

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

In attendance:

CPC

Ian Kerr
Jay Davis (absent June 14)
Natalie Bolton (absent July 4)

Advisor

Pascale DeRycke

CUPW

Marc Roussel
Carl Girouard
Chris Pleasants (absent July 4)

Guests

Colleen Jones (CUPW)
Geoff Bickerton (CUPW)
Julien Rochon
Carmen Suchorab (via teleconference)
Andrea Smith
Davis Soltis
Terry Kelly (via teleconference)
Allison Rogers (via teleconference)
Jillian Woods (via teleconference)
Andrew Graves
Karim Fekih
Francis Debrienne
Roxanne Martin
Shari Nurse
Alice Laferty

Standing Items

Opening Remarks

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 raised concern regarding several AVCs:

Campbellton NS – CUPW stated that in the response it refers to the training that was given March 16 and 23, 2018. CUPW would like to see what training was provided

Toronto ON (M0NXC00038) – CUPW referred to the response where it states that all first aid kits were pulled from the floor, CUPW would like to know if the LJHSC was involved in this decision.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

CUPW suggested doing a communication to address ESDC common issues. CPC stated that they have a tracking document for AVCs which also shows the Labour Code infractions that were issued. CPC will share the tracking document with the committee. CUPW also inquired if there is a procedure that states first aiders are to inspect the first aid kits and the required frequency. CPC will follow up.

Recommendations / Action Items:

1. CPC will consider doing a communication regarding the amount and common issues regarding AVCs.
2. CPC will share the AVC tracking document which also shows the CLC infractions.
3. CPC will follow up regarding the procedure for inspections of first aid kits.

2. Health and Safety Statistics

Guest: Geoff Bickerton (CUPW)

Overview:

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

Discussion:

CUPW invited their Director or Research to the meeting to discuss their results regarding workplace violence. The committee reviewed three different reports that appear to show inconsistent information on how CPC reported Health and Safety statistics. CUPW also referred to a letter they sent to Deepak Chopra dated February 2017, which outlines this issue. CUPW stated they would like to see the bonus structure changed so lost time injuries are not part of the system. CUPW also referred to the Social Responsibilities Report versus the Labour Canada Report which shows different numbers. CUPW would like to know how these reports are pulled and where the numbers come from. CPC stated that they genuinely believe the numbers were reported correctly, but would like to review again to have a better understanding of what is the driving force. The committee agreed to arrange a separate meeting to discuss the tabled reports. CPC will follow up regarding what reports are available and will send in advance.

Recommendations / Action Items:

1. CPC will arrange a separate Committee meeting to discuss the tabled reports.

3. Safety Training

Guests: Andrea Smith, David Soltis

Overview:

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

Discussion:

The committee reviewed the updated Appendix DD presentation. CUPW stated that the presentation does not show if employees prior to September 30, 2004, from the original backlog,

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

have now received modules 1 and 2. CUPW would also like to know new hires vs need training in slide 4. CUPW requested that inactive employees (retired / quite etc) be removed from the report. CUPW is concerned that the CCOHS training is being delivered and the appendix DD portion is being forgotten. CPC asked for an updated Appendix DD CUPW facilitators.

CUPW would also like to know the status of DD training in Dieppe as per the April, 18, 2018 AVC that had been issued.

Recommendation / Action Item:

1. CPC will remove inactive employees from the Appendix DD report.
2. CPC will follow up regarding Module 1 and 2 training status for employees prior to September 30, 2004.
3. CUPW will provide a updated facilitator list by the end of August 2018.
4. CPC will follow up regarding App DD training in Dieppe.

4. Fleet Updates

Guest: Julien Rochon

Overview:

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

Discussion:

At the last meeting, CUPW raised concern regarding a sticky pedal in some step vans. At this meeting the committee reviewed a presentation explaining the resolution. All step vans have been checked and the issue has been forwarded to Ford Engineering. CPC also explained that the NLVD does not have this system.

In regards to a recent fire in a Right Hand Drive, the issue was with the ignition coil module, which had corroded due to moisture exposure. CPC stated that there is a campaign on its way to inspect all right hand drives and ensure they have the splash guard/flap in place. The ignition coil module inspections will now be part of regular maintenance.

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).

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

Discussion:

Facilities: (Carmen Suchorab)

CPC provided the committee with a close out report of the 2017-18 snow season. CPC stated that they continue to experience weather changes, and with the increase in vehicles, there is an increase in the need for snow removal. CPC stated that they will continue to be proactive.

Street Furniture: (Terry Kelly)

CPC stated that there has been an improvement with the removal of snow since the new contract and supplier were implemented. Very few issues this year. CUPW suggested that when the contractors go in to the facilities with next year's plan, CPC ensures the LJHSC is included in the discussions.

Agenda Items

6. Hazard Prevention Functional Policy (2018-06-14)

Overview:

Canada Post has an obligation to protect the health and safety of its employees and all individuals affected by its work. The Hazard Prevention Functional Policy will provide the mandatory requirements for the identification, prioritization, assessment and management of workplace safety hazards.

Discussion:

CPC had provided the committee a copy of the proposed policy prior to the meeting for review. CUPW stated they will review and provide their feedback by the end of July.

Recommendation / Action Item:

1. CUPW will provide their feedback by the end of July.

7. High Visibility Vest Functional Policy (2018-06-14)

Overview:

Canada Post has an obligation to protect the health and safety of its Employees and all individuals affected by its work.

Discussion:

CPC had provided the committee a copy of the proposed policy prior to the meeting for review. CUPW stated they will review and provide their feedback by the end of July.

Recommendation / Action Item:

1. CUPW will provide their feedback by the end of July.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

8. Dedicated Training Account (2018-06-14)

Guest: Kevin Kernohan

Overview:

Reviewing of draft training documents has been a challenge for all bargaining units.

Discussion:

The committee reviewed a presentation. CPC explained that review partners need a simplified access process to be able to review the content. CPC stated that all elected officials will now have a dedicated staging account to simplify the review. CPC noted that the content in these accounts is for review / input / comments, before it becomes final.

9. Asbestos Functional Policy

Overview:

All asbestos and asbestos-containing materials on CPC premises must be managed as per the Canada Occupational Health & Safety Regulations (SOR/86-304) Division II 10.26 – Asbestos Exposure Management Program.

Discussion:

CPC explained that this is a new Policy. CUPW will provide their feedback / comments in writing. CUPW also asked who represents CPC at NAAC meetings? CUPW would also like to know what the consequence is if non-compliance happens.

Recommendations / Action Items:

1. CUPW will provide their feedback / comments in writing by the end of July.
2. CPC will provide the CPC NAAC representative name to CUPW.

10. Radon Testing

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.

Discussion:

At this meeting the committee reviewed an updated presentation stating that preliminary results received to date (as of May 28, 2018) for 472 owned buildings are within the COHSR average annual limit of 800 Bq/m^3 . CUPW stated that there are some sites that are above the Health Canada guidelines which are lower than the COHSR. CUPW would like to understand the difference between the two, and what is CPC's plan. CPC is currently working on a strategy, and will be able to provide a better update by the next meeting.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

Recommendations / Action Items:

1. CPC will provide further updates at the September NJHSC meeting.

11. Step Stool and Air Wing Step Ladder

Guest: Karim Fekih

Overview:

The current A60 step-stand model is no longer available and will be replaced with the 5115 new version.

Discussion:

CPC provided a sample of the replacement step-stand for the committee to review.

CPC also showed the committee a proposed stepladder, and explained that while step-stands are rated for safe unloading of pallets or loads up to 88" in height, there are no CPC identified unload aids rated for taller loads. Amazon loose loads can reach up to 110" tall which can cause potential hazards. CUPW raised concern that tools are being used in the wrong areas. A ladder may cause a hazard if the ladder platform is small. CUPW would like to know if there are other options with larger platforms. The committee stated that they are not comfortable going directly to a pilot without pre-testing and work methods developed first. CPC will continue to research other avenues.

12. Make it Safe, Make it Home (2017-12-05)

Guest: Andrew Graves

Overview:

CPC continues to work on the Make it safe – Make it home program to raise the importance of safety within the Operations community and within the broader company as a whole. The program will be focused on updates to existing safety communication material and supporting procedures. CPC reassured the committee that this is a communications based program and not based for disciplinary action.

Discussion:

CUPW stated that they are disappointed not to have been provided the materials in advance and given more notice. CUPW requested an extension of time to ensure the revised Safety Talk content is accurate and creditable. CUPW suggested keeping the old site live and "showcase" the new site for a period of time. CPC agreed to extend CUPW's review time until July 5. CPC will not go live with the site until all material has been reviewed.

July 4 – CUPW stated that they will provide comments by end of day tomorrow (July 5) as agreed. CPC asked if they could provide an overview / explanation of their concerns. CUPW stated that no videos should show faces, and that the images are just for examples. CUPW is concerned that consent from employees was not given. CUPW re-iterated that it is not management's right to take pictures of injuries.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

Recommendations / Action Items:

1. CUPW will provide their comments by July 5, 2018 end of day.
2. CPC will delay the go live date until further notice.

13. International Small Packet Sorter (ISPS)(2017-10-05)

Guest: Francis Debrienne / Roxanne Matin

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:

The committee reviewed an updated presentation outlining the status of the project. Modifications have been made to the equipment following suggestions received from CUPW. CPC will let the committee know when the new site in Burnaby BC will be accessible to visit. CPC will follow up regarding what type of floor coating is being used to ensure a static shock problem is not created from rolling stock.

CPC will also advise the committee when the platform in Gateway will be available for viewing. CPC stated that the bag rack will be available for viewing in gateway at the same time.

Recommendations / Action Items:

1. CPC will advise the committee when the Burnaby BC facility will be accessible.
2. CPC will follow up regarding the floor coating in Burnaby.

14. Parcel Growth (2018-06-14)

Guest: Alice Laferty

Overview:

At the March meeting, the committee asked to have someone from the Parcel line of business come to the committee to explain parcel trends.

Discussion:

CPC explained that the tremendous parcel growth is causing a capacity issue. Peak season is getting longer, starting Black Friday and running into the 2nd week of January. Every Monday is now over 1 million parcels as well. CPC stated they are watching how the competitors are progressing, and need to stay competitive themselves. CUPW shared their concern regarding over packing of vehicles, which potentially could cause a serious incident. CPC concluded that they are in fact watching the trends, and other competitor's business ideas, for example, out of spec fees - other companies charge for this but CPC does not. CPC is also looking at ideas on how to handle oversized items with customers. CUPW stated that they are glad to have the work, but the issue for health and safety is a reality for employees. CUPW believes the growth in parcels adds pressure to the delivery agents to deliver on time. CUPW would like CPC to take this into consideration for restructures, and consider a different approach to evaluate the routes. CPC will follow up and come back to the committee for further discussion regarding route structures.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

Recommendations / Action Items:

1. CPC will come back to the committee to discuss route structures.

15. Redirection System Desk Retrofit (2018-06-14)

Overview:

In April of 2016, a Clerk at the Bellville Depot was injured by a falling redirection system desk arm.

Discussion:

CPC provided a presentation prior to the meeting outlining the new proposed solution. CPC stated that all procedures will be followed and the LJHSC will be included prior to the retrofit happening. CUPW asked if there was a similar desk in the Ottawa area that they could view.

Recommendations / Action Items

1. CPC will follow up if there is a site in Ottawa.

16. Commercial Vehicle Driver Abstract (2018-06-14)

Guest: Shari Nurse

Overview:

Driver abstracts are provincially required for all commercial vehicle drivers. The Ministry of Transportation defines a commercial vehicle by weight. CPC vehicles include tractors, 5 tons and the Step Van 450 (registered gross vehicle weight of more than 4500KGs).

Discussion:

CPC explained that a strategy is currently being worked on to close a gap of expired abstracts on file. Appendix GG has been taken into consideration for this requirement. CPC explained that Ontario and Quebec abstracts can be requested directly by CPC with the employee's permission. All other provinces require the employee to produce their own abstract directly.

17. Workplace Violence Policy (2017-05-30)

Overview:

As per the Canada Occupational Health and Safety Regulations (COHSR), the Workplace Violence Prevention and Protection policy must be reviewed every three years. The current version of the Workplace Violence Prevention and Protection Policy was implemented on October 25, 2013 and is overdue for revision.

Discussion:

CPC explained their proposal for the role of the NJHSC in the 2nd level investigation process. Competent person – the committee can review qualifications, but can not prove impartiality. CPC suggested going regionally to see who can be used externally.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

CUPW raised the following concerns:

- Definition of competent person
- Determination of list of competent investigators
- 3rd party is external - not a CPC employee
- General approach of fact finding and not listening to the complete story – your side / my side
- Reports not shared with the NJHSC
- Interviewing of all witnesses
- Effectiveness of action taken

CPC stated that if qualifications are met, an employee should not be disqualified as a 2nd level investigator.

Recommendations / Action Items:

1. CPC will review CUPW's proposal regarding 3rd party competent investigators.

18. Terms of Reference (2017-10-05)

Overview:

The Canada Labour Code, and good business practice, mandates that committee Terms of Reference be reviewed at least every two years. The LJHSC Terms of Reference were last updated in 2015. The committee had suggested making changes to the current version to include the Committee Effectiveness Checklist.

Discussion:

CPC provided a copy of the current Terms of Reference to the committee for review at the March 14 meeting. CUPW stated they will provide their comments in writing by the end of July.

Recommendations / Action items

1. CUPW will provide their comments in writing by the end of July.

19. LJHSC Inspection Checklist (2017-12-05)

Overview:

Given the number of AVCs that the company has received over the last year that relates to issues that should have been addressed as a result of LJHSC inspections, the committee recommended reviewing the Inspection Checklist.

Discussion:

CPC had provided the committee a copy of a revised version of the LJHSC Inspection Checklist prior to the March 14 meeting. CUPW is in agreement of distributing the revised Inspection Checklist. CPC stated that they will provide a link on the Safety Management database for easy access to the LJHSC. CPC also suggested sending a letter co-signed by the committee explaining

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

the reason for the revised checklist as well as the suggested minute template. CPC will provide a draft letter for consideration.

Recommendations / Action items

1. CPC will prepare a draft letter for consideration.

20. Substance Policy (2018-03-29)

Overview:

Canada Post has an obligation to protect the health and safety of its Employees and all individuals affected by its work. The purpose of this Policy is to help ensure that the Employees of Canada Post perform their work duties safely and without impact arising from substance use or the after effects of substance use that risk the health and safety of the Employee, other Employees or the public.

Discussion:

CPC explained that with the proposed legalization of cannabis in October 2018, this new Policy is to replace the existing No Alcohol / No Drugs Policy. CUPW believes that the current policy in place is acceptable, but will provide their feedback.

Recommendations / Action Items:

1. CUPW will provide their feedback.

21. High Visibility Polo

Overview:

Delivery agents on motorized routes can no longer rely on the high-visibility satchel to make them visible to traffic. All employees must wear a high-visibility reflective vest when performing duties outside.

Discussion:

CUPW sees this polo as PPE and the most appropriate PPE compared to the vest with no cost or points for employees. CPC stated that they have reviewed the standard regarding day / night reflection requirement. The company's position is they have provided an option with the polo, but the official PPE is the vest.

CUPW suggested that in good faith, 1 free polo be provided, and then the point system moving forward be implemented. CUPW stated that we are just going into the season where the polo would be most desired. If an employee has used all their points, how can they get the new polo? CPC will follow up.

Recommendation / Action Item:

1. CPC will follow up regarding if points have already been used prior to purchasing the new vest.

National Joint Health & Safety Committee Meeting Minutes

June 14 and July 4, 2018

Closed Items

- JHA Revised Template

Automated Induction

Standard LJHSC Meeting Template

MLOCR Slide Cover Sticker Add-On

C-56 Cart

CMS 1605.21 Suspected Bio Hazard

E-200

Introduction to Conveyor Safety

Meetings Held in 2018:

<div> <div>March 14 & 29</div> <div>(X)</div> </div>	<div> <div>June 20</div> <div>(X)</div> </div>	<div> <div>September 19</div> <div>()</div> </div>	<div> <div>November 28</div> <div>()</div> </div>
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