

Le 11 mars 2015

March 11, 2015

Dest. : Présidentes et présidents de section
locale

To All Local Presidents

**Objet: Procès-verbal de la réunion du
CNMSS tenue le 26 novembre 2014**

Dear Sisters and Brothers,

Consœurs, confrères,

**RE: Minutes of the NJHSC Meeting Held
on November 26, 2014**

Vous trouverez ci-jointe la version de la SCP
du procès-verbal de la réunion du Comité
national mixte de santé et de sécurité tenue le
26 novembre 2014 concernant la livraison à
deux liasses.

Attached you will find the CPC version of
the National Joint Health and Safety
Committee meeting minutes which took
place on November 26, 2014 concerning the
two-bundle mail delivery.

Comme toujours, si vous avez des questions
ou des préoccupations, n'hésitez pas à
communiquer avec moi au moment qui vous
conviendra le mieux.

As always, should you have any questions or
concerns, feel free to contact me at your
convenience.

Solidarité, / In Solidarity,



Serge Champoux
Permanent syndical national / National Union Representative
Santé et sécurité / Health and Safety

p.j. / encl. (1)

c. c. Comité exécutif national / National Executive Committee
Comités exécutifs régionaux / Regional Executive Committees
Comité national de santé et de sécurité / National Health and Safety Committee
Permanent et permanents syndicaux nationaux et régionaux / National and Regional Union Representatives

SC/jl sepb/cope 225





Minutes of the National Joint Health and Safety Committee

November 26, 2014, 2 Bundle mail delivery special meeting

Present

CPC

Nina Mankovitz
Graham Howse
Natalie Bolton

GOLDER

Sara Lovell
Dan Robinson

CUPW

Serge Champoux
Carl Girouard
Chris Pleasants (by telephone)
Jim Crowell
Pierrette Morin
Terry MacDonald

Advisor

Pascale DeRycke

Overview

In a letter dated June 11, 2014 from CPC (signed by B. Cadieux) to CUPW (addressed to P. Arbour), CPC proposed conducting a joint comparative risk assessment of two of the three options for mail transportation implemented in November 2013. The purpose of this meeting is to hold a preliminary meeting with Golder Associates, the company hired to conduct the joint ergonomic assessment of the two mail transportation options.

Discussion: Opening remarks

Each participant at the meeting was introduced and the protocol for correspondence between the parties was established. Sara Lovell is the point of contact for Golder, Graham Howse is the point of contact for CPC and Serge Champoux is the point of contact for CUPW. All other people will receive a carbon copy of all email correspondence. CUPW will send a list of people to include in all emails concerning the assessment.

CUPW asked CPC to provide employees with a confirmation letter to inform them that they will not be subject to disciplinary measures for failure to follow prescribed work methods during the study observations. CUPW said that it will ensure that we receive an honest response. CPC has a previous model of joint initiatives and will review it internally before sending it to the Union for review.

Survey

Regarding the "employee survey" aspect of the study, CPC wants to know what incites employees to choose one method over another and to change methods. CPC would like to ensure that the method resulting from this study is safe and effective for employees.



CUPW wondered whether the two methods recommended were safe and if so, enquired as to how they could be made even safer. CUPW said that it is important to know the demographics of the respondents, determine whether both methods are used or not, and if both methods are not used, to find out why. CUPW wants to include a diagram of the human body in the survey in order to indicate pain based on intensity and frequency. Between now and the NJHSC meeting scheduled for December 10, CUPW will provide a draft of the survey to CPC. Golder will then be able to finalize the survey before the end of 2014.

When the survey is conducted, there will be two meetings per site to factor in both waves. If there are two sites per city, two days must be scheduled per city. For letter carrier depots that will be included in the study, an attendance sheet will be provided after the first meeting indicating what we are looking for. The attendance sheet will be provided to Golder after the next NJHSC meeting on the 10th. The surveys will be accessible to all employees in each letter carrier depot. In its interpretation of the scope of work, Golder had assumed responsibility for approximately 100 surveys, but during the meeting discovered that there could be a much higher total number of surveys (up to 1,000 or more). This will affect the timeline and costs. Golder will be in a better position to quantify the aspects developed after the survey.

Golder was asked for information on the schedule for analysing the survey results. They stated that they plan to conduct the survey during the visits to the premises, during the preliminary meetings with employees.

The parties agreed that if everything goes as planned, January 19 will be the start date of Phase 1 – Survey management and grouping of volunteers.

Golder said that it will use the documents provided by CPC as its main source of information on the activities related to the work. It is recommended that, for each of the initial site visits, Golder spend one or two hours on the route observing the work methods of the delivery agents. Any repercussions on the scope and schedule should be examined closely and avoided if possible.

Due to scheduling challenges, Golder said that it is possible that it may not be the same ergonomist present for the initial site visit and the detailed observation of employees phase. Golder will provide one ergonomist for each initial site visit and two ergonomists for the detailed observation of employees phase.

CPC will collect the route attribute data, the mail make-up and data on the mail volume as well as the official training and relevant videos provided to the delivery agents and examine them with the NJHSC before providing them to Golder.

CUPW also requested that data on injuries resulting from use of the two-bundle method be provided to the ergonomists before the initial meetings.



Golder asked whether there are assessments underway on the two-bundle method that we could provide to it. The parties will discuss and provide a response to Golder about this.

CUPW and CPC will provide a list of potential letter carrier depot sites for the study.

Detailed observations of employees

Regarding the detailed observations of employees, CUPW indicated that it would like to know the impact on the upper limbs and the way in which the mail is held, as well as concerns regarding the visibility and attention of employees.

CPC would like to ensure that its work methods are safe and effective so that employees can apply them uniformly.

Action items

1. CUPW will send CPC a list of people to be included in all emails regarding the assessment.
2. CPC will study the possibility of providing employees with a confirmation letter.
3. CUPW will provide a draft of the survey to CPC at the NJHSC meeting of December 10. Golder will finalize the survey before the end of 2014.
4. CUPW and CPC will provide a list of potential letter carrier depot sites for the study at the NJHSC meeting of December 10.
5. CPC will study the data available on injuries and determine whether they can be provided to Golder and in what capacity.
6. CPC and CUPW will respond to Golder about additional assessments available on the two-bundle method.
7. CPC will collect the route attribute data, mail make-up and mail volumes as well as the relevant official training (video) provided to the delivery agents and will review them with the NJHSC on December 10.

