

National Joint Health & Safety Committee Meeting Minutes

December 6, 2016

In attendance:

CPC

Nina Mankovitz
Ian Kerr
Natalie Bolton

Advisor

Pascale DeRycke

CUPW

Marc Roussel
Carl Girouard - Absent
Chris Pleasants

Guests

Ron Thibert
Carmen Suchorab
David Soltis
Marie-Eve Daigneault
Jason Ready
Virginie Tremblay
Sanjay Paliwal
Sylvie Charbonneau
Jim Dunsworth (teleconference)
Mike Kelly (teleconference)
Nadine Kays (teleconference)
Toni MacAfee (teleconference)
Tony Rogers (teleconference)

Standing Items

1. ESDC Assignments

Overview:

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

Discussion:

CUPW noted their surprise to see an increase in Assurances of Voluntary Compliance (AVC) issued in particular for Richmond, BC that listed 16 items that should have been corrected during proper monthly Local Joint Health & Safety Committee (LJHSC) inspections. CUPW noted that this reinforces their concerns regarding the effectiveness of LJHSC in Vancouver and Victoria. CUPW also raised concern about the quality of inspections in smaller facilities like Watson Lake, YT.

2. Health and Safety Statistics including Workplace Violence Statistics

Overview:

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

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Discussion:

CPC has been working to improve its data reporting of employee injuries. CPC stated that the Cross Tab reports will be produced monthly as a replacement for the weekly report that has not been in production since the end of August 2016.

CPC reviewed the updated workplace violence presentation. CPC pointed out that as awareness of workplace violence has grown the frequency in workplace violence complaints. In particular, the frequency of complaints increased substantially after the customer call-centre employees were trained. CPC also noted that 2016 is the first year that the workplace violence complaint frequency has remained flat.

CUPW inquired if there are any noticeable incidents related to medication deliveries including the delivery of medical marijuana.

Recommendation / Action Item:

1. CPC will look at the data to see if there have been any incidents relating to medication deliveries.
2. CUPW will provide their feedback regarding the Cross Tab reports.

3. Appendix DD

Guests: David Soltis

Overview:

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

Discussion:

CPC presented an update on Appendix DD training progress and confirmed that it continues to work on the 3 year plan to close the training gap.

CUPW stated that there have been recent changes to the employee Health & Safety Representatives (H&S Reps). CUPW will send the list of new H&S Reps to CPC so that training can be provided to those who need it. CUPW requested a Train-the-Trainer (TTT) session in French which will be scheduled in early 2017.

4. Fleet Updates

Guest: Ron Thibert

Overview:

This is a standing item providing both parties an opportunity to discuss fleet vehicle updates.

Discussion:

At the September 27, 2016 meeting CUPW raised concern regarding dock plates that do not lie flush with the new 5 ton trucks at the OMPP. CPC explained that the problem was with the leveler and that maintenance and JLL have addressed the issue.

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5. Snow and Ice Clearing

Guest: Carmen Suchorab

Overview:

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

Discussion:

Facilities (Carmen Suchorab):

CPC stated that the normal processes have been working as they should. The snow plan meetings have all been completed with LJHSC present and revised plans have been reviewed for facilities with high numbers of commercial vehicles on site. So far, 150 work orders have been issued.

Street Furniture:

No issues have been reported to date to either CPC or CUPW.

CUPW inquired if the new PDTs have the capability to report snow removal issues and was informed that this capability is not active on the new PDTs.

CUPW asked why the snow clearing CMS section 2.7.1 had been revised with respect to notes on RMB clearance reporting times from 8:30 am to 9:00pm, to 9:00am to 8:00pm.

Recommendation / Action Item:

1. CPC will confirm why the CMS notes were changed.

Agenda Items

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

Guests: Marie-Eve Daignault, Jason Ready

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 Human Factors North (HFN) MLOCR study.

Discussion:

CPC presented a chart showing that all items from the HFN report have been addressed and are closed with the exception of the recommendation to consider adding material handler staff to assist the feeder and sweeper. CPC further studied this recommendation and determined that there are times when the feeder needs support: lidded mail, tubs half-full, and sticky mail. These times are

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random and so are best managed locally. Procedures indicate the circumstances where the help is required and this help can be drawn from the sweeper or material handler. Alternately, the feeding can be slowed down to keep pace. CPC also noted that the material handler job has trapped time to be able to help if required.

CUPW would like to ensure that there is more clarity on which scenarios require assistance and to see the training and support documents clearly outline the scenarios where the feeder needs support.

CUPW will come back with their position regarding adding a material handler to assist the feeder and sweeper.

Recommendations / Action Items:

1. CPC will review training and other documents to ensure that the scenarios are clear.
2. CUPW will review the proposed closed items and respond to the committee.

7. MLOCR Maintenance (2016-12-06)

Overview:

CUPW raised concern regarding air quality around the MLOCR since the MLOCR cleaning has changed from time based to condition based maintenance.

Discussion:

CPC reviewed a presentation detailing the results of the Industrial Hygiene assessments that have been performed on the MLOCR at various sites. The assessments were performed by Pinchin to verify compliance to exposure limits of airborne dust. Nine assessments have been completed around MLOCRs in 6 plants (Edmonton, Hamilton, Montreal, Gateway, Vancouver and South Central), on all shifts and for the feeder, stacker and area maintenance positions. No correlation was found between exposure levels and mail volume. Three samples measured above the Threshold Limit Value (TLV). As per Industrial Hygiene protocols, the Hamilton facility was re-tested and the results of that test were below the TLV. The re-testing in South Central is scheduled to be completed before year-end.

CUPW stated that during one of their visits to South Central they saw clerks clearing jams and having to leave the work area due to the dust levels. CUPW explained that employees do not have trust in the readings because of the amount of dust that is visible to the naked eye.

Recommendation / Action Items:

1. CPC will ensure Pinchin concludes the validation assessment in South Central.
2. CPC will create a plan to alleviate employee concerns regarding housekeeping in South Central.

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8. IDC to Load Delivery Vehicle (2016-05-26)

Overview:

At the May 26, 2016 meeting, CPC explained that parcel volumes continue to grow causing congestion and other issues in some depots. CPC had reviewed a presentation explaining that Operations would like to use the Induct to Delivery Cart (IDC) to take overflow parcels from the consolidation area of the depot to the delivery vehicle loading area (covered platform or parking lot) so that employees have to do less manual handling of parcels inside the depot. This is a change from the current process, which calls for Depot Carts (DC) to be used for this function. CUPW was opposed to this change.

Discussion:

At this meeting CUPW stressed that they are opposed to this decision and believe it is putting an increased risk on employees. CUPW highlighted an incident where a depot cart got away in the parking lot and explained that if it had been an IDC the situation could have been much worse.

CPC reminded the committee that, prior to using the IDC outside, there is an assessment tool that each LJHSC should use to assess whether conditions in that facility are safe for this use. CPC stated that the assessment tool (which was presented in May) addresses the use of the IDC in adverse weather conditions, among others.

CUPW noted that it would be helpful if supervisors were out in parking lots to oversee the work being done but that is not the case. CUPW requested a copy of the ergonomic assessment that was referenced in the SBN that was issued in May. CUPW maintains their position that IDC should not be used outside.

Recommendation / Action Item:

1. CPC will provide CUPW with a copy of the ergonomic assessment regarding the use of IDCs to load delivery vehicles.

9. Facility Overcrowding (2016-10-12)

Guests: Sanjay Paliwal

Overview:

At the October 12, 2016 meeting, CUPW raised concern regarding overcrowding both inside and outside facilities as a result of the growth in the parcel business.

Discussion:

CUPW expressed concern that overcrowding and depot congestion (e.g. Vancouver and Gatineau) continues to grow and would like to understand how CPC plans to address the issue, particularly since new facilities like Coquitlam are already overcrowded. In particular, they have received many complaints from Vancouver where the recent Postal Transformation (PT) changes and increased neighbourhood mail without mechanized material handling equipment make it

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difficult for employees. CUPW also noted that peak parcel capacity at the York Delivery Centre (YDC) has caused double stacking of monos in the aisles.

CPC noted that they are aware of, and concerned about, parcel growth congestion issues. CPC has recently completed an Area Planning exercise for Vancouver that proposes some facility moves and additional real estate. Once the Area Plan is approved, work can begin in early 2017. CPC explained that Area Planning exercises are planned for GTA and Montreal next. This type of planning and any new facilities that are proposed as a result, take several years to implement. In the short term, CPC will be increasing the number of routes on 2 waves to maximize the use of the existing space. CPC encourages LJHSC to look for local solutions and escalate any that they cannot resolve locally keeping in mind that some of the congestion is seasonal.

CPC will investigate CUPW's request for more MMHE in the PT depots.

CUPW would like to continue these discussions and to be kept updated on further decisions.

Recommendation / Action Item:

1. CPC will investigate the possibility of providing motorized material handling equipment in depots.

10. Parcel Delivery during the Holiday Season (2015-11-24)

Guest: Sylvie Charbonneau

Overview:

Delivering during the holiday season is important to our business. With more and more Canadians shopping on-line this has taken on a completely new meaning. During the 2015 peak season, a proof of concept was tried to help with parcel delivery on weekends in Oakville ON and Brossard QC. The proof of concept involved creating variable parcel delivery routes for weekend delivery in these cities.

Discussion:

CPC reviewed the survey results from the 2015 proof of concept and stated that another proof of concept is being completed this year in Brossard, Pierrefonds, Marseille and Laval Ouest depots in Quebec. Improvements are being made to the process to avoid some of the manual work required during the 2015 peak season and to address the employee irritants noted in the 2015 survey. Employees are provided with Smart-Sort tools to provide route, stop sequence and RPO information. Employees are also provided with a Samsung smart phone to give voice directions to the next stop. Based on 2015 employee feedback, the job aid has been improved by adding pictures. A new vendor has provided the software for 2016.

CUPW raised concern regarding the placement of the smartphone and not being able to hear the phone when driving. CUPW inquired if the trucks being used are the ones with the new shelving units in the back.

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CPC stated that they are recommending that the phone be mounted on the windshield and not the dash of the Grumman, and explained that the manifest provides back up if the phone should fail. CPC will include a question in this year's survey to identify if the new shelving units were used.

Recommendation / Action Item:

1. CPC will update the survey to include a question about the new shelving.
2. CPC will provide CUPW with the supervisory speaking notes on how to mount the phone.

11. Sun Screen (2016-12-06)

Overview:

CUPW raised concern regarding two ingredients, Oxybenzone and Retinyl Palmitate, which are used in the sunscreen that is provided to employees.

Discussion:

CUPW requested that CPC find a new sunscreen that doesn't contain these ingredients. CUPW would like to know how long the company has been using this brand of sunscreen and how we monitor for expiry date when using re-fillable containers.

Recommendation / Action Item:

1. CPC will provide a research presentation at the next NJHSC on sunscreen ingredients, options and expiry date monitoring.

12. Emergency Evacuation For the Deaf and Hard of Hearing (2016-12-06)

Guests: Toni MacAfee, Nadine Kays, Tony Rogers, Jim Dunsworth, Mike Kelly (by telephone)

Overview:

CUPW raised concern regarding a letter of December 2, 2016 and September 22, 2016 LJHSC minutes from Halifax referring to an issue that has been unresolved since April 2015. CUPW invited the parties concerned to explain the situation to the NJHSC.

Discussion:

After listening to the Halifax team explain the issue and their actions to-date to resolve the issue, the NJHSC determined that the local individuals involved have the capability and resources necessary to resolve the issue amongst themselves. The NJHSC referred the issue back to the LJHSC to resolve by implementing a short-term solution while the reach consensus on and implement a permanent resolution. If local collaboration fails or additional funding is required, the NJHSC would be called on to resolve the dispute.

2017 Scheduled Meeting Dates

March 23, 2017

May 30, 2017

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August 23, 2017

October 12, 2017

December 5, 2017

Closed Items

Maintenance & Engineering Rules
 Safety Compliance Audits
 Lockout Tagout (LOTO)
 U-Turn Safety Talk
 Fire at OMPP Loading Dock
 Health and Safety Issues in Vancouver and Victoria
 Health and Safety Rewards System
 Investigation Process

Other Business

The next NJHSC is scheduled for March 2, 2017

Meetings Held in 2016:

February 23 and March 1	May 26 and June 16	September 27 and October 12	December 6
(X)	(X)	(X)	(X)