

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

In attendance:

CPC

Nina Mankovitz
Ian Kerr
Natalie Bolton

CUPW

Marc Roussel
Carl Girouard
Chris Pleasants

Advisor

Pascale DeRycke

Guests

Steve Clarke
Carmen Suchorab
David Soltis
Luc LaFrance
Kevin Kernohan
Shari Nurse
Kevin Champoux
Allison Rogers
Abbi Slater
Leanne Holmes

Standing Items

Opening Remarks

This is the last meeting for Nina Mankovitz as the committee co-chair. Nina took the opportunity to thank the committee for the trust that they had placed in her, for their sincerity and diplomacy in raising their concerns and in openly discussing issues during her time as co-chair. Nina stated that it was a pleasure to have worked with this committee and announced that Ian Kerr would be temporarily replacing her in the co-chair position. An announcement will be issued shortly regarding who will replace Ian in his position as a management representative.

1. ESDC Assignments

Overview:

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

Discussion:

Given the number of AVCs that the company has received this year that related to issues that should have been addressed as a result of LJHSC inspections, CPC has been working on revisions to the Committee Inspection Checklist. CPC hopes to have the draft of these revisions ready to share with the committee in advance of the next meeting.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

CUPW reminded the committee that their members continue to report that not enough time is being provided for LJHSC to carefully inspect, which also has a bearing on the thoroughness of the inspections.

CPC also provided a revised version of the RSMC Job Hazards Analysis (JHA) that was adjusted based on an AVC from Atlantic Canada. CPC will provide the committee with another version of the JHA in both languages showing which boxes have changed to facilitate ease of review. CPC will also provide the committee with the associated AVC. The committee will revisit the JHA at the next meeting along with a chronology detailing when the JHA was previously revised.

Recommendations / Action Items:

1. CPC will provide the committee with a version of the JHA that highlights which entries have changed along with a copy of the AVC that triggered the changes and a chronology of JHA revisions.

2. Health and Safety Statistics

Overview:

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

Discussion:

No issues were raised by either party.

3. Safety Training

Guests: David Soltis, Leanne Holmes

Overview:

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

Discussion:

CPC presented a report summarizing the Appendix DD training statistics year-to-date and noted that they are preparing the 2018 training schedule now. CPC noted that the training completed is below target for the year but that sessions will be held for new-hires prior to year-end. CPC also noted that 80 self-study guides had been sent to H&S Representatives but they have not yet received confirmation that all training has been completed. CPC also noted that no Retail Modules were given in 2017 but that the company is committing to training 150 people in 2018. The training will begin between March and May. Training will be given to Retail employees in Major Urban Centres (MUC) so that relief coverage can be provided using temporary employees rather than overtime. CPC will then work on a plan to train the more remote retail employees. CPC would like to use temps so no overtime will be offered.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

With respect to the Retail training plan, CUPW noted that, at the rate CPC has proposed, it would take 10 years to complete the Retail training module and that the process could be accelerated by using overtime. CUPW suggests that the corporation consider providing a relief employee and a DD trainer to train people faster in remote facilities.

CUPW requested a list of the number of employees who still need to complete the LJHSC training. CUPW pointed out that there will be another round of H&S Rep elections in June 2018 and requested that CPC prepare in advance to be ready to train people as soon as possible after the elections. CUPW also requested that CPC ensure that all new hires in the Ottawa-Gatineau region are completing the Appendix DD training and that the corporation is not relying on the CCOHS e-learning module. CUPW reminded CPC that it was clearly stated that the CCOHS e-Learning module was not to be used as a replacement of the Appendix DD training. CUPW requested that CPC audit the field training to ensure that it is meeting the corporate commitment. Lastly, CUPW asked that Robert Saumur copy Marc Roussel on the notes he sends to the REOOs to schedule training sessions.

With respect to the training material, CUPW mentioned that the French LJHSC training is referring to an outdated version of the Canada Labour Code and requested that the committee consider reviewing the contents of Modules 1 through 6.

CUPW raised concern regarding prep time allowance for a trainer to make copies of the required material to deliver Appendix DD training in Vancouver.

Recommendation / Action Item:

1. CPC will advise Robert Saumur to copy Marc Roussel on the scheduling communications to the REOOs.
2. CPC will provide a plan to train remote Retail employees.
3. CPC will follow up regarding Appendix DD prep time in Vancouver

4. Fleet Updates

Guest: Steve Clark

Overview:

This is a standing item providing both parties an opportunity to discuss issues related to fleet vehicles.

Discussion:

CPC arranged for the committee to view a Dodge Pro-Master on site. A company named Utilimaster manufactured the interior shelving. After the committee review, CPC agreed to make the following changes:

- Cutting the rear shelves' corners at a 45° angle to match the front shelves
- Investigating the possibility with the manufacturer of adding a lower grab handle to driver door. The current handle is high and hard to see.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

- CPC will work with Dodge to propose a repair for the curb-side cargo door handle which is either hard to pull or not big enough.

CUPW commented that the back of the vehicle is high and asked that CPC consider reminding employees to use the side to enter and exit. CUPW would also like to understand how vehicles are assigned to each route, including a budget breakdown on vehicle costs. CPC will discuss and share this at the next meeting.

Recommendations / Action items:

1. CPC will provide the committee with information on how vehicles are assigned to each route.

5. Snow and Ice Clearing

Guests: Carmen Suchorab, Luc LaFrance

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 reminded the committee that new contractors were hired for Calgary and Vancouver and that Real Estate is monitoring them closely to ensure that they perform adequately. Contracts are managed and performance issues are addressed with financial penalties and replacement as required. There was also an issue in Dawson Creek that has been addressed through procedure training for the Supervisor. CPC stated that taxi areas as well as common facility egress routes must be kept clear and that all salt bins have been installed and are included in the snow plan map. Postmaster facilities managed by the CPC Facility Management contractor are covered by the company snow plan. CPC would like to manage the snow removal contract for 12 leased facilities, which would help improve their service level. Postmaster provided facilities are managed by Postmasters who contract directly with snow clearance providers. In an emergency situation an employee can call Real Estate or JLL (the Facility Management company) directly to report a problem. Contact numbers are posted on site.

Street Furniture: (Luc LaFrance)

The 2017-2018 snow removal guide received minor updates and has been issued to the snow removal contractors. There has been minimal activity so far due to a mild start to winter but all contractors are ready to go.

CUPW asked CPC why it was not responsible for snow clearance at Group Mail Box (GMB) locations. CUPW believes this should be the Corporation's responsibility.

CPC noted that it is in the process of replacing the GMBs with Community Mail Boxes (CMBs) by 2021, which will then be included in the snow removal plan.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

Recommendations / Action items:

1. CPC will provide CUPW with a summary of the changes to the 2017-2018 snow removal guide.

Agenda Items

6. LJHSC Effectiveness Checklist (2017-12-05)

Overview:

Local Joint Health and Safety Committees are encouraged to use an LJHSC Effectiveness Checklist at least annually to assess their effectiveness and seek ways to improve it.

Discussion:

CPC sent the committee a copy of a revised version of the LJHSC Effectiveness Checklist in advance of the meeting for the committee's consideration. The revised LJHSC Effectiveness Checklist has been modified to ensure that all YES answers reflect best practice and all NO answers reflect opportunities for improvement. In addition, the new checklist adds all YES answers to provide a score that committees can use to measure improvement.

The committee reviewed several modifications suggested by CUPW. CPC will include these modifications in another revision and send the final draft to the committee for one more review.

Recommendation / Action Item:

1. CPC will incorporate CUPW's suggestions in a revised version of the LJHSC Effectiveness Checklist and circulate it back to the committee for review.

7. Driver Safety (2017-12-05)

Guests: Kevin Kernohan, Shari Nurse

Overview:

CPC has made a number of improvements to the Driver Safety program and training documents over the past few years.

Discussion:

CPC reviewed a presentation that provides an overview of the components of the Driver Safety program. CUPW was also provided with a binder, in each language, containing all of the up-to-date Driver training materials. Employees who drive on company business must now take a Basic Driver e-learning module. Classroom training is still provided for step vans, Right-Hand Drive (RHD) and commercial vehicles. The employee training record in Learning Zone tells team leader which vehicles an employee can drive based on the employee's license and training record. CPC is still cleaning-up the lesson plans for the Hours of Service e-learning and will share the documents with CUPW. CPC has also started to analyze vehicle collision data to see the potential effect of training on collision rates.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

Recommendations / Action Items:

1. CPC will provide the committee with vehicle collision analysis at the next meeting.

8. E100-E300 Series CMB Health and Safety Issues (2017-10-05)

Guest: Kevin Champoux

Overview:

At the October meeting, CUPW provided the committee with pictures of the CMBs showing that the latches on the CMB doors are at eye and leg level. CUPW is also concerned that if wind catches the open doors, the latches could injure employees.

Discussion:

The committee viewed an E-201 and discussed options such as widening, thickening and changing the hook radius, to improve the safety of the hooks. The equipment design team will investigate the options discussed and propose design modifications to the committee.

Recommendations / Action Items:

1. CPC will study hook re-design options and present design modifications to the committee for their consideration.

9. C-56 Cart (2017-10-05)

Guest: Kevin Champoux

Overview:

The SR-2 cart is no longer being manufactured and CPC has designed a C-56 cart to replace it.

Discussion:

The committee viewed a prototype C-56 cart. CPC stated that the cart is larger than the SR-2 and has some adjustable features. It is meant to be manoeuvred only within the facility.

Recommendations / Action Items:

1. CPC will provide the committee with additional information on the intended use of the cart as well as more specifics regarding what it will replace and in which locations.

10. Radon Testing (2016-09-27)

Guests: Carmen Suchorab, Allison Rogers

Overview:

In September 2016, CPC informed the Committee that, as part of the company's due-diligence process, CPC would begin testing corporate facilities for the presence of radon gas. Testing began in November 2016 at 100 CPC buildings and concluded in March 2017. An update of the test

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

results was shared with the committee in May and CPC stated that it would provide a further update on the 2018 plan in the fall.

Discussion:

CPC reviewed a presentation with a status update on the Phase 1 testing program and an update on the 2018 plan including a list of the Phase 2 test locations. CPC noted that facility improvements in Debert, NS have shown positive results and stated that they continue to monitor Castlegar, BC. Results from the Phase 2 testing will be available in spring 2018. CPC noted that detectors were being mailed to smaller sites in the areas around the Debert and Castlegar locations so that the Postmasters could begin to collect radon samples. A CPC certified radon specialist will be providing guidance to the Postmasters at these four sites (two of which have CUPW represented employees at them) and will get photos to confirm proper installation.

CUPW raised a concern that leased sites in the Phase 1 areas should also be tested to ensure that radon levels are low and asked for a copy of the guidelines being provided to Postmasters for setting up the radon detectors. CUPW asked for a confirmation of how many leased sites were in the Phase 1 testing areas.

Recommendation / Action Item:

1. CPC will provide CUPW with a list of the leased sites within the Phase 1 radon testing areas.

11. Make it safe – Make it home (2017-12-05)

Overview:

CPC has been on a journey for several years to improve safety. While the injury frequency has been reducing, there is still progress required to ensure that a solid safety culture is firmly in place. For 2018, Operations has committed to placing safety at the centre of their decisions.

Discussion:

CPC has embarked on a program to raise the importance of safety within the Operations community and within the broader company as a whole. CPC reviewed a presentation on the Make it safe – Make it Home program. The program will clarify the company expectation with respect to Life Safety, Basic Safety and Leadership and ensure that all safety documentation consistently reflects these expectations. The program will also require that Process Owners to ensure that the safety of employees is considered in their equipment, process or facility changes. The company plans to be ready to communicate these expectations broadly by spring 2018.

CUPW stated that they like the *idea* of the Make it safe – Make it home initiative. CUPW endorses a stronger safety culture but is reserving judgment on this program noting that they still see a push from Operations about overtime and other performance issues. CUPW would like the Make it safe – Make it home steering committee to speak to NJHSC about their initiative and would like a chance to review the documents that this committee is producing.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

Recommendations / Action Items:

1. CPC will invite the Make it safe – Make it home steering committee to an upcoming NJHSC meeting.

12. International Small Packet Sorter (2017-10-05)

Guest: Abbi Slater

Overview:

CPC continues to modernize and increase mail-processing capacity. A project is currently underway to purchase new equipment that better handles China packets.

Discussion:

CPC introduced Abbi Slater to the committee. Abbi Slater is a recently hired CPC in-house ergonomist. Abbi provided a brief overview of her past work experience. She will be involved in the ISPS project as the ergonomist on this file. CPC will provide the committee with review dates early in the New Year. The tentative schedule is for a prototype review to be completed in Q1, a review of the installed version in Q3 followed by final approval of the design.

CUPW welcomed Abbi to the project and urged her to maintain open communication and transparency as she moves forward. CUPW reserves the right to request an independent third party ergonomic review should they have concerns about the company's direction on this file.

Recommendations / Action Items:

1. CPC will provide CUPW with the location and dates for the review of the ISPS induction station prototype early in the new year.

13. Miscellaneous Items:

CUPW raised several issues to the committee's attention.

Discussion:

Single satchel and Letter Carrier Carts: CUPW raised a concern that single satchel orders are controlled but that the single satchel is required for the Letter Carrier Cart. CUPW notes that the satchel should be ordered at the same time and currently both items are ordered via different processes. Given that the Letter Carrier Cart is likely to be used more as volumes grow, CUPW would like to discuss the ordering, available quantities and procedures for its use at next meeting.

Dieppe: CUPW provided a photo of a new conveyor scan tunnel in Dieppe. Apparently PO4s are being asked to clear parcels that are frequently snagged in the tunnel. Employees have to reach excessively to get to the snagged parcels to straighten them.

CPC stated that they are aware of this problem and are creating cuts in the curtains to allow employees to open the curtains to easily access the conveyor without having to reach into an area that is difficult to see inside the tunnel.

National Joint Health & Safety Committee Meeting Minutes

December 5, 2017

Winter Readiness: CUPW has reviewed the recently released Winter Readiness Guide and is wondering which, if any, of the documents it references are new or have changed. CUPW noted that the requirement for employees to purchase “snowflake rated” boots had certainly been added without their review. CUPW would like a copy of the boot study report before providing an opinion on the “snowflake rated” boots and asked that the reference be removed in the meantime. CUPW also noted that there should be three models of cleats available to employees but only one is referenced in the document. Lastly, CUPW asked that the reference to Frequently Injured Employees (FIE) be modified to convey a positive message regarding employees.

Boot Rebate: CPC stated the Boot Rebate letter is intended to help make a decision on purchasing a pair of winter boots, and not meant as a checklist to be use or saved on any file. CUPW reserves its position on the company’s letters to temporary employees regarding winter boot compensation.

Electrical Safety Policy: CUPW acknowledges receipt of the Electrical Safety Policy but is still reviewing the document and has no comments on it at this time.

Recommendation / Action Item:

1. The committee will discuss Letter Carrier Carts at its next meeting.
2. CPC will inform employees in Dieppe that the curtains are being modified.
3. CPC will provide CUPW with a copy of the boot study for their review.

Closed Items

New High Visibility Vest
Ergo-lift St-John’s
Performing U-Turns and Backing Up
Powered Flex Conveyors & Caddy System Upgrades
Fentanyl Safety

Other Business

The 2018 NJHSC schedule is as follows:

- March 6
- June 12
- September 11
- December 4

Meetings Held in 2017:

March 2 & 7	May 30	October 5	December 5
(X)	(X)	(X)	(X)