

## National Joint Health & Safety Committee Meeting Minutes

March 2 and 7, 2017

### In attendance:

#### CPC

Nina Mankovitz  
Ian Kerr  
Natalie Bolton

#### CUPW

Marc Roussel  
Carl Girouard  
Chris Pleasants

#### Advisor

Pascale DeRycke

#### Guests

Carmen Suchorab (teleconference)  
Luc LaFrance  
David Soltis  
Gino Giamberardino  
Jason Ready  
Marie-France Demers (teleconference)  
Virginie Tremblay  
Kevin Kernohan  
Ray Chin  
Dan Gilbert  
Louis Pelletier  
Kim Gould (teleconference)  
Brian Beech - Health Canada (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 requested that the committee consider looking at the LJHSC minutes from the locations that have received AVCs to see what we can learn about LJHSC effectiveness.

CUPW also requested a copy of the draft Environmental Assessment reports recently commissioned for some facilities (BC and ON).

Given the number of Real Estate related issues being discussed at the committee, CPC will consider adding Real Estate to the standing items on future agendas.

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### **Recommendation / Action Item:**

- 1.
2. CPC will look into providing a copy of the draft Environmental Assessment reports.

## **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.

### **Discussion:**

CPC reported that, after CUPW pointed out that the Cross Tab reports were missing the injury breakdown by incident type, CPC revisited the reports and discovered that when they were re-created after the 2013 data blackout, this breakdown was inadvertently excluded. CPC's data analytics team is currently reproducing the Cross Tab reports from 2014 to 2016 to include the injury breakdown by incident type (STF, MMH, etc).

CPC reviewed its workplace violence presentation.

CUPW noted that there are some data inconsistencies in the report. CUPW would like to see key thefts identified so that we can see if improvements have been made after the lock-change project. CUPW is also curious to know if the thieves have moved location due to the lock change program.

CPC reviewed the revised Hazard Prevention Program presentation. The presentation summarized the injury data over the past several years as well as the existing programs in place to improve safety and reduce injuries. A discussion was held regarding the role of the committee in driving safety improvement. The committee agreed that CPC should study the data more closely and provide additional trends and insights to the committee for further review.

CUPW noted that there were some errors in the definitions of injuries in CMS 1605.29 that might be leading to inaccurate reporting and failure to involve the employee LJHSC representative in investigations.

CUPW is still not satisfied with the data they are receiving regarding RSMC vehicle collisions and would like the previous version of the report reinstated or at least to know if the vehicle is corporate or privately owned as a minimum.

### **Recommendation / Action Item:**

1. CPC will revise the workplace violence presentation to address the noted anomalies and to include the additional data on key thefts.
2. CPC will revise and re-issue CMS 1605.29.

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### **3. Safety Training**

**Guests:** David Soltis, Kevin Kernohan

#### **Overview:**

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

#### **Discussion:**

CPC reviewed its Appendix DD training presentation. Given that there has not been much improvement in reaching the Retail audience, CPC will invite a representative from Retail to the next meeting to discuss the challenges for the retail work - module 5. CPC also mentioned that they have verified that there are sufficient trained facilitators in Quebec and so is proposing not to hold a Train the Trainer (TTT) session there but instead to schedule a session in Toronto the week of May 7<sup>th</sup> to 11<sup>th</sup>. CPC would like CUPW to recruit employees from Shift 1 as participants. CPC is suggesting participants come from the following regions:

- Atlantic: 3 English, 2 French fluent but bilingual
- Ontario: 2 Bilingual for the Ottawa area, 1 English
- Prairie: 6
- Pacific: 5
- GTA: 1

At the last meeting, CUPW had requested a French session for TTT and expressed concern that this was no longer needed. CUPW will provide participant names and will consider the idea of bilingual trainers. CUPW also raised a concern that CPC is forecasting to train fewer employees than they had planned to train in 2016.

CUPW had provided a decision from the Campbell Brothers regarding digital training. That decision notes that safety training must ensure that the trainees have understood the training material. CUPW stated that it is not sufficient to simply call the IVR line to acknowledge that training has been completed. There needs to be a way to validate that the learner has understood the material. CUPW will be reviewing the training material (both e-Learning and paper based) and will bring back their specific concerns to the committee for further discussion. CUPW believes that e-Learning is not as effective as a classroom setting and recommended that Learning & Development review Collective Agreement Article 40.06.

CPC proposed that this standing item be expanded to include all safety training issues, not just Appendix DD.

#### **Recommendation / Action Item:**

1. CUPW will provide CPC with participant names for the upcoming TTT session.

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### **4. Fleet Updates**

#### **Overview:**

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

#### **Discussion:**

There were no issues raised at this meeting.

### **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):

There were no issues raised at this meeting. CPC will provide a close out report at the May meeting.

**Street Furniture:** (Luc Lafrance)

CUPW raised concern regarding the Gatineau office where the municipality no longer clears sidewalks which causes difficulties with access to the boxes. CUPW reported that management has been telling employees to sign a paper declining overtime when the mail is brought back due to snow issues. CUPW suggested ensuring snow and ice clearing is done in the area where taxi pick up is done.

CPC stated that employees are not supposed to climb snow banks. The contractor must clear in front of the CMB and the employees are provided time to walk to the nearest clear path. If this is not possible, employees should report the hazard so that it can be fixed.

## **Agenda Items**

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

**Guests: Gino Giamberardino, 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.

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### **Discussion:**

CUPW stated that they have not received feedback from all their REOOs regarding the proposed closed items, and will defer a decision on whether to close them until the May meeting. CUPW does not agree with CPCs proposed CMS changes regarding the role of the material handler. CUPW stated that the feeder work process has been fully assessed by HFN and any change to the process needs to be agreed upon.

CPC re-explained that the proposed process for assisting the feeding in dealing with sticky mail or lidded mail is for the feeder to get help from the supervisor who will ask the sweeper or material handler to assist the feeder as required.

### **7. Edging Short and Long Mail on the EFM (2017-03-02)**

**Guests: Gino Giamberardino, Jason Ready**

CPC would like employees to tap the mail to edge it before it is put into the tray.

CUPW raised concern regarding the rotation for those employees who are taping the mail, and the length of time they are doing the task. Based on the findings of the MLOCR ergonomic study, CUPW would like to have more information from CPC on the proposed process to understand if an ergonomic study is required.

### **8. MLOCR Maintenance (2016-12-06)**

**Guest: Dan Gilbert / Virginie Tremblay**

#### **Overview:**

CUPW raised concern regarding air quality around the MLOCR after the MLOCR cleaning changed from time based to condition based maintenance. At the December 2016 committee meeting, CPC presented a summary of the industrial hygiene assessments conducted as a response to CUPW's concerns.

#### **Discussion:**

As discussed at the December 2016 meeting, re-testing had been planned for the South Central facility to address the samples that measured above the Threshold Limit Value (TLV). At this meeting, CPC reviewed a presentation detailing the re-tested results of the Industrial Hygiene assessment at South Central. Six additional samples collected on both day and night shifts were taken and all results of those samples were below acceptable limits. The Industrial Hygiene reports will be shared with the local and national committees. CPC stated that a joint operations/maintenance initiative has been put in place to address employee concerns regarding cleanliness of the South Central MLOCR work area. CPC stated that a work order for dust removal on the MLOCRs will only be issued if there is a performance issue with the machine. PPE is also available for employees who wish to wear it. CUPW believes there is something to be said about cleanliness in the workplace.

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CUPW suggested that the LJHSC also be included in the joint cleanliness initiative and that the initiative be implemented at all MLOCRs not just those in South Central. CUPW requested additional information on the process and frequency of cleaning the MLOCR intake filters.

### **Recommendation / Action Items:**

1. CPC will provide information regarding the cleaning of the intake filters of the MLOCRs.

## **9. MMHE Safety Refresher (2017-03-02)**

**Guest: Kevin Kernohan, Virginie Tremblay, David Soltis**

### **Overview:**

CPC proposed additional e-Learning training to the MMHE program. This training does not affect the initial training that is currently provided.

### **Discussion:**

CPC proposed additional e-Learning training to the MMHE program. This training does not affect the initial training that is currently provided.

CPC reviewed a presentation outlining new e-Learning every 36 months for employees. There are no changes to the current 18 month evaluations. CPC will send the training material to CUPW via a test account within the next month for review / comments.

### **Recommendation / Action Item:**

1. CPC will provide CUPW with a test account to review training.

## **10. WHMIS for Collection and Delivery Employees**

**Guest: Virginie Tremblay**

### **Overview:**

Workplace Hazardous Materials Information System (WHMIS) training is required for workers using hazardous chemicals in the workplace. CPC has reviewed the products used by collection and delivery employees and determined that WHMIS training should be provided.

### **Discussion:**

CPC reviewed a presentation explaining that all delivery employees including RSMC will receive WHMIS training. The training will be given via e-Learning and self-study guide and assigned to employees along with the Dangerous Goods training. The training is based on the CCOHS standard WHMIS training and includes an additional component to discuss the CPC specific products. The training will be launched in May 2017 and is expected to be completed by August 2017. CPC will provide the draft training material and a roll-out schedule to CUPW for their review.

CUPW requested the list of hazardous materials that have been identified for by collection and delivery employees. CUPW noted that lock de-icer is not used by delivery agents.

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### **Recommendation / Action Item:**

1. CPC will provide CUPW with the list of C&D hazardous materials.
2. CPC will provide CUPW with the link to the CCOHS WHMIS training material.
3. CPC will provide CUPW with the roll-out schedule and a draft of the training material.

### **11. Shunt Mobility Review (2017-03-02)**

**Guests:** Ray Chin, Jason Ready, Gino Giamberardino

#### **Overview:**

Canada Post is upgrading the software that provides real time tracking of all incoming and outgoing traffic from the docks at three major facilities. This new software will enable accurate monitoring of truck inventory in the yard.

#### **Discussion:**

CPC reviewed a presentation explaining that Shunt Drivers, who are currently tasked with the internal movement of trailers within the CPC facility premises, will be given an upgraded smart hand-held device to replace the current radio to communicate with the Traffic Control Room. The smart device will make assigning work and tracking trailers more efficient. The smart device will be mounted inside the shunt cab in a location that has been ergonomically assessed as reasonable. The smart device is equipped with a camera that will be deactivated. The introduction of this device will not result in staffing changes but will make assigning the work and tracking trailers more efficient.

The committee discussed whether the camera might provide value as a tool to capture safety issues. CUPW considers this to be a technological change.

### **Recommendation / Action Item:**

1. CPC will provide CUPW with the training material for review.
2. CPC will review the idea of enabling the cameral function.

### **12. Automated Induction (2015-11-24)**

**Guest:** Marie-France Demers

#### **Overview:**

Parcel and packet volumes continue to increase and our facilities are limited in capacity to process these large volumes. Volume throughput could be improved by improving the pace and flow at the induction lanes. CPC is investigating the use of robotics as a solution.

#### **Discussion:**

At this meeting, CPC stated that they have signed an agreement with Toshiba to develop a unique robot for testing in Montreal. CPC requested the involvement of the Leo Blanchette LJHSC. CPC is still only planning to install one robot in Montreal to test the proof of concept. The target implementation date is now March 2018.

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CUPW requested a copy of the specifications from Toshiba once they are developed.

**Recommendation / Action Item:**

1. CUPW will provide the committee with their decision regarding LJHSC involvement in design.

### 13. Sun Screen (2016-12-06)

**Guest: Kim Gould**

**Overview:**

CUPW raised concern regarding two ingredients, Oxybenzone and Retinyl Palmitate, which are used in the sunscreen that is provided to employees. At the December 2016 meeting, CPC agreed to investigate alternatives to our current sunscreen.

**Discussion:**

CPC reviewed a presentation describing the specifications of the current sunscreen which is a chemical sunscreen and a comparison with the alternate type of sunscreens that are physical sunscreens. Both types of sunscreens have positive and undesirable effects. After studying the issue, CPC recommends continuing with the current sunscreen.

CUPW will review as delivery agents are exposed to the sun more than the average person. CUPW would also like to explore the idea of sleeves with the uniform committee.

**Recommendation / Action Item:**

1. CPC will provide CUPW with the technical data that confirms that the levels of the two active ingredients are below the allowable limits.
2. CUPW will review CPC's recommendation and provide their feedback.

### 14. Hot Work Permit for Maintenance (2017-03-02)

**Guest: Virginie Tremblay**

**Overview:**

Cutting, welding and grinding present a fire hazard in the workplace. The current Safe Work Permit process requires contractors to signal when they are performing this type of work however, there is no current process to identify this for maintenance employees.

**Discussion:**

Starting April 1<sup>st</sup>, a Daily Hot Work Permit will be required for all hot work (cutting, welding, grinding) whether performed by Maintenance or Contractors. CPC reviewed a presentation explaining that the Daily Hot Work Permit must be issued on a daily basis and are only valid for 24 hours. The project administrator (applicant) will complete the form and the worker must sign it to acknowledge that they will follow the safety precautions identified in it. The facility Emergency Warden must also be notified of the work. Maintenance superintendents will communicate this new procedure to their employees. A CMS procedure will be created to describe the process. It will be provided to CUPW as per normal practice.



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### **15. Harness Inspections (2017-03-02)**

**Guest: Virginie Tremblay**

#### **Overview:**

Employees or contractors who work at heights are required to wear a harness to protect them from falls. Harnesses can wear over time, diminishing their effectiveness. To ensure that harnesses are maintained in good working order, harness inspections are required.

#### **Discussion:**

CPC reviewed a presentation describing a new harness inspection worksheet that guides employees on how to conduct a harness inspection. Each employee has been issued their own individual harness and is responsible for inspecting it before use. Yearly, the Maintenance manager will also complete a harness inspection and file the completed harness inspection worksheet. CPC explained that employees are trained how to use the harness by a Sky-Jack representative.

CUPW noted that employees in Vancouver are being asked to share harnesses and asked that the corporation follow up with Vancouver to ensure that individual harnesses are being used. CUPW requested that a few minutes be added to the estimated job times in Maximo for jobs that require wearing a harness. CUPW also pointed out that the corporation is still responsible for providing a safe work environment. CUPW also requested clarity on the length of time the annual harness inspection worksheets would be stored.

#### **Recommendation / Action Item:**

1. CPC will ensure that employees in Vancouver are provided individual harnesses.
2. CPC will confirm the length of time that inspection records will be kept on file.

### **16. Ford Transit Connect Shelf Survey Results (2016-09-27)**

#### **Overview:**

At the September 27, 2016 meeting, CPC reviewed a presentation outlining a custom shelving unit for the Ford Transit Connect designed to encourage working from the curb-side of the vehicle.

#### **Discussion:**

CPC provided the committee with copies of the completed surveys and a summary of the survey results of this pilot. CPC stated that the results were not positive and the company will not be pursuing this shelving model. CPC will continue to use the original shelves for now.

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### **17. Fentanyl (2017-03-02)**

**Guest: Brian Beech (Health Canada)**

#### **Overview:**

There is always a potential for hazardous substances to travel through the mail. While the likelihood is low, employees have become concerned due to the prevalence of fentanyl in the public domain and the knowledge that fentanyl is being shipped from China to customers in Canada via Canada Post. CUPW requested that the committee discuss the situation in detail.

#### **Discussion:**

Brian Beech joined the committee via teleconference to provide technical information regarding fentanyl. Brian is a C.I.H, R.I.H. and has a M.Sc. degree in Occupational and Environmental Health. He is the National Advisor at Health Canada on toxicological topics and provides specialist advice to Hazmat teams and the RCMP drug seizures team. He is also on the CSA technical standards committee that is writing a new standard for law enforcement agencies on clandestine drug lab investigations. Brian is familiar with the CPC mail operations facilities, having visited the Vancouver plant at the request of CBSA.

Brian explained that the human dose level for fentanyl fatality is 0.03mg/kg body weight. In order for someone to experience the effects of fentanyl exposure, it needs to find its way into the blood stream.

The most likely type of fentanyl exposure for CPC employees is absorption of fentanyl powder through their skin. In order for a person to experience ill effects from fentanyl powder on their hands, it must penetrate through the skin and be fully absorbed into the bloodstream. Poison Control and the BC Centres for Disease Control have confirmed that it takes at least 4 to 6 minutes of continual skin contact for initial penetration through the skin. Washing exposed skin with water is adequate protection to any skin contact with fentanyl powder. An employee who has cuts on their skin should bandage the affected area or cover it with a glove.

In the case of inhalation, the fentanyl needs to dissolve through the mucous membranes of the nose into the person's bloodstream. The human body provides some natural protection via nose hair and saliva, which slows the absorption and allows for increased response time to any exposure. Continued inhalation will eventually slow respiration and affect a person's ability to breathe. In the case of inhalation, call 911 and Poison Control. Fentanyl particles are large enough that they will not remain airborne. A first aider should monitor the affected person until Emergency Responders arrive.

Naloxone can be used to counter the effects of fentanyl exposure. Care should be taken when administering naloxone since it masks the symptoms of fentanyl but wears-off fast and the fentanyl

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symptoms return. Naloxone is a drug and could have side-effects. It has not been widely administered.

CPC also provided a presentation that explains fentanyl exposure and risk mitigation in more detail.

The committee discussed the corporation's decision to provide naloxone to the three CPC Exchange Office facilities (Vancouver PPC, Gateway, Leo Blanchette) and agreed to proceed. The LJHSC in each of these facilities will be asked to select a location to store the naloxone, ensure that their First Aider list is current and to advise the First Aiders of the process to follow in case of employee fentanyl exposure. The committee confirmed that the current Suspected Biohazard Incident Response procedure ([CMS 1605.21](#)) and the use of nitrile gloves are adequate to manage the risk of fentanyl exposure in our facilities.

CUPW requested that communication be provided to all First Aiders regarding recognizing the symptoms of fentanyl and asked that this be made part of the first aid training program going forward. CUPW also raised concerns about fentanyl dust exposure around the MLOCR, especially during the process of clearing jams and for the Maintenance MLOCR cleaning tasks. CUPW would also like to see Health & Safety be the ones to provide guidance on cleaning up powder spills.

CUPW's position is that Naloxone should be available at all CPC sites.

### **Recommendation / Action Item:**

1. CPC will prepare a communications plan for First Aiders.
2. CPC will advise the 3 LJHSC committees regarding the availability of naloxone.
3. CPC Maintenance will attend the next NJHSC to discuss the MLOCR operation and cleaning in more detail.

## **18. LJHSC Team Meetings (2017-03-02)**

### **Overview:**

In some regions, CPC has been hosting regional LJHSC meetings. The purpose of the meetings is to gather LJHSC together to share their experiences and learn from them. Some of these meetings have been very successful and others less so.

### **Discussion:**

CUPW has spoken with their field team and believe that there is merit in this type of initiative. CUPW believes that the meetings work best when they are truly collaborative – with both sides contributing to the agenda and meeting activities and where the travel policy is respected.

The committee discussed the issue and agreed that a guideline for meeting organizers would be helpful. CPC agreed to draft the guideline for the committee's review. Some issues agreed to during the discussion were:

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- Jointly developed agenda
- Meeting activities from both employee and employer
- Corporate travel policy respected for CUPW representatives including lunch break
- Meetings must be open to all LJHSC members not just committee co-chairs

### Recommendation / Action Item:

1. CPC will draft a guideline for CUPW's review and input.

### Closed Items

IDC to Load Delivery Vehicle

Facility Overcrowding

OMPP dock Leveler Update

Emergency Evacuation for the Deaf and Hard of Hearing in Halifax

### Other Business

The next NJHSC is scheduled for May 30, 2017

### Meetings Held in 2016:

March 2 & 7	May 30	August 23	October 12	December 5
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