Jay Davis
Natalie Bolton

Advisor

Pascale DeRycke

CUPW

Marc Roussel
Carl Girouard
Chris Pleasants

Guests

Julien Rochon
Carmen Suchorab
Andrea Smith
Davis Soltis
Terry Kelly
Allison Rogers
Jillian Woods
Francis Debrienne
Dan Gilbert
Virginie Tremblay

Standing Items

Opening Remarks

CPC stated that Marie-Claude Page will attend today's meeting from 10:00am to 2:00pm. As stated previously, Marie-Claude is the acting Health and Safety General Manager, but will not be stepping in as a full time member of the committee at this time.

1. ESDC Assignments

Overview:

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

Discussion:

This item was deferred until the November 28, 2018, meeting.

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.

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Discussion:

This item was deferred until the November 28, 2018, meeting.

3. Safety Training

Guests: Andrea Smith, David Soltis

Overview:

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

Discussion:

The committee reviewed the updated Appendix DD presentation, and stated that a year over year column has been added. CPC stated that they are now using the LJHSC database as the eligibility and LJHSC members have to be listed as current, to help close the training gap. CUPW requested a list of all LJHSC members as well as Health and Safety Representatives. CUPW stated that there is turnover due to that fact that committees are still not given adequate time to do the job which is causing them frustration and discouragement. CUPW recommended that the committee do further research to understand the reasons for this turnover.

CUPW disagrees with CPC's intentions to train workers on Module 5 without prior training of Modules 1 and 2. CUPW requested a deadline on when this backlog for Appendix DD, Mod 1 & 2 for employees who have completed Mod 5. CPC stated that they cannot commit to a date but will commit to making it a priority. CUPW would like to have this data added to the report. CPC will take it back for discussion.

CPC also asked for CUPW's assistance in finding facilitators for module 6. CUPW stated that they have information regarding problems for TTT. CPC asked if they would share with the committee.

Recommendation / Action Item:

1. CPC will provide a list of LJHSC members and Health and Safety Representatives.
2. CPC will consider adding employees who have received Mod 5 but require Mod 1 & 2 to the report.
3. CUPW will share their information regarding TTT issues.

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:

CUPW raised the following concerns:

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5 ton trucks - Toronto West (4567 Dixie Road) Outstanding repair issues. CUPW stated that hazard reports had not been supplied and requested copies.

Peterborough ON – RSMC RHD fire, CUPW would like some information on this incident. CUPW inquired if a National directive had been issued stating that a transmission is not to be fixed as long as the vehicle still functions.

Emission Testing – CUPW would like an overview of what / how emission testing is done. CPC explained that they are done by a third party every two years, and standards are followed.

Grumman Truck heaters – CUPW would like to see the heaters included in the preventative maintenance inspections.

Fisherville ON – RSMC exhaust and PMT done, there appears to be an issue regarding preventative maintenance being done properly. CUPW stated that they would have liked to have seen medical aid offered to the employee. CUPW suggested maybe issuing an SBN to provide a reminder regarding carbon monoxide exposure. CUPW also inquired if carbon monoxide monitors could be installed in vehicles.

New NLDV – CPC stated that there are 2 RFP responses, testing is being done in Ohio USA. CPC stated that they will include CUPW when the final design stage starts. Third party testing will also be done. CPC confirmed that RHD and 4x4 are included in the specs.

Recommendations / Action Item:

1. CPC will provide the hazard reports for Toronto West.
2. CPC will follow up regarding the Peterborough RHD.
3. CPC will provide CUPW the emission testing process in writing.
4. CPC will consider adding verification of the heating system to the Grumman preventative maintenance inspections.
5. CPC will follow up regarding carbon monoxide monitors in vehicles.

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)

The committee reviewed a presentation regarding what went well and what is being put in place for the upcoming snow and ice season. Snow removal will be added to the daily operations call which will also help with the escalation process if needed. CUPW stated that they would like to ensure that the LJHSCs are included in all site planning meetings.

CPC stated that there is a salt shortage worldwide. CPC has pre-bought for this season and has a backup plan in place if required.

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Street Furniture: (Terry Kelly)

CPC stated that everything is in place for the coming season, contracts are status quo from last year. CUPW inquired about who is responsible for the sand clean up at the end of the winter season in front of CMB sites. CPC explained that it is to be reported but is part of the contractors responsibilities.

Agenda Items

6. Maintenance Electrical Safety Job Aids (2018-09-19)

Guest: Dan Guilbert, Kevin Kernohan

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

The committee reviewed a presentation explaining that an Electrical Safety Refresher training will begin deployment for existing Group 3 and Group 4 Employees (Maintenance). It is expected to be taken every 3 years for knowledge sustainment and is 45 minute eLearning. This training is an added refresher and is not mandatory by law. There are assessments built in to the program. CPC will confirm that 80% is required.

Recommendation / Action Item:

1. CPC will confirm the passing grade.
2. CUPW will provide their feedback on the training

7. Maintenance and Technical – Storage of Hazardous Products for Destruction (2018-09-19)

Guest: Virginie Tremblay

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

The committee reviewed a presentation explaining that labelling and logging is required for hazardous products such as used oils and empty/residual chemical containers awaiting destruction. It was identified during an environmental self-assessment that there are no standardized procedures in place to label and document the hazardous products sent for destruction. CPC will introduce a new storage of hazardous products for destruction procedure as of October 2018.

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8. Maintenance and Technical – WHMIS Job Specific Training (2018-09-19)

Guest: Virginie Tremblay

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

The committee reviewed a presentation explaining that a new product specific WHMIS digital course for Engineering and Maintenance employees in the Learning Zone is under development and will be launched for the end of October 2018. It will include a summary of

- Chemical hazard exposure in products currently used
- First aid procedures
- Description of the Storage of Hazardous Products for Destruction procedure

9. Maintenance and Technical – Performing Work on Printers (2018-09-19)

Guest: Virginie Tremblay

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

CPC explained that today, printer work procedures used by maintenance technicians on lettermail equipment printers do not reflect all safety measures. A new safe work procedure for performing work on printers as of Q4 2018 will be attached as a job aid to all relevant printer related work orders focusing on the required PPE and safety precautions

10. Maintenance and Technical – Work at Heights Updated Permit

Guest: Virginie Tremblay

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

CPC explained that work at heights permits are available on Intrapost and used by maintenance technicians and contractors. The Work at Heights Permit is missing elements and requires an update to reflect current industry practices. CPC stated that as of Q4 2018, the permits will include the additional components:

- Validity period (end date added)
- Safety practices checklist
- Role definition
- Best practices

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CUPW recommended a trigger be put in place for the date of “what re-certifies the permit”.

11. Dock Safety Signage

Guest: Virginie Tremblay

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work.

Discussion:

CPC is replacing dock signage for drivers with improved, clearer signs. Copies were provided to CUPW. A deployment plan is being worked out.

12. Dock Safety Rules

Guest: Virginie Tremblay

Overview:

The Leo Blanchett processing plant took the initiative to create new dock safety rules for all dock areas.

Discussion:

CPC believes this is a good idea and should be used Nationally. Deployment is being worked out but is still open to any feedback. These rules are intended to be posted at the gate in larger areas as well as waiting areas. Smaller sites will have to be decided on a site by site case.

13. Radon Testing

Overview:

In September 2016, CPC informed the Committee that, as part of the company’s due-diligence process, CPC would begin testing corporate facilities for the presence of radon gas. Testing began in November 2016.

Discussion:

This topic was postponed until the November 28, 2018 meeting.

14. Ergo Coaching Cards (2018-09-19)

Guest: Virginie Tremblay

Overview:

CPC Health and Safety had created coaching cards for team leaders in plants to help team leaders coach employees on the recommended ergonomic practices of everyday duties.

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Discussion:

CPC explained that the LJHSCs have been leveraging these cards as well. Coaching cards for delivery services have been requested by team leaders. CPC stated that they would like to share with all LJHSCs. CPC will provide CUPW with the electronic version of both plant and delivery cards for their review / input. CPC also asked that they provide comments on the delivery cards first as the plant cards have been in circulation for several years for team leaders.

Recommendations / Action Items:

1. CPC will provide CUPW with the electronic version on the coaching cards.
2. CUPW will provide feedback on the delivery cards first.

15. Make it Safe, Make it Home (2017-12-05)

Overview:

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.

Discussion:

CUPW provided their feedback on all Safety Talks via email. CUPW raised concern that under the Incident Investigation portion on the website, there is no mention of the LJHSC. CUPW also believes that blanket policies are not a good practice and may cause more issues.

Recommendations / Action Items:

1. CPC will follow up regarding the inclusion of the LJHSC in the Incident Investigations portion.

16. Dog Campaign (2018-09-19)

Guest: Genevieve Joly

Overview:

Dog attacks and bites cause serious injuries to our employees every year.

Discussion:

CPC explained that dog owners can make all the difference in ensuring the safety of our delivery agents and anyone else who comes to their home. CPC stated that they are going to start a campaign on social media which includes a 20 second video to raise awareness with our customers and ask for their help to keep our delivery agents safe. CUPW stated that they are in support of the idea of preventative measures, especially before the peak season begins.

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17. 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.

Discussion:

CPC stated that they were glad to have National and Regional representation at the site visit in Toronto the week of September 11, 2018. The committee reviewed a presentation. CUPW stated that they reserve their right for comment regarding rotation of duties at this time. CPC will also send an electronic copy of the physical demands analysis (PDA). CUPW would also like to know if the PDA is a new function and suggested CPC review article 38 of the collective agreement. CUPW also stated that they like that the training is a hands on approach. CPC will confirm the number of employees to be trained in both Toronto and Vancouver.

Recommendations / Action Items:

1. CPC will review article 38 of the collective agreement regarding PDAs.
2. CPC will follow up regarding the number of employees to be trained in both locations.

18. 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 stated that they believe there are 3 items left to discuss:

- Clear definition of Competent Investigator
- Perception of biased
- 3rd party investigators

CPC acknowledged that a revised version of the Policy is still outstanding.

CUPW stated that they are withdrawing their request to have their members as competent investigators. CUPW also stated that there is a missing piece in the policy that is part of the code, and should be included in the definition. CUPW believes that the training is not acceptable and experience is missing from the CPC investigators. CUPW stated that the confidence and trust in the relationship with CPC has been broken. Reports have been vetted and were never been tabled at the NJHSC. CUPW does not accept the list of 2nd level internal investigators. CUPW understands that they cannot say no to the list but express their concerns regarding impartiality. CUPW also believes that there would be added value to include Domestic Violence in the Policy. CUPW suggested inviting an outside specialist to talk to the committee. CPC would like to review the process.

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CUPW stated that the IPG recommends that if there are any signs of violence then it is a workplace violence issue and not a Human Rights case. CUPW would like a solution on how to decide where it is to be investigated. CUPW would like the competent investigators' recommendations to be a standing item on the agenda for the committee. CPC will consider CUPW's suggestions and provide an update in writing.

Recommendations / Action Items:

1. CPC will provide the committee with a revised version.

19. Terms of Reference (2017-10-05)

Overview:

The Canada Labour Code 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 provided a copy of the current Terms of Reference to the committee for review at the March 14 meeting. CUPW stated they will provide their comments in writing.

Recommendations / Action items

1. CUPW will provide their comments in writing.

20. 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:

CUPW requested more of an explanation regarding the definition of a safety sensitive position. CPC explained that this policy has nothing to do with drug testing; we are asking employees to declare possible impairment so accommodations can be made, they are asking employees to make a judgement call, this does not mean self-declaring everything. These will be handled on a case by case basis. CUPW will provide their comments on the definition of a sensitive position, and stated that they do not agree with FETCO's position who are pushing to do random testing. CUPW also believes that further clarity in Section 3 – company business, needs to be defined clearer, as well as definition of company logo is this just a uniform or does it include a hoodie, toque or other pieces of clothing that can be bought. CUPW also inquired as to why the verbiage in section 9 is different from all other dismissal references.

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Recommendations / Action Items:

1. CUPW will provide their comments / feedback in writing.
2. CPC will follow up on CUPWs comments with the committee.

21. Miscellaneous Items

Discussion:

Policy - CUPW stated that they are aware they are late in responding in writing on two policies, but are hopeful CPC will still consider their comments (Health and Safety, and High Visibility Vests). CPC agreed.

BC Fires – CUPW feels there is too much left to the local areas for decision making. CUPW feels that a new policy should be taken into consideration. CPC explained that a flow cart already exists for indoor air quality, and agreed there is opportunity to create a better guideline. CPC will provide a high-level outline / overview at the next meeting.

Closed Items

Step Stool and Air Wing Step Ladder
 Redirection System Desk Retrofit
 Dedicated Training Accounts
 Commercial Vehicle Driver Abstract
 LJHSC Inspection Checklist
 High Visibility Polo
 Safety Rules

Meetings Held in 2018:

March 14 & 29	June 20	September 19	November 28
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