

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

In Attendance:

CPC	CUPW
Alice Lafferty	Marc Roussel
Virginie Tremblay	Sylvain Sicotte
	Alvaro De La Cruz

Guests			
Phoebe Liu	Chetram Jaipersaud	Tanja Ivankovic	Judith Nadeau (CUPW)
Kim Gould	Nadia Afara	Vaughn Samson	
Martin Luys	Kelly Misener	Jean-Luc Hamel	
Cassandra MacKinnon	Catherine Bernard	Vincent Lambert (CUPW)	

Advisor	Danielle Fournier
---------	-------------------

Agenda

Sr.	Topics/Sujets	Time (EST)	Duration	Presenter
1	Safety Pause/Mental Health/ Diversity safe moment / Pause de sécurité/Santé mentale/Moment de sécurité pour la diversité	8:55	5 Mins	All
2	Opening Remarks / Remarques d'ouverture	9:00	15 Mins	Committee Members
3	Minutes Review / Revue des procès-verbaux	9:15	5 Mins	Committee Members
4	Albert Jackson Processing Centre Update	9:20	30 Mins	Phoebe Liu
5	Winter Readiness Model	9:50	30 Mins	Catherine Bernard
6	STF Simulator Pilot	10:35	30 Mins	Kim Gould/Nadia Afara
7	Sequence Mail LFT Storage	11:05	30 Mins	Tanja Ivankovic/Vaughn Samson
8	RSMC Strategy & Publisac	11:35	30 Mins	Martin Luys / Jean-Luc Hamel
9	Road Safety Gap Analysis	1:30	30 Mins	Cassandra MacKinnon
15	Other/unresolved topics / Autres sujets non réglés	2:00	15 Mins	Committee Members

Standing Items

2. Opening Remarks

3. Reviewing Minutes & Agenda

The minutes from May 5 2022 were confirmed and shared with the committee members via email.

Other Items

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

4. Albert Jackson Processing Centre Update

Presenter: Phoebe Liu, Chetram Jaipersaud

Presentation: 04 NJHSC OEPC Update July 2022-Final

CPC provided an update on OEPC tilter and unwrapping solutions, following their last update to the NJHSC in December 2020. CPC presented updates from the new Albert Jackson Processing Centre for the pallet unloader and pallet preparation solutions. Risk assessments were conducted and shared with the committee members. CPC presented safety features of the pallet unloader and two pallet preparation and loading options (shrink wrap removal system). Training materials will be shared with NJHSC once completed.

Alfi Pallet unloader:

CUPW asked if any guarding would be installed in front of the pallet unloader, as the video shown did not have guarding installed.

CPC responded that reviews will be conducted with both the H&S team and a 3rd party to ensure all equipment is certified to use and meets regulatory standards to ensure the equipment is safe in the event of failure.

CUPW asked how the equipment would react if a sensor were to fail.

CPC replied that the machine would not operate in the event of equipment failure.

CUPW asked about the maximum pallet height accepted for this equipment, and indicated that they would not support the installation of this equipment if the pallets are too high and requires manual handling,

CPC replied that they follow CPC's national standard for pallet height with this equipment, and will confirm exact details with the committee.

Pallet preparation #1 (Econolift):

CUPW asked whether testing was conducted with improperly stacked pallets (ex: heavy parcels loaded on top of lighter parcels), as they do occasionally observe some pallets being incorrectly stacked.

CPC responded that all pallets tested were acceptable as per CPC's standards, but that a variety of different pallets were used for testing.

CUPW had questions about the testing process and risk assessment for this equipment.

CPC responded that testing occurred at a contractor site in Mississauga, and confirmed that no members of CUPW were involved in the testing. CPC utilized live mail for the testing before re-wrapping the pallets and sending them to Gateway to be processed. CPC confirmed that a risk assessment was completed at YDC, and that further risk assessments will be conducted and shared as the project progresses.

Pallet preparation #2 (Overhead system):

CUPW asked if a final risk assessment would be conducted once testing of this equipment is complete.

CPC confirmed that a final risk assessment would be conducted, and clarified that they have not determined if this solution will be used moving forward, as they have selected the Econolift option based on feedback from their risk assessments.

CUPW asked if testing was conducted in instances where tape was attached to the wrapping on pallets.

CPC thanked CUPW for pointing out these types of scenarios and will test these in future testing exercises.

CUPW asked about the type of pallet jacks used to load pallets with this solution, and mentioned that some members do not feel comfortable using rental equipment, as this equipment has fewer safety features compared to CPC's standard equipment.

CPC confirmed that this pallet preparation solution is to be used with CPC standard equipment obtained through national procurement.

CUPW had questions on the risk assessment hazards identified as "crane".

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

CPC will take this back to discuss internally, and confirmed that they are following up on this item on the risk assessment.

CUPW asked about go-live dates for all 3 solutions.

CPC confirmed that testing and risk assessments are scheduled to be conducted in early 2023, with a go-live date of March 2023. CPC will invite the NJHSC members to a site visit and risk assessment in early 2023.

ACTION: CPC to confirm standard height for pallet height and share CMS documents related to this equipment with the committee members.

5. Winter Readiness Model

Presenter: Catherine Bernard

Presentation: 05 2022 First Winter Presentation

CPC presented a review of the Winter Readiness Model documents and highlighted changes brought to the documents. Winter awareness was initially presented at NJHSC in 2021, and was initially a local initiative. CPC is in the process of reviewing these documents to ensure information is relevant and up-to-date.

CUPW pointed out that many photos depict heavy snowstorms, and reminded CPC that employees should be aware that they can choose to stop their route if they feel unsafe or during extreme conditions.

CPC agreed to modify wording in the documents to ensure this is clear.

CUPW pointed out that the snowflake-rated boots listed on the equipment checklist are not mandatory, and pointed out that purchasing this equipment can bring financial hardship to some members.

CPC explained that they are open to review the financial support provided in the boot/glove allowances, and are waiting to see retailers' offerings and prices for the upcoming season to assess. CPC agreed to share the existing snowflake rated boot policy and communications with the committee members.

CUPW requested that documentation be changed to reflect that adequate winter tires must be installed on CPC vehicles, and pointed out that many vehicles have their tires changes at the end of the winter season instead of the beginning.

CPC agreed to discuss this internally. CPC will modify the line item in the checklist as needed after validation with the fleet team

ACTION: CPC to provide an update on the documents once requested modifications are made and will share with committee members.

6. STF Simulator

Presenter: Nadia Afara, Kelly Misener, Kim Gould

Presentation: 06 STF Simulator CUPW 2022v1 - June 8

CPC presented the STF Mobile Training Simulator, an experiential learning activity to reduce and prevent Slips, Trips and Fall (STF) injuries. The Slip Simulator is a mobile unit that will be moved from site to site, providing a 60-minute experiential learning activity for employees. Studies have shown a reduction in STF injuries of 70% for participants and a 30% reduction in observers. CPC presented a proposal for pilot phase which, if successful, could ultimately lead to the deployment of mobile units to letter carrier schools and more rural locations.

CUPW asked about the types of weather conditions simulated in the mobile unit, and pointed out that employees are currently told to avoid certain conditions (ice) while on their routes. CUPW also asked about STF statistics used in the presentation.

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

CPC confirmed that the data presented was for all STF injuries, and clarified that the unit simulates many different types of weather conditions and terrain.

CUPW asked if employees taking part in the training would be in uniform and have equipment, like a full satchel, to realistically replicate conditions on their route. CUPW asked if this training would eventually become part of examinations for new hires. CUPW is concerned that this pilot project initiative may be another reason to impose disciplinary measures, following fall simulator training, on workers if they take a wrong step on the road and get injured, as seen presently with the drivers of the CPC vehicle fleet.

CPC replied that participants are encouraged to wear their uniform and that the suggestions made in June have been taken into consideration so that the satchel with its weight is also incorporated, as well as parcels.

CPC explained that there is no intent to discipline employees if they experience a STF injury, but are hoping to see a decline in STF injuries during the pilot and provide a positive experiential learning for all.

CUPW requested that no record be kept of which employees complete the training.

CPC pointed out that knowing who completed training would be essential to see if the project has a measurable impact on STF injuries. CPC suggested that anonymous surveys could be used to measure injury reduction.

CUPW reserves their right to evaluate their options on this initiative at this time, and will discuss internally. CUPW is requesting that this pilot not go forward until a national test is completed by the NJHSC.

CPC explained that the first stop is scheduled in Windsor in early August, with subsequent stops planned every few days. CPC is open to having the NJHSC or other CUPW delegates conduct a site visit or test at the first stop in Windsor in early August.

CUPW requested that this initiative be delayed until the members of the NJHSC can plan an onsite visit in Windsor.

CPC explained that if the pilot is delayed, this may cause a negative impact to the project in locations that see high number of STF injuries. CPC offered the committee members alternative dates and site visit locations.

CUPW to discuss internally and inform CPC how they intend to proceed on this initiative.

7. Sequence Mail LFT Storage

Presenter: Tanja Ivankovic, Vaughn Samson

Presentation: 07 Sequence Mail LFT Storage_NJHSC_EN

CPC presented an overview of LFT storage mail options, which was developed as a result of parcel volume growth combined with a decline in letter mail. Some depots have capacity and space limitations, and this project would provide additional options for storage. Locations would be able to continue with their existing process or implement alternate option (sequenced mail - End of Aisle C-52) for depots with parcel capacity issues, where determined at the local level.

CUPW pointed out that distribution of sequence mail may coincide with peak time in the depot.

CPC responded that this solution was based on a survey conducted by process engineering, which reported 51% of depots deviating from the typical process for sequence mail. CPC is looking to officialize an alternative option to ensure safe practices.

CUPW requested that a copy of the survey be shared with the committee. CPC clarified that mitigating factors will be included in the documentation related to this project.

CUPW asked about implementation date for this initiative.

CPC responded that they are looking to start as early as Q3, but that implementation will be decided on a local level instead of targeting specific locations. CPC will begin implementing in locations that have identified that they deviate from the current process. CUPW reserves their right to comment at another meeting.

ACTION: CPC to share Sequence Mail survey results.

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

8. RSMC Strategy / Publisac

Presenter: Martin Luys, Jean-Luc Hamel

Presentation: 08 RSMC Strategy June Bilingual 2022

CPC presented an update on national RSMC route information, training and products, and shared the total number of routes with Rural Mail Boxes (RMB), reaching devices and Right Hand Drive (RHD) Vehicles. CPC also presented an overview of the process for obtaining holders, reaching devices and Ergo Assistants. CPC intends to share information on forms and processes on the Supervision website in the coming weeks.

CUPW asked if CPC had ordered enough reaching devices to offer one to all employees across the country.

CPC responded that they are currently in the process of fulfilling an order of more or less 239 reaching devices, and are looking to provide these to routes with a high number of RMB's. CPC is expecting delivery of 74 of these devices before September 2022, with 40 of them as prioritized requests, working with local management to identify those in need. CPC stated that they are open to order more if budget permits. CPC explained that in the event that no reaching devices are available, there is a procedure detailing how an employee is to deliver to a RMB safely.

CUPW pointed to the Safe Work Procedure supporting document in section 3.22, which states that the safe procedure is only in place in the event that an RSMC does not want a reaching device. CUPW maintains that ergo helpers or RHD vehicles should be made available to all to avoid potential injury, or if no alternatives are available, to have a second RSMC assist on route acting as an ergonomic helper.

CPC will follow up about the number of RSMC who do not use RHD vehicles, reaching devices/holders or ergo assistants on their routes.

CUPW requested clarification on the holder version 4 currently in production.

CPC responded that version 3 is currently available for order, and version 4 pilots are underway. CPC is planning for 20 prototypes of version 4 for a pilot project in 2023 for this version to be ready for Q3 or Q4 2023. Further information on these will be shared with the committee once the team is ready.

CUPW asked if CPC will pay for gas for rental vehicles if no RHD vehicles are available.

CPC confirmed that they reimburse the cost of gas for rental vehicles.

CUPW detailed an incident in which an RSMC was disciplined for keeping their vehicle running in order to keep their beacon light working during a stop, as per CPC document T575743. CUPW is concerned from the direction CPC is taking surrounding the use of the beacon light and 4-way flashing hazard lights during delivery. This is causing undue stress for their members, while putting them at risk on the side of the road. CPC recognizes that the beacon light is a safer visual than 4-way flashing hazard lights. CPC seems surprised by the disciplinary measure on this subject and has no response surrounding this file for the moment at this time.

CPC will discuss internally and follow up with the committee following discussions with the field team. CPC is open to reviewing any outdated documentation on this matter.

CUPW maintains the beacon light must remain in function during the delivery on the side of the road.

CUPW requested that basic driver training be more inclusive for RSMC's, as much of the material refers to corporate-owned vehicles.

CPC agreed to bring this to the attention of the driver safety team.

9. Road Safety Gap Analysis

Presenter: Cassandra MacKinnon

Presentation: 09 RS GA NJHSC_EN

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

CPC presented a Road Safety Gap Analysis. As part of the road safety strategy, CPC is looking at reducing motor vehicle collisions and reducing injuries and incidents. The gap analysis is based on road safety data to ensure CPC meets regulatory requirements nationally. The initiative focuses on 3 main elements: ensuring drivers have tools and training they need, reporting and record keeping (ex: reporting on motor vehicle incidents, ensuring reports are properly listed and entered), and consistent enforcement of the rules of the road (ex: ensuring valid licensing, proper class of license). Next steps include a multi-year roll-out starting in 2022 and into 2023 by creating action plans. Once regions complete the assessment, CPC will come back with updates to NJHSC.

CUPW asked if this gap analysis is aligned with road safety practices, including discipline. CUPW does not agree with CPC's cavalier approach to fear-based discipline, and strongly opposes the current disciplinary measures imposed on their members.

CPC confirmed that this program is part of the driver safety program and meets regulatory requirements. CPC affirmed that coaching and positive interactions are always encouraged to ensure safe driving behaviours.

CUPW asked if SMITH training will be implemented. CUPW believes that the e-learning was not as comprehensive as SMITH training, and asked if CPC had any statistics on driver training following the discontinuation of SMITH training and moving to e-learning. CUPW mentions that this is not what is reported to them. The imposition of disciplinary measures rather appears to be the preferred method as presented at the NJHSC meeting of May 5, 2022.

CPC confirmed that SMITH training will be implemented moving forward, and will check to see if any stats were gathered on this.

10. Other/unresolved items

Presenter: All

Presentation: N/A

Randin Incident:

In late May 2022, the Randin Depot experienced poisoning cause by nitrogen oxide gas which sent 11 employees to the hospital for further observation and/or treatment. This incident was caused by a lack of proper ventilation following work completed by a contractor onsite. CPC explained that a Root Cause Analysis (RCA) and technical investigation was conducted to determine if or how a failure in the ventilation system may have occurred.

CUPW criticizes CPC for not involving the Local Joint Health and Safety Committee (CLMSS). CUPW reminds CPC of their obligation that investigations must be done jointly according to the CLC..

CPC indicated that the LJHSC completed their own reports, which were considered during the Root Cause Analysis (RCA) and technical investigation, and noted that the RCA does not replace LJHSC's reports . CPC noted that the RCA is a lengthy process, and takes into consideration all supporting documents and investigations conducted following the incident. CPC indicated that this RCA report was conducted by the national team and presented to the local once it had been completed.

CUPW explained that their members felt helpless as this situation unfolded, and felt that management did not act quickly to ensure the safety of their employees. CUPW noted that an employee called 911 nearly 2 hours after the first reports were shared with management. CUPW wonders why CPC has never seen fit to call the usual emergency services in such cases via the 911 service.

CPC acknowledged that a review of emergency management procedures was warranted to understand why and how such a delay occurred in this event, but clarified that the RCA was conducted to determine how the accumulation of nitrogen oxides occurred.

CUPW asked if CPC believes it acceptable to wait 2 hours to call 911 in situations where employees may be exposed

National Joint Health & Safety Committee Meeting Minutes

July 7, 2022

nitrous oxides or other hazards.

CPC stated that they expect an appropriate and immediate response to any urgent situation.

CUPW indicated that local management was concerned with finding out who placed the 911 call.

The union mentions that if disciplinary measures are imposed on the member who contacted 911, the link will be easy to establish and will be grieved according to the terms of the CUPW Urban collective agreement.

CPC will follow up on this internally. CPC will also work with the field H&S team to improve emergency preparedness to ensure this type of incident never happens again.

Projects update:

CPC explained that in order to keep up-to-date on projects presented to the NJHSC, they will be modifying existing internal project reports to ensure continued visibility on projects coming to NJHSC. Corporate projects, innovation projects and other initiatives presented to NJHSC will be included in a tracking list and shared with the committee members.

CUPW requested that all projects, including projects that are deemed inactive or do not proceed be included on the tracker for visibility.

Lanyards update:

Following an emailed update on lanyards, CPC explained that they are currently beginning testing lanyards, and are developing a survey to gather feedback. CPC confirmed that the survey would be shared with the NJHSC once finalized.

CUPW mentioned that some employees may have many keys on their lanyard, and asked if adding more keys would have an impact on the lanyards' connection.

CPC confirmed that they would observe this closely during testing to see if additional resistance is required.

CUPW suggested that in instances where employees have many keys on a single lanyard, a review should be conducted at the local level to find alternative solutions. CUPW noted that launch locations should be based on H&S considerations, for example, in large urban centres or in rural locations with many CMB's on route.

Site visits for projects:

CPC is open to finding a solution that allows for the NJHSC members to conduct site visits or testing for pilots and other projects in order to avoid delays in project timelines.

CUPW explained that the NJHSC members should be able to see large-scale projects live, and stated that they want to ensure they conduct their due diligence as a committee.

Meetings Held in 2021:

February 24 (X) February 28	May 5 (X)	July 7 (X)	September 8 ()	November 10 ()
--------------------------------	-----------	------------	-----------------	-----------------