

National Joint Health and Safety Committee Meeting Minutes

April 29 and May 11

In attendance:

CPC	CUPW
Corey Pelow	Marc Roussel
Dilhari Fernando	Sylvain Sicotte
Virginie Tremblay	Alvaro De La Cruz

Guests			
Paul Rivet	Saurabh Sarda	Erin Moore	Leah Lewis
Elizabeth Booth	Yuan (Teresa) Yu	Stephanie Laberge	
Harold Camilleri	Glenn Macgillivray	Kim Gould	
Abraham Sir Valdes	Libasse Sarr	David Gylywoychuk	

Advisor	Sohail Mirza
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Agenda

Sr.	Standing Items and Other Items	Presenter
1	Opening Remarks	Committee Members
2	Review of Minutes and Agenda	CPC
3	COVID – 19 + COVID Investigation Process	Virginie Tremblay
4	Fleet & MMHE Update	Paul Rivet
5	CT40 PDT Deployment	Harold Camilleri and Yuan (Teresa) Yu
6	E-Trike	Saurabh Sarda and Elizabeth Booth
7	AGV Update	Abraham Sir Valdes and Glenn Macgillivray
8	CMB Site Selection Guideline	Erin Moore and Libasse Sarr
9	Driver Recognition Program	Stéphanie Laberge and David Gylywoychuk
10	LJHSC Training & Appendix DD - Update	Kim Gould and Jason Grew
11	Summer-Spring-Fall Footwear	Kim Gould
12	Terms of Reference	All
13	VIWP - Self Study Guide & RSMC Training	Leah Lewis
14	Availability of tools – New OCRE	CUPW

Action Tracker

Sr.	Action Item	Subject	Meeting Date	Owner
1	CPC to circle back with the Field team in QC to get more info	Employee 1:1 interviews	Apr. 2021	Virginie Tremblay

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2	CPC and CUPW to determine whether it was a discussion at LJHSC that needs to occur so it can be tabled.	Dupont Letter	Apr. 2021	All
3	Both CPC and CUPW will look into the response letter sent by Carl.	Dupont Letter	Apr. 2021	All
4	Virginie to circle back with MC Page about leveraging on the letter	Employee Injuries Doctor Visit	Apr. 2021	Virginie Tremblay
5	CPC to provide H&S representative site list to CUPW	H&S Rep Selection Process	Apr. 2021	Sohail Mirza
6	CUPW to provide CPC the letter	Montréal letter follow up	Apr. 2021	Marc Roussel
7	Letter to be discussed at the next meeting.	Montréal letter follow up	Apr. 2021	All
8	CPC to update the committee on the president's message	Parties in COVID	Apr. 2021	All
9	CPC to share updated COVID-19 playbook	COVID-19	Apr. 2021	Virginie Tremblay
10	CPC to invite the real estate team on ventilation filters	COVID-19	Apr. 2021	Sohail Mirza
11	CPC to evaluate the CMB tray options	COVID-19	Apr. 2021	–
12	CPC to confirm the delivery and availability of medical masks	COVID-19	Apr. 2021	Virginie Tremblay
13	CPC to send the info on slide 6 of the deck to CUPW (shifter interlock manual page)	Fleet & MMHE Update	Apr. 2021	Paul Rivet
14	CPC to share the note received at CUPW about the vehicle 23247 in Aylmer with regard to a technical issue and the assistance provided by the depot.	Fleet & MMHE Update	Apr. 2021	Paul Rivet
15	CPC to share the info about the vehicle charger installation and the vehicle maintenance training when available	Fleet & MMHE Update	Apr. 2021	Paul Rivet
16	CPC to work on a reminder message to the supervisors about defect reporting and red tag vehicle processes.	Fleet & MMHE Update	Apr. 2021	Paul Rivet
17	CPC to share training modules including RSMC/Urban delivery training content	PDT Update	Apr. 2021	Yuan Yu
18	CPC to update CUPW on bicycle gloves	E-Trike	Apr. 2021	Saurabh Sarda, Elizabeth Booth
19	CPC to share training content once developed	E-Trike	Apr. 2021	Saurabh Sarda, Elizabeth Booth
20	CPC to invite CUPW for physical inspection of the bike	E-Trike	Apr. 2021	Saurabh Sarda, Elizabeth Booth
21	CPC to share the risk assessment with CUPW	AGV	Apr. 2021	Abraham Sir Valdes and Glenn Macgillivray
22	CPC to update the selection process with CUPW recommendations	CMB Siting Guidelines and Selection	Apr. 2021	Erin Moore and Libasse Sarr
23	CPC to present the new process at the next meeting.	CMB Siting Guidelines and Selection	Apr. 2021	Erin Moore and Libasse Sarr
24	CPC to document roles, responsibilities and municipality consultation process	CMB Siting Guidelines and Selection	Apr. 2021	Erin Moore and Libasse Sarr
25	CPUW to provide examples and reference to study and documents for siting	CMB Siting Guidelines and Selection	Apr. 2021	Erin Moore and Libasse Sarr

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26	CPC to share the timelines, talk tracks and criteria with CUPW	Driver Recognition & Awards	Apr. 2021	Stéphanie Laberge and David Gylywoychuk
27	CPC to update CUPW on the modality of training	LJHSC Training & Appendix DD	Apr. 2021	Kim Gould
28	CPC to send CUPW a copy of the winter footwear study.	Summer-Spring-Fall Footwear	Apr. 2021	Kim Gould
29	CPC to clarify the Prairie management on the mode of training	VIWP Self Study Guide – RSMCs	Apr. 2021	Leah Lewis
30	CPC to gauge if a reminder email is necessary	VIWP Self Study Guide – RSMCs	Apr. 2021	Leah Lewis
31	CUPW to complete the Violence and Harassment policy review	VIWP Self Study Guide – RSMCs	Apr. 2021	Leah Lewis

Standing Items 1. Opening Remarks

Employee 1:1 interview

CUPW informed CPC that there were currently 1:1 interviews in Montréal where management was meeting with each employee to ask questions about H & S in the workplace but without union representation.

CUPW requested that CPC stop those meetings immediately until the union knows about the questions and the content. CUPW learned that the questionnaire was available at the MISMIH site. CUPW wanted to know who made the questions, to be aware of those questions, and to be consulted.

CPC and management members of the NJHSC were not aware of the 1:1 interviews. Management stated that CPC usually tries to discuss Health and Safety subjects with their representation every time.

It was confirmed that the Local LJHSC was not aware of this questionnaire either and CUPW was not invited to the initial meeting about the project. It was shared that the supervisor was the one who handled and conducted those interviews.

Action:

- CPC to circle back with the Field team in QC to get more info

Letter of DuPont study:

CPC shared that back in November, CPC VP Safety sent out a letter to the unions about the Dupont study, about which CUPW raised a concern. CPC sent out a second letter asking for further clarification about the CUPW issue. CPC is still waiting to get some feedback and has asked for further clarification from CUPW to elaborate.

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CUPW confirmed that the grievance leader has responded to the VP, CPC Safety on the matter. CPC asked if CUPW could resend the response letter, but the union proposed reaching out to the VP Safety.

CPC shared that the agreement between the parties was to address the issues at LJHSC based on the VP Safety's feedback to her.

The biggest concern about the DuPont study for CUPW was that CPC did not involve CUPW in the selection process on the consulting firm. CUPW noted that the firm selection should have been conducted jointly. When asked by CPC, CUPW affirmed that there was no concern about DuPont's work.

Action:

- CPC and CUPW to determine whether it was a discussion at LJHSC that needs to occur so it can be tabled.
- Both CPC and CUPW will look into the response letter sent by Carl.

Conversation on the terms of reference review:

CPC co-chair would like to present the versions of the terms of reference and review the terms of reference for the National Committee. She wanted to know more about the improvements that could be brought to the committee, as well as functioning to meet needs and ensure alignment between the NJHSC and the LJHSC at the local level to address and solve any possible issues, practically and efficiently. There was no significant change at this time.

Employee Injuries – *doctor visit and accommodation:*

CUPW raised a specific situation occurring across Canada, in Calgary, Edmonton, Winnipeg, and other places. The issue was that when the employee got injured, he or she might not need to see a doctor. CPC would instead offer five days accommodations with the requirement that the employee sign a consent form to skip a meeting with a doctor.

CUPW reminded CPC that any accommodation of five days without a medical note applied was a violation of the collective agreement. Four cases were submitted to CPC by CUPW and its Montréal representatives.

CUPW now required CPC to provide a clear direction nationwide as they believed any accommodation should have a medical note.

CPC shared that a letter was written and sent out by Marie-Claude Page and was signed by all directors from Montréal. The letter was sent to every supervisor in their regions stating that the situation must stop, and that injuries must be declared. The letter did not talk about the five-day accommodations. CPC asked that CUPW send the same letter nationwide.

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Action:

- CPC will follow up with the HR general manager to discuss the use of the letter.

Opening Remarks ~ Round 2

Selection Process H&S Rep:

CUPW indicated that the elections for H&S representatives were postponed due to COVID-19. H&S representatives are selected for a two-year term as per the CUPW agreement with the Canadian Postmasters and Assistants Association (CPAA). CUPW further stated that not all facilities need elections. In facilities where an election is not required, a CPAA member, usually a postmaster, is automatically recognized as an H&S rep. CUPW asked CPC to provide an updated list of all H&S locations; CUPW will forward the new nominations to CPC and CPAA.

Action:

- CPC to provide H&S Representative site list to CUPW

Change of culture *Montréal letter follow up*

CUPW reiterated the importance of education, awareness and sensitization of employees to effect culture change with regard to safety in the field. CUPW believes that a reduction in the injury rate is because of low reporting, and management is not encouraging injury reporting. CPC requested CUPW to provide that letter, as it could be a regional issue. CPC replied that culture change involves various aspects, and a single letter cannot bring the change. CUPW reminded that in 2019, the same issue was raised to the VP, Health and Safety. He agreed to implement a zero-tolerance policy for persons involved in wilfully concealing injuries. CUPW said that management was also present at that meeting in Montréal. The outcome was this letter which states that CPC will not tolerate concealment of IODs. CUPW request CPC to respond to the letter. CUPW asked to get the Montréal meeting minutes that will help draft a response and future actions. CPC replied that management has the same stance and has conveyed the message through HO coms, talk tracks and other media to encourage reporting. CUPW suggested putting a message inside the workplace that no intimidation will be tolerated on reporting the injuries.

Action:

- CUPW to provide CPC the letter
- Letter to be discussed at the next meeting.

Celebrations and parties:

CUPW said that, since the start of the pandemic, it has been sending messages to the effect that no

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parties or celebrations of any nature are tolerated. Recently, two situations were reported, one in Gateway, which was widely published in the media as well, where management paid all the expenses of the party. The union reminded the company of its legal obligation to ensure a safe working environment. CUPW indicated that it is frustrating to see management approval for and involvement in holding such a retirement party amid the crisis. CUPW clarified that though CUPW members also participated, it is the management's responsibility to avoid such instances. Management has failed, and it is not acceptable. CUPW demanded that an example be made from this case for others. CUPW members are being disciplined, but no actions are taken against the management; this is discriminatory against the CUPW members. CUPW reiterated that it should have never happened and should not happen in the future. In the second situation at Montréal, a prize distribution ceremony was held with food serving even ESDC took notice of this event. At Bridgewater Atlantic, supervisors arranged a pizza party.

CUPW requested that a message be shared with all that such activity will not be tolerated, and actions could result in non-compliance. CPC reaffirmed that it is working with CUPW on this matter, and management has used HO coms to communicate the message that all gatherings at the workplace since the start of the pandemic should be avoided. CUPW asked if management has planned anything over and above the messages shared in the past for reemphasizing. CPC asked the unions what could be done by the corporation to correct the situation. CUPW requested that a letter be sent by the CPC President to apologize to all Canadians and explain that the persons responsible have been penalized. CPC replied that the point is noted and will update the committee.

Action:

- CPC to update the committee on the president's message

2 Review of Minutes and Agenda

CPC elaborated the meeting agenda and reviewed the Nov/Dec meeting. CUPW highlighted the importance of minutes and said no one could add anything discussed in the meeting.

3 COVID-19 (02-19-2020)

Overview:

Due to the COVID-19 pandemic, CPC, in collaboration with the national health and safety committees, has introduced new processes and equipment to minimize the virus's spread at work.

Discussion:

CPC shared that as of April 29, CPC has 1475 COVID cases, and 100+ employees are still on sick leave. CPC explained that the definition of outbreaks varies across public health jurisdictions in the country. A rapid screening clinic is currently in progress in Halifax. NS public health has a different approach to rapid testing and wanted to have PCR tests for employees. Positive rates

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are low, even if rapid testing clinics are detecting positive cases.

CPC shared that the COVID playbook is being updated will be shared. The company is happy to see that CUPW is using the playbook to educate their employees.

CPC suggested providing a basic COVID update daily and issuing a detailed report twice weekly.

CPC will share the team leaders' questions drafted to clarify when to contact LHSC and proceed with the reporting and investigation process of COVID cases.

CUPW raised a query about investigating the misuse of COVID benefits by the CORE/Temp employees if they are asymptomatic. CPC replied that they would check with the Disability Management team.

CUPW asked about airborne transmission and why the MERV 13 air exchanger filter was being used and not MERV 14-16 which has smaller pores and seems to respond better to a reduction in aerosol transmission.

CPC indicated that the topic was presented in detail at the previous meeting with the experts. The committee proposed that they ask this question at a subsequent meeting with the head of the equipment department.

On a CUPW query around the unavailability of medical masks at some locations, CPC answered that they would double-check with the field H&S team on the status. All masks have been shipped.

CUPW brought the issue of poorly fitting gloves for retrieving the mail from Combs. CUPW suggested the option of providing trays in the Combs to avoid contact with needles and other sharp objects. The current gloves are suitable for doing collections, but in such situations, these objects may hurt the employee. The benefits of having a tray will outweigh the cost of gloves.

Business continuity:

CUPW disagreed on the reintroduction of neighbourhood mail as this wave is more severe than the previous waves.

Ventilation filters:

CUPW requested the real estate team to re-evaluate the current filters being used in ventilation and proposed upgrading it from MERV 13 to 14 or 16.

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Action:

1. CPC to share updated COVID-19 playbook
2. CPC to invite the real estate team on ventilation filters
3. CPC to evaluate the CMB tray options
4. CPC to confirm the delivery and availability of medical masks

Other Items

4 Fleet updates:

Guest: Paul Rivet

Vehicles and MMHE:

An overall update was given on the current status of the electric vehicle initiative. The EV initiative currently includes six Step Vans from 3 manufacturers (2 XOS, 2 Motiv, 2 Lightning) to be deployed in Vancouver, Montréal, and Toronto. BYD Shunt tractor to be deployed at Gateway, and one Lion medium truck (built in St-Jerome QC) to be deployed in Leo Blanchette.

Vehicle builds are slightly delayed given the current circumstances. Anticipate medium truck and step van deliveries in Q3. Delivery of shunt tractors will be in Q2.

Work is underway to locate and install loading infrastructure prior to vehicle arrival.

CUPW had asked if rear-vision cameras would be included in the EV pilot. We confirmed that yes, the rear camera is standard on our delivery vehicle fleet today and will be included in electric vehicles.

CPC co-chair indicated that electric vehicles are also part of the Environment Committee discussion.

CPC shared that mechanic training for EVs is currently in development with the vehicle manufacturers and Centennial College School of Transportation. The training will be shared with CUPW when it is available.

CPC will obtain recommendations from the vehicle manufacturers on specific inspection items to ensure the current vehicle pre-trip method is acceptable or to determine if updates are required.

Light Delivery Vehicles:

Progress continues with prototype 6 of 11 build. At present, everything is on schedule, expecting production to start in the last quarter of the year and initial deliveries planned prior to the end of the year as long as the certification process goes as expected and without any issues. CPC confirmed first vehicles built will be on a gasoline platform and will deploy to RSMC routes.

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Lever interlock:

Discussion took place regarding a specific incident with a shifter interlock malfunction on a Ford Transit. Following management approval, the vehicle was put back on the road to complete the day before being repaired. The group reviewed the Ford manual p. 136, point 6, which indicates that any vehicle failure should be brought to the garage for service. CUPW requested that management take note of it and the existing defect and repair process should be communicated.

CPC recommended sending a reminder to the supervisor to communicate with Fleet Management regarding vehicle issues for their expert advice.

Action:

- CPC to send the info on slide 6 of the deck to CUPW (shifter interlock manual page)
- CPC will forward to Vehicle Maintenance the note received from CUPW regarding the technical issue with vehicle 23247 in Aylmer, QC.
- CPC to share the info about the vehicle charger installation and the vehicle maintenance training when available
- CPC to work on a reminder message to the supervisors about defect reporting and red tag vehicle processes.

5. PDT Update

Guest: Yuan (Teresa) Yu and Harold Camilleri

Overview:

MC67 PDT devices have reached their end of life and were no longer available for purchase as of the end of 2019. Repair parts are expected to be depleted by July 2021.

Discussion:

CPC updated the committee on the background and objectives of PDT replacement to Honeywell CT40 PDT. Two pilots had been conducted in 2019 and 2020 to help define device requirements to select the suitable mobile device. Over 350 users tested the devices on indoor and outdoor functions and winter conditions during the pilots. A new mobile device was selected in 2020 via a public RFP process with device requirements (including H&S recommendation) collected from pilots.

The selected PDT will enhance the usage with like-for-like functionality, and no changes in the work process are required. The PDT has a better hardware performance, e.g., larger screen, better battery life, faster processing speed and overall built quality.

The H&S joint risk assessments concluded that it was low risk. The risk assessments were carried out with a member from H&S, engineering, operations and LHSC. The rack risk assessment is pending the installation of a rack at 66 rays.

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CUPW inquired if there is any pouch to carry PDT. CPC replied that the uniform team is working on the samples. CUPW shared that the current pouch may not be appropriate for the new device. CPC said that we had tested it, and it does fit in snugly due to its width.

CPC shared that most of the current accessories, e.g., car organizer are compatible with the new model.

CUPW asked to provide the training content, including the RSMC/USMC modules, for review and comments. CPC said that since the software is the same, the training dealing with software is unchanged from the 2016-17 training module. The hardware-related training is under development. CUPW asked to share the 2016 training module as well for review, and once the new one is developed, CPC can share it then.

CUPW clarified that the union reserves the right to come back if issues are notified after using the device.

Action:

1. CPC to share training modules including RSMC/Urban delivery training content

6. E-Trike

Guests: Saurabh Sarda and Elizabeth Booth

Overview:

CPC is working on introducing an electric cargo cycle for congested cities.

Discussion:

CPC explained the proof of concept of E-Trike. This concept has been adopted by many carriers and has yielded positive results. E-Trikes offer many benefits, including reduced emissions, reduced congestion, reduced frustration in finding parking, and the ability to use bike lanes. In addition, many cities are promoting electric cycles as a transport alternative towards new sustainability regulations while building infrastructure to promote it.

CPC shared that they have shortlisted Coaster Freighter 480 AW model for the pilot. It is US-made in Montana and fits CPC's initial requirements.

After the preliminary risk assessment, the three high risks identified are road safety, struck by a motor vehicle (as a pedestrian) and dock (struck by a motor vehicle as a pedestrian.). Controls are available to address these hazards and lower the risk.

From the basic safety perspective, hazards like Slip Trips and Falls, Manual Material Handling,

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Exposure to weather, physical demands have been identified. Pre-placement functional assessments are being developed to ensure the employees will remain safe when cycling as it is a different physical demand than the current one when delivering on foot or using a motor vehicle.

The cargo box is designed to keep in view the ergonomic factors. With rear and side door access to the cargo box, the usable cargo space meeting our ergonomic requirements is 60.77 cubic feet.

CPC shared that the next steps would involve LJHSC in route design, finalize risk assessment and physical demands assessment and certified to use.

CUPW inquired about the type of training planned. CPC replied that the manufacturer had developed manuals and videos that will be used in addition to job aids and checklists. A third party maintenance provider will also provide initial orientation on using the bikes. CPC will have four months till proof of concepts to provide general orientation sessions for the employees participating in the project. Orientation will be held in secure yards to familiarize the bike and its controls and ride the route once designed with partial package loads.

CUPW asked what the bike's weight will be when fully loaded and if any electronic breaks are available. CPC said that the total payload is limited to 500 kg, where 160-180 kg is the bike's weight. There are front double disc brakes, hand brakes and emergency breaks available. The bikes will be RFID tagged to provide the employee with the location and security of the bike.

CUPW suggested that unloading could be done on the sidewalks, as it is allowed in Montréal as long as a person is walking and not riding it.

CUPW inquired if there is a need for appropriate footwear to avoid slips, trips and falls. CPC replied that workers would not require any special footwear.

On a query about windshield having no wipers, CPC answered that most models don't have it; even the Purolator experience suggested that employees don't prefer windshields.

CUPW suggested including locking of bike and possibility of theft at the point of call in the risk assessment. CPC replied that the bikes are equipped with RFID devices that are needed to move and unlock the bikes.

CUPW further asked if bicycle gloves are required and supplied by the CPC or if employees have to expense them. CUPW also wanted to know if the bikes were equipped to hold water bottles. CPC said that they would get back to the committee on this query.

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CUPW asked to invite the committee members for a physical inspection of the E-Trike when it is delivered to Montréal. CPC agreed to invite the members once the bike is delivered.

Action Items:

1. CPC to update CUPW on bicycle gloves
2. CPC to share training content once developed
3. CPC to invite CUPW for physical inspection of the bike

7. Automated Guided Vehicle (AGV) Pilot

Guests: Abraham Sir Valdes and Glenn Macgillivray

Overview:

CPC conducted a pilot of two AGVs in York Distribution Centre (YDC) from Sept 2019 to Aug 2021 to identify and test AGV applications, to evaluate usability, safety features and systems integration

Discussion:

CPC updated the committee that RFP has been released on May 10th, and a copy will be shared with the CUPW. CPC refreshed the committee on the purpose of the pilot to use AGVs to move mono trainers from A to B and doesn't include any unloading. The pilot has resulted in positive feedback from operations, and there were zero safety incidents reported in that period.

CPC explained that in the RFP, CPC is interested in using similar safety features, sensors on top front and sides, and three E-stops available on the pilot models.

CUPW inquired who will be responsible for the maintenance of the AGVs. CPC said that notice-A is out and CPC is working on notice-B; the engineering and maintenance team will mainly be responsible.

CPC shared that initially, the AGVs will be deployed at Montréal, Gateway, PPC, SCLPP and OEPC.

CUPW asked about the length and quantities of AGVs' deployment. CPC replied that it would be for five years (2022 onwards), and since the contract hasn't been signed, this information will be in the notice-B.

CPC affirmed that the pilot's success is not based on the absence of the incidents but due to the LJHSC collaboration, involvement and discussions throughout the pilot.

Action:

1. CPC to share the risk assessment with CUPW

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8. CMB Siting Guidelines and Selection

Guests: Erin Moore and Libasse Sarr

Overview:

The CMB Siting Guidelines and Setbacks Standards have existed for years and are used by DSOs to select CMB site locations.

Discussion:

CPC explained that the guidelines for selecting the site locations are consistent and that CPC ensures metres clear zone around a CMB. CPC is following high standards wherever municipalities have set the guidelines.

Delivery Service's primary goal is to ensure locations chosen for Combs meet at least the minimum standard as prescribed in the Siting Guidelines. In addition, there are well-established proactive and reactive processes for reviewing the safety of CMB sites.

CPC shared that proactively management reviews the safety of CMB sites in two ways. First, existing locations are reviewed against the current standard during equipment upgrades. Second, Safety Heat Maps are reviewed as part of restructuring activities and provides an opportunity to raise concerns about the safety of a site. Should a safety issue be identified, ITMS is opened. If the issue is a hazard, maintenance is dispatched to remedy the issue. If the delivery employee raises any safety concerns, the supervisors can open a case to review any site.

CUPW asked if any local hazard report is logged once the ITMS is open. CPC replied that the management only gets involved after the ITMS. CUPW suggested that local hazard reporting is also essential to notify the LJHSC.

CUPW highlights the safety implications involving new site selection at a new development. CUPW insisted on adding a union representative to the LJHSC as a proactive measure in the site selection. The management is unaware of the ground realities and should utilize the field force for a safe site location. CPC replied that it had been done collaboratively with DSOs, and supervisors are made aware of potential CMB locations prior to installation. CPC cannot verify if this practice is happening nationally, but when a location is questioned CPC sits together to address the issue when a concern is raised.

CUPW asked how CPC evaluates Average Annual Daily Traffic (AADT). CPC responded that they calculate it using the average traffic on the site, in the area/locality, etc. At the same time, CPC is using the Traffic Safety Assessment Tool (TSAT) for Rural Mailboxes (RMB). CUPW recalled that in 2009 TSAT was also used for Combs. CPC requested that CUPW share the study to probe this matter further as TSAT was designed only for RMB evaluation.

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CUPW asked to share the complete guideline with all details and noted that in 2015 and 2018, review guidelines were never presented to CUPW.

CUPW suggested that if an ITMS is logged, a thorough evaluation, including the LJHSC should be carried out. CUPW stated that DSOs should not work alone in deciding the location.

CUPW requested clarification of the roles and responsibilities in the process and consultation process with municipalities for more clarity and union collaboration.

Action:

1. CPC to update the selection process with CUPW recommendations
2. CPC to present the new process at the next meeting.
3. CPC to document roles, responsibilities and municipality consultation process
4. CPUW to provide examples and reference to study and documents for siting

9. Driver Recognition & Awards

Guests: Stéphanie Laberge and David Gylywoychuk

Discussion:

CPC explained the driver recognition framework. The purpose is to build pride and a professional driver mindset to demonstrate the importance and appreciation of working safely. The program is divided into three phases: reinforcing safe driving behaviours with immediate recognition is part of Phase 1 ("Honourable"). CPC wants to ensure drivers understand the importance of safe driving.

Phase 1 – "Honourable"

It is the continuation of on-the-spot recognition. The purpose is to set expectations and follow the same AAA activities, e.g., a sample box to team leaders. The focus is on safe driving behaviours and is supported by HSIPs.

Phase 2 – "Excellent"

CPC is still developing the criteria, wants to work with drivers nominated by the operations directors to build a professional driver mindset, brand and excellence. Based on the criteria, CPC will identify based 30 drivers, i.e., one per directorship approx. Out of these 30 drivers, CPC will select the "Best" candidates.

Phase 3 – "Best"

The "Best" criteria will include criteria and aspects from Phase 2 like driver behaviours, customer feedback, peer mentor, leaders, etc. CPC is exploring ideas to issue a Ring of honour or award of excellence. For the "Best" drivers, the driver safety team will work with NJHSCs to select the drivers. Every GM will select one driver for the awards.

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Awards have been delayed until February 2022.

CUPW said that the union agrees on the importance of the safety of the drivers. CUPW always encourages safe behaviours.

CUPW asked how CPC will determine and evaluate the drivers. CPC replied that though it's under development, factors like driver's safety record, behaviour, peer feedback, supervisor evaluation and testimonies might be part of the criteria. The industry uses criteria like incidents record, driving abstract, any violations in that calendar year. CPC wants to be transparent and fair in determining the criteria. CUPW further asked how we observe the behaviour of the driver. CPC answered that a team leader's observations (yard, street) and driver safety assessments could assist in determining safe driving behaviour. CPC is developing the submission form needed for the nominees.

CUPW showed worry on the involvement of team leaders in case the criteria are not well defined. CPC confirmed that the program is not for imposing disciplinary action, but rather for reinforcing positive behaviour. The criteria are for only selecting a few and the best drivers. For many, it is developing the necessary habits and continuing to take appropriate action.

CUPW asked if team leader talk tracks, timelines, and criteria have been developed. CPC replied that the teams are working on it and will update the committee as soon they are developed.

CUPW inquired if CPC will obtain the information from Telematics. CPC answered that it would only use life safety audits that H&S team members carry out.

CUPW questioned the cost of this recognition and awards program. CPC said that it is still being calculated for awards, but it is a normal operations budget for the recognition.

CUPW reiterated that using any data from telematics would be considered a violation of article 41 of the collective agreement. In the past, CUPW opposed the awards and recognition project which includes an award. The union continues to stand by this decision. Rather, it is always best to put that money in prevention where we need immediate attention. We will not be in favour of any prizes since all our members are professionals. It is a violation of our collective agreement. CUPW opposes this initiative and reserves the right to challenge any violations arising from this initiative according to the procedures provided.

Action Items:

1. CPC to share the timelines, talk tracks and criteria with CUPW

10. LJHSC Training & Appendix DD

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Guests: Kim Gould

Discussion:

CPC informed the committee that separate meetings have begun between CPC and CUPW to discuss improvements. The priority is to update the LJHSC training program and the six employee modules.

CUPW advised that an email was sent by Montréal in the Quebec Region regarding training for new LJHSC members based on the guide developed for Health and Safety representatives. CPC responded that in some regions, LJHSC members are following the Canadian Centre for Occupational Health and Safety (CCOHS) training instead of the LJHSC classroom training program because of local restrictions imposed due to COVID-19. CPC indicated that these employees would be scheduled for the LJHSC classroom session once scheduling of these sessions resume. CUPW said that the union has not agreed on this CCOHS training method nor the use of the H&S Representative training manual. If in-person training is not feasible because of COVID-19, CUPW recommends having it virtually over the internet via laptop. CUPW stated that if CPC does not provide the training as agreed, it should indicate so in writing. CPC replied that they would get back to the committee after going through the email.

CPC shared that they are testing a session in the Prairie region using the virtual method.

Action Items:

1. CPC to update CUPW on the modality of training

11. Summer-Spring-Fall Footwear

Guests: Kim Gould

Discussion:

CPC shared that they are conducting a research study with the Toronto Rehabilitation Institute on non-winter footwear for delivery employees who are not required to wear CSA safety shoes. This research will be conducted using objective testing methods various types of non-winter footwear. CPC will develop a standard list of footwear that delivery employees can choose from. CPC will schedule a meeting next week with the lab to start the study.

CUPW asked CPC to share the study used to select winter footwear.

CPC elaborated that the current functional policy on footwear outlines using CSA and Snowflake boots. CPC wants to integrate this study into the existing policy. CPC will send that the current functional policy to the lab.

Action Items:

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1. CPC to send CUPW a copy of the winter footwear study.

12. Terms of Reference

Discussion:

The committee discussed the Terms of reference (TOR) document as its review was due past one year. The TOR is built to show the implications of the LJHSCs on working as an effective workplace committee.

The committee debated whether to include the intricacies of LJHSC working in a pandemic situation learned during the COVID-19 pandemic. TOR may need an explanation on how to arrange monthly meetings and inspections in a pandemic situation.

CPC shared that management is working on a policy committee roles and responsibilities document to bring more clarity and effectiveness in the committee's work. CPC will present the first draft at the next meeting for review.

CPC suggested sending a reminder letter to all the LJHSCs on ensuring to have monthly meetings.

CUPW proposed revising this document and coming back to the next meeting with revisions and conclusions.

13. VIWP Self Study Guide – RSMCs

Guest: Leah Lewis

Discussion:

CUPW requested that CPC connect with Prairie and clear the air around having regular working hours. If they have to complete the training over time, they should be compensated as per the policy.

CUPW indicated their disagreement and maintained that RSMCs must complete training on-site. CUPW did not consider the self-study booklet to be adequate training and no details were provided as to where the training should be taken. CPC replied that the first option is to have it online using computers in a training room, but due to COVID, the capacity of the rooms has been reduced. A self-study guide is a secondary option. CPC explained that RSMCs are given \$26.60, which is the same as the previous rate. An RSMC gets \$135 per day, and the training is part of onboarding.

CPC said that they would speak to the L&D team to discuss the matter with Prairie management to clarify the protocols. CUPW further added that a reminder should be sent to all the Team

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Leaders that VIWP is an online training and self-study booklet only for places where computer/internet is unavailable.

CUPW reminded that the Workplace Violence and Harassment policy is under review, and CUPW will get back to CPC.

Action Items:

1. CPC to clarify the Prairie management on the mode of training
2. CPC to gauge if a reminder email is necessary
3. CUPW to complete the Violence and Harassment policy review

14. Availability of tools – New OCRE

CUPW said that the MOA would provide the training for RSMCs on new tools and on using the device. Many workers don't have the right tools, and there seems a shortage of tools and training. CUPW will present the training to the NJHSC once developed.

CPC explained that it is a reaching device, and it should be available to all. CPC will confirm the availability of the tools. CPC suggested that Train the Trainers provide the training at their local areas. They can include this training in the onboarding of a worker.

Meetings held in 2021:

February 18 March 1 (X)	April 29 May 11 (X)	June 17 ()	September 9 ()	November 10 ()
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