

National Joint Health & Safety Committee Meeting Minutes

May 27 and June 3, 2015

In attendance:

CPC

Nina Mankovitz
Ian Kerr - absent
Natalie Bolton

CUPW

Serge Champoux
Carl Girouard
Chris Pleasants
Pierrette Morin (guest)
Marc Roussel
Jim Crowell

Advisor

Pascale DeRycke

Guests

Dan Robinson - HFN
Steve MacDonald - HFN (teleconference)
Bryan Epp
Graham Howse
Danny Goddu
Renald Thibert
Tim Robinson
Marie-Eve Daigneault
Stephane Hubert
Dan Gilbert
Shari Nurse
Thomas Geraghty

Standing Items

1. AVCs and Directions

Overview:

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

Discussion:

There were no items raised at this meeting.

2. Health and Safety Statistics

Overview:

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

Discussion:

CUPW provided CPC with a copy of the 2012 version of the Cross Tab report that included information about injuries by work group. CUPW requested that the 2015 Cross Tab report provide

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the same breakdown by work group as provided in previous reports. CUPW also presented CPC with a copy of a recent RSMC vehicle collision report showing the same person listed as both the employee H&S representative and the collision investigator. CUPW also requested further details regarding the information on the same report involving a collision between 3 vehicles in the Okanagan on May 19, 2015.

Recommendations / Action items

1. CPC will follow up regarding the possibility of providing the reports as previously displayed.
2. CPC will provide additional details regarding the 3 vehicle collision in the Okanagan on May 19.

3. Appendix DD Activity Reports

Guest: Tim Robinson

Overview:

This is a standing item, providing both parties an opportunity to discuss developments regarding Appendix DD training activities.

Discussion:

CPC reviewed a presentation on the status of Appendix DD training. CPC has been working to ensure that progress is made on this file and has recently met with the CUPW Regional Education Officers (REOO) to better coordinate the scheduling of sessions. CPC also agreed to send the schedule.

The parties discussed the situation regarding the list of LJHSC members and agreed that the list should be revised to ensure the accuracy of the data. CUPW suggested that CPC provide an extract from the corporate database listing LJHSC members as well as a listing of members who have received the training so that CUPW could review it and provide scheduling assistance where possible. With respect to the Retail module, there is no specialized Retail trainer in Toronto. In order to address this, CUPW will identify two of the Toronto facilitators to facilitate the Retail training module and asked that CPC allocate them one (1) day each to review the training module prior to actually delivering it.

In order to ensure that training continues as per plan, CUPW will request their REOOs to provide a list of possible names of additional facilitators and work with CPC to schedule another facilitator training session.

Recommendations / Action items

1. CPC will provide CUPW with an extract from the corporate LJHSC membership database to CUPW along with a list of names of LJHSC members who have completed the LJHSC training.
2. CPC will provide copies of modules 5 and 6 to CUPW.

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3. CUPW will provide CPC with a list of names of employees for Appendix DD facilitator training.

4. Workplace Violence Statistics

Overview:

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

Discussion:

CPC reviewed a presentation summarizing the workplace violence complaints received up to P4 and provided a summary of those complaints that were escalated to a competent person (second level) investigation. CPC pointed out that the number of complaints had dropped in P4 and indicated that they are following up to ensure the accuracy of the data.

CUPW stated that they would like to know, proportionally, whether second level investigations are being requested by the complainant or the respondent.

Recommendations / Action Items

1. CPC will provide CUPW with an overview of which party has requested each second level investigation.

5. Fleet Updates

Guest: Renald Thibert

Overview:

This is a standing item allowing CPC to provide updates regarding the Fleet.

Discussion:

CPC confirmed that the Step Van Request for Proposal (RFP) has been issued, and reminded the committee that the specification was the same as the specification for the C-500 vehicle that had previously been reviewed with the committee. CPC confirmed they are preparing to go to the marketplace for the New Light Delivery Vehicle (NLDV) RFP, and reminded the committee they had incorporated all the improvements gathered through recent prior committee discussions. CPC confirmed that this is a Canada Post only RFP, not a joint RFP with the USPS. CPC explained this will be a lengthy procurement process. Once a pilot unit has been built, CPC will present the pilot to the committee in order to review it and provide them with the opportunity for input.

CPC explained that there has been an increase in vandalism to vehicles in the Pacific region. Windows are being broken by spark plugs or spring loaded pens that can shatter a window. Vandals seem to be targeting the Ford Transit Connects. In order to counter the vandalism, CPC will be applying a protective film to the inside of the vehicle windows in selected facilities in the Pacific region. The film won't stop the window from breaking but will prevent it from shattering and take more time to effect a break-in. This film would be installed by a specialized company. The CPC

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Fleet Maintenance staff will also disable the electric door locks on the same vehicles as a further theft deterrent. CPC will provide a list of the vehicles and sites to the NJHSC.

CUPW expressed disappointment that it was never informed of these instances of vandalism in the Pacific region.

CPC stated that they will invite someone from Corporate Security to provide an update on the vehicle vandalism issue at the next meeting. CPC will also provide CUPW with copies of the communication that is being provided to employees in the area.

The committee also viewed the full size Ford Transit van.

With respect to the full size Ford Transit van, CUPW raised the following suggestions and requests:

- Mark the edging of the side cargo door entry step with yellow (inside step).
- Shelf corners to be rounded/smoothed specifically at the rear door entry point to remove the sharp, square edges.
- Verify if there's a grab handle available at the driver's door.
- Verify if there are any notable differences from existing vehicles in our fleet with respect to pre-trip inspection.
- Provide the committee with the deployment schedule.

CPC stated that 185 vehicles will be distributed during the summer of 2015. CUPW requested that the drivers of the new Transits receive additional training to familiarize themselves with it. CPC also stated that there are no notable changes, but will confirm if there are any differences.

CUPW also raised the following concerns regarding vehicles:

- The Hamilton West LJHSC reported that a driver's side window had "exploded."
- According to information received by CUPW, in Windsor, employees are being told that as part of their vehicle training, they must sign off on corporate policies and failure to do so will be considered refusal of training. CUPW is not in agreement with this. CPC confirmed that employees are not required to sign off on corporate policies.
- CUPW raised the subject of RSMCs removing the tubs filled with sand during the summer season from the corporate right-hand drive (RHD) vehicles, CUPW believes that they should be removed as it increases gas consumption.

With respect to the corporate RHD, CPC stated there is no requirement to remove the tubs.

Recommendations / Action Items

1. CPC will provide CUPW with copies of the communication being shared regarding vehicle vandalism in the Pacific region.
2. CPC will provide a list of vehicles and sites that will be receiving the protective window film.
3. CPC will follow up regarding the exploding window in Hamilton West.
4. CPC will follow up regarding the request to sign off on corporate policies after training.

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6. Ford Transit Connect Product Service Concerns

Guest: Renald Thibert

Overview:

This is a standing item to allow CPC to regularly update the committee on their work with Ford to track and resolve Ford Transit Connect issues brought to this committee.

Discussion:

CPC stated at this meeting that there are only 2 active items left: the Tail Pipe and Shifter set screw campaign. CPC advised the committee that both campaigns are at 96% completion.

Agenda Items

7. Keller Report Updates (2013-06-12)

Guests: Bryan Epp, Marie-Eve Daigneault, Thomas Geraghty

Overview:

Arbitrator Keller's decision regarding the "Postal Transformation Arbitration – Article 29 – Elimination of Adverse Effects to Group 1" included the requirement to conduct several studies. At this meeting, discussions were held regarding the recommendations from the HFN MLOCR study and progress at addressing the IDC static shock issue. There are currently 156 Multi-Line Optical Character Readers (MLOCR) in operation across Canada.

Discussion:

Recommendation 17: Conduct routine inspection and maintenance of stacker drawers (sticking) CPC provided a draft "sticky" drawer test repair blitz sheet describing how the LJHSC should conduct inspections. The committee agreed that the LJHSC will inspect all drawers, but ongoing flagging of sticky drawers will be done by employees.

CUPW will review the draft instructions and get back to committee with any comments.

Recommendation 7: Sort plan layout

CPC shared an example of a sort plan layout document with the committee.

CUPW requested that each LJHSC be given a formal presentation on their sort plan by Engineering.

Recommendation 14: Identify Overloaded LFTs > 8kg

In situations where LFTs are overfilled, this causes an issue in addition to the weight itself as emptying these containers becomes more difficult.

CPC provided a proposal for a sampling plan to address the issue of overfilled containers that make it difficult for operators to take bundles of mail out of the LFT as per suggested work procedures.

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The proposed sampling will measure the open space (gap) created by compressing the mail with a fixed force on one side.

CUPW agreed to review the proposal and provide their feedback to the committee.

Other Discussion:

CPC reviewed a proposed employee communication awareness campaign covering such topics as anti-fatigue footwear, rotation of duties and musculoskeletal injury prevention tips with the committee.

CUPW stated that the Ergomate Fact Sheet should include an introduction and should also state that they are only to be used along the MLOCR and FSM for sweepers. CUPW also stated that they are not in agreement with sharing anything yet regarding the rotation of duties as no solutions have been agreed upon, and this will only cause confusion for employees. This is also the case regarding muscular skeletal injury prevention awareness. CUPW believes further discussion is required on this subject.

On June 3, 2015, CPC presented an updated version of the label for the sweeper board regarding the word change "grasp."

CUPW stated that the French version needs to be revised to reflect the English wording.

Recommendations / Action Items:

1. CPC will provide electronic copies of the documents provided.
2. CPC will provide CUPW with a revised French wording for the sweeper board label.

IDC Static Shock Update

CPC provided an update on the work done to date to address the static shock issue. CPC has tested several types of grounding mechanisms that were added to IDCs in an attempt to reduce the static buildup. Testing was conducted on bare concrete and epoxy-coated floors. Most grounding mechanisms worked well on concrete but electrostatic discharges were still occurring on epoxy flooring. CPC will now roll out chains to all sites with concrete floors. Testing will be done as a next step using grounded casters from a new supplier for sites with epoxy covered flooring.

Recommendations / Action Items:

1. CPC will forward the electronic version of the IDC static shock update.

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8. Two Bundle Mail Carrying Options (2013-11-19)

Guests: Graham Howse, Pierrette Morin (CUPW), Jim Crowell (CUPW) Dan Robinson (Golder) Steve MacDonald (Golder – teleconference) Chris Rahm (Golder)

Overview:

At the June 17, 2014, NJHSC meeting, the committee agreed to conduct a joint ergonomic assessment of the two mail carrying options referred to in the June 11, 2014, letter from CPC (signed by B. Cadieux) to CUPW (addressed to P. Arbour). Golder has been selected to conduct the ergonomic assessment which is currently under way.

Discussion:

Golder presented a high level summary of their findings based on the 45 field observations of employees and the 274 completed employee surveys. Golder is expecting to provide the committee with a draft copy of the report by June 12, 2015.

The committee has agreed to meet June 18, 2015, to review the draft report with Golder.

9. Emergency Lockdown (2015-05-27)

Guest: Shari Nurse

Overview:

CPC explained that there is an evident growing need to ensure all employees are instructed and trained in the event of an emergency where evacuation is not the best means of ensuring the health and safety of employees. In some situations, lockdown inside the postal facility may be the appropriate action to take.

Discussion:

CPC reviewed a presentation of its proposal to introduce an emergency lockdown process to facility emergency plans. CPC has tested the proposal at the Calgary Mail Processing Plant earlier this year in February 2015, and is planning to continue testing the proposed process at other facilities in the coming months. CPC will provide the committee with copies of the reports from each location after the test has been completed. CPC has created a “playbook” with numerous instructions on how to prepare for, communicate and conduct a lockdown drill. CPC will provide the committee with these documents for their review and input.

CUPW stated that they would like drills to be conducted on various shifts throughout the test sites. CUPW believes that first aiders should be available, preferably one male and one female, following each drill to respond if required.

CUPW and CPC agree that LJHSCs will be involved throughout the drills, from preparation before the exercise to analysis after the exercise.

Recommendations / Action Items:

1. CPC will provide CUPW with the draft documents for review and comments.

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2. CPC will include a recommendation in the Lockdown Kit to have at least one first aider available during each drill.
3. CPC will provide the committee with reports once the test has been completed for each location.

10. Depot Cart with SO-62 (2015-05-27)

Guests: Stephane Hubert

Overview:

CPC explained that some routes regularly experience high volumes of small parcels.

Discussion:

CPC explained that some routes with large volumes of small parcels experience difficulties when an entire C-52 is dedicated to parcel sortation and the bottom shelf can be difficult to sort parcels into, and retrieve parcels from. CPC is proposing that a SO-62 container be used on the bottom shelf of the cart to make it easier for employees sorting parcels into the cart and especially retrieving them from the bottom shelf. CPC explained that the SO-62 would only be used for routes that have enough parcels that they require a dedicated cart for parcels.

CUPW stated that when the SO-62 container was introduced, they had been informed that it was to be used only in Winnipeg. CUPW is concerned that employees will try and lift the container out when it is full. CUPW recommended that the solution be piloted before being rolled out on a large scale. CUPW asked to see a pilot timeline, training and questionnaire prior to the start date.

CPC suggested that since the requests for this solution had come from Oakville, the pilot should be conducted in Oakville. CUPW also suggested the Outaouais office.

Recommendations / Action Items:

1. CUPW will confirm that they support Oakville as the pilot site.
2. CPC will provide the timeline, training and questionnaire prior to the pilot start date.

11. Hamilton Welding Issue (2015-05-27)

Guest: Dan Gilbert

Overview:

CUPW received a report from their Hamilton local president regarding an incident that occurred May 1, 2015, with regard to a welding spark that ignited an aerosol paint can.

Discussion:

CUPW stated that the employee who was involved in this incident was not treated properly: CPC sent the employee to hospital by taxi and not ambulance and did not want to let the first aider go with him.

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CPC stated that findings from the investigation into the incident show that the awareness of risk is not adequate; CPC is working on solutions to ensure proper safety procedures are in place and followed. CPC will follow up with Hamilton to ensure that they are aware of and follow the corporate first aid process.

Recommendations / Action Items:

1. CPC will follow up with Hamilton to ensure proper procedures are followed.
2. CPC will provide CUPW with a copy of the investigation report.

12. LR7 Halifax (2015-05-27)

Guest: Dan Gilbert

Overview:

Several LR7 vehicles in the Halifax Mail Processing Plant had stopped suddenly while in use. This issue led to an investigation to understand the root cause and suggest remedies.

Discussion:

CPC reviewed a presentation which outlined the results of their work done to address the issue. A detailed investigation indicated that the LR7s in question were experiencing recurring "121" error codes. These codes occur when the wheels of the LR7 lose communication with the steering and, for safety reasons, the "121" error code shuts the machine down. The investigation, conducted with the supplier, GN Johnston, failed to identify a clear cause of what was triggering the loss of communication but did identify that this problem was confined to the 2010 LR7 model. As a result, all impacted units in Halifax, Leo Blanchette and Ottawa, 17 units in total, were quarantined. CPC mobilized rental units to supplement where required. CPC then went to BT engineering, the LR7 manufacturer, to perform a root cause analysis and proposed an engineered solution: a wiring modification in the power steering unit. Three units were repaired and put back into operation with the fast "rabbit" speed disabled to mitigate the effects of a sudden safety stop caused by any error code. The three test units were returned to operation and will be tested for two months. During that period, any error codes generated will result in the unit being immediately returned to the local shop for diagnosis by CPC technicians. Once the testing period is complete without 121 codes whose root cause could not be determined, "rabbit" speed will be reinitialized and the modification will be performed on all remaining quarantined units.

CUPW stated that they would like this presentation shared with the LJHSCs in Halifax, Montreal and Ottawa.

Recommendations / Action Items:

1. CPC will provide the results of the testing to the NJHSC.
2. CPC will share the presentation with Halifax, Montreal and Ottawa.

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13. Delivery Agents High Visibility Vests (2015-03-25)

Overview:

Given that they do not wear a high visibility satchel when driving a vehicle, delivery agents that are motorized can no longer rely on the high visibility satchel to make them visible to traffic when they are exiting their vehicle unless they put it on beforehand. This was reinforced recently when a Delivery Agent in Edmonton wearing his regular uniform parked his vehicle on a four lane road, exited the vehicle to retrieve his satchel and mail from the rear of the vehicle and, upon exiting his vehicle, was struck by an oncoming vehicle, suffering serious injuries. CPC also advised CUPW via the uniform committee that it is currently working on developing a polo shirt with reflective strips so as to replace high visibility vests permanently.

Discussion:

CUPW stated that they are receiving complaints that the vest will be too hot in the summer and that their position is that the high visibility vest and high visibility satchel are not required to be worn at the same time. CPC confirmed that when the high visibility satchel (red) is used on a foot route, it is not necessary to wear the high visibility vest, since the satchel meets industry standards. CUPW stated that RSMCs are being told they have to wear the vest all day. CUPW does not agree with this. CPC stated that the RSMCs have already been issued vests which they need to wear when they exit their vehicle, but are not required to keep them on at all times while driving.

CPC stated that delivery agents who have foot routes and high visibility satchels are last on the list to receive the high visibility vest but that employees who are motorized and don't wear their satchel while driving will need to wear the vest for all outside duties until the high visibility satchel is worn. CPC also reviewed a presentation from the March 25, 2015, meeting which showed the proposed distribution schedule.

14. CPC 2.0 Updates (2014-03-19)

Overview:

Canada Post released its Five-Point Action Plan (FPAP) on December 11, 2013. One component of this plan is to convert the remaining one third of Canadian points of call from door-to-door delivery to centralized Community Mail Box (CMB) delivery. CPC committed to bring CPC 2.0 issues to the committee for discussion and consultation.

Discussion:

CPC advised the committee that the use of U-turns, 3-point turns and servicing CMBs from the opposite side of the street have traditionally been part of our route restructures where it was deemed safe. With the launch of the CMB conversion program, there has been an increased focus on these 3 elements and a decision to minimize these occurrences. Beginning with CMB restructures in 2014 and moving forward, the Route Measurement Officer (RMO) or Rural/Suburban Officer (RSO) now builds the route without U-turns, 3-point turns or crossing

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the street to serve a CMB site. They then look at the line of travel and if eliminating these elements causes looping, driving in circles or significant departures from direct lines of travel, the RMO or RSO will introduce these elements, provided they are allowed under municipal by-laws and do not introduce safety hazards. On the rare occasions when U-turns, 3-point turns or serving a CMB from the opposite side of the street are introduced, consensus between the local operations management and the RMO or RSO is required. If there is no consensus, the local OH&S officer and LJHSC will be asked to review the situation. In all cases, when a health and safety concern is raised, the LJHSC may inspect the site. In light of these instructions given to the RMO and RSO community, CPC recommends that item #45 under Other Business, entitled "Street Crossing Assessment" be closed.

Recommendations/ Action Items:

1. CUPW will review their files and advise if they are in agreement to close agenda item #45 - Street Crossing Assessment.

15. Driver Safety Program (2015-03-25)

Guest: Danny Goddu

Overview:

Driving remains one of the highest risk activities undertaken by Canadians. At Canada Post, some 32,000 employees drive over 175 million kilometres per year in a fleet of approximately 12,330 vehicles. Canada Post's existing Driver Safety Program, PROPER (Professional Driving Program), has not been refreshed since 1999.

Discussion:

CPC reviewed a presentation outlining changes to the driver safety program planned for June and July 2015. In June, a new General Abilities Test (GAT) will be introduced for candidates applying for driving positions. The GAT will include questions to test a candidate's memory, attention span, reaction time, spatial judgment, and decision making capabilities. In July, a new basic driver training will be launched along with standard abstract review criteria. At the same time, the on-road test and VOP cards will be withdrawn.

CUPW stated they are not in agreement that if an employee receives an infraction on their personal time they should be penalized and have to take more training or be put on a development plan. CUPW also inquired if this program will apply to an employee who takes their personal vehicle to where they start their route. CUPW also expressed concerns regarding the effects and validity of this program for RSMCs. Due to their general concern about this program, CUPW stated that they will take this issue under reserve and come back to the committee.

CPC will provide the NJHSC with examples of a development plan.

Recommendation / Action Item:

1. CPC will provide the committee with examples of a development plan.

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2. CPC will follow up regarding whether employees using their personal vehicle to get to their route will be included in the program.

16. Miscellaneous (2015-03-25)

Discussion:

CUPW drew the committee's attention to several topics.

Dangerous Goods Training – CUPW stated that 1 hour's payment should be provided to RSMCs to complete the training. The committee agrees that this training is important, but cannot resolve the payment issue at this forum.

Safe Lifting Training – CUPW expressed concerns due to the fact that the training has been modified and the duration has been reduced from 2 hours to 1.5 hours. CUPW believes that the RSMCs should be compensated for the safe lifting training as well. CUPW requested that this training be put on hold until they have had time to review its content.

December 2014 minutes – CUPW would like the minutes to be revised to state under item #15 "Chock Pilot" that CUPW believes that even if the dock lock is working a dock chock should also be used.

Focus Group in Moncton – CUPW raised concern regarding a letter that was sent to employees regarding a survey / focus group that was conducted in Moncton and Dieppe. CUPW stated that any issues raised regarding health and safety have to be brought through the NJHSC, furthermore any issues that touche working conditions, under Article 3 of the collective agreement, cannot be discussed directly with employees. CUPW asks whether participants filled out a survey, CPC was unable to answer and would invite the author of the letter to a future committee meeting. CUPW is open to having a proposal brought to the committee.

Induction Tray Survey results from Kanata – CUPW has no further comments.

CMS 1202.05 – CUPW raised concern that CPC wants to remove 2 reports, as well as the hazard card from the case. CUPW is concerned that the relief carrier will not be aware of the hazard.

Alymer retail office – CUPW stated that due to low staffing in Alymer the Retail clerks are having difficulty taking their rest periods and must close the retail office to do so. The committee feels that rest periods are important to employees from a health and safety perspective.

MSD Presentation – As raised at the March 25, 2015, meeting CUPW requested an update regarding the presentation made by Dr. Chapin on December 8, 2014, in Toronto. CPC stated their Legal department is looking into the matter, but the use of CPC material at this event was not sanctioned by CPC.

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Hot Paws – CUPW stated that employees have been asking for “hot paws” to be provided in the winter for hands and feet, the same way as sunscreen is provided in the summer.

E-Learning – As per a letter sent to CUPW from Labour Relations regarding “Shared Computer for On-Line Training,” CUPW would like to know if the keyboards will be sanitized before employees use them. CUPW also takes the position that workers should have an appropriate place, free of distractions, to take the training properly and that supervisors’ offices do not meet these criteria.

Emergency Hammer – as discussed at the March 25, 2015 meeting, CUPW would like an explanation regarding the “emergency hammer” for breaking windows in vehicles.

Recommendation / Action Items:

1. CPC will revise the December 2014 minutes and redistribute.
2. CPC will invite Paul Mansbridge to the next NJHSC to discuss the employee focus group initiative.
3. CPC will follow up regarding the removal of 2 reports and the hazard cards from CMS 1202.05
4. CPC will follow up regarding the Retail staffing for Depot B in Aylmer.
5. CPC will follow up regarding issuing of “hot paws” in the winter months.
6. CPC will follow up with Learning and Development regarding the sanitizing of keyboards for shared computers for on-line training and the issue of areas reserved for said training.
7. CPC will invite someone from the Fleet department to discuss emergency hammers for vehicles.

CUPW also raised the following unresolved points from Regional Escalation meetings:

- In Toronto, customers are overfilling the old polyflutes which are causing a weight issue; according to the information received by CUPW, some customers are still provided with polyflutes. CUPW is asking that these containers be removed from operations.
- FSMs – Not all sites have anti-fatigue matting around the FSM. CUPW requests an update on this point.
- Daily Health and Safety Inspections – CUPW provided a copy of the form used by management in Plants West and pointed out that some of the duties are clearly the job of the LJHSC.

Recommend Closed Items

Induction Tray Survey
Street Crossing Assessment Tool

Other Business

Smart Chock Pilot – Deferred Until July 2015

Workplace Violence Prevention – Deferred pending ESDC availability

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The next NJHSC is scheduled for July 10, 2015

Meetings Held in 2015:

March 25 and April 1 (X)	May 27 and June 3 (X)	July 10	September 17	November 24
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