

National Joint Health & Safety Committee Meeting Minutes

April 17, 2019

In attendance:

CPC

Ian Kerr
Jay Davis
Claude Robert

Advisor

Kim Gould

CUPW

Marc Roussel
Carl Girouard
Chris Pleasants

Guests

Marie-Claude-Page
Terry Kelly
Paul Rivet
Carlos Simoes
Sylvie Charbonneau
Aurelie Walsh
Virginie Tremblay
Yasmin Tehrani
Cindy Maraj
Abraham Sir
Louis Pelletier

Standing Items

Opening Remarks

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1. ESDC Assignments

Overview:

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

Discussion:

ESDC Assignments report to end of Period 3 was presented and discussed. CPC indicated that 26% of infractions were related to section 124 and 125 of the Canada Labour Code part II. CUPW proposed to review the AVCs and include this information in communication with LJHSCs. CUPW raised that there are a number of AVCs written for items being stored in the boiler rooms and electrical rooms. The Committee requested information on the process for LJHSC members to access to these rooms during plant inspections. Understanding and communicating this process to LJHSCs may help to mitigate items being stored in these rooms proactively.

The Committee discussed developing joint messaging to LJHSC members. Currently, only employer representatives have email addresses. The Committee discussed asking the employee representatives if they would like to share their personal email address so that they can receive messaging directed to the LJHSC. If employees do not want to provide an email address then a paper copy of the messaging can be delivered by the employer representative.

Recommendation / Action Item:

1. CPC will investigate to see how LJHSC members have access to the necessary areas of their facilities to thoroughly conduct monthly inspections.
2. CPC to invite Real Estate to come to discuss the requirements for Fire Extinguishers.
3. The Committee to work on a communications strategy for messages from the LJHSC to the LJHSCs.

2. Health and Safety Statistics Overview:

Overview:

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

Discussion:

CPC asked for CUPW's feedback on the topics and the scope. The Committee agreed that these were the 5 areas that would help reduce the risk in the workplace. The Committee confirmed that there is a program for every employee group represented by CUPW. CPC asked how CUPW would like to participate. CPC asked if CUPW wanted to participate in the subcommittees that will be assigned to each project.

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CPC suggested that a problem statement is developed for each category. The subcommittee would also determine what measurements should be established for each category to determine strengths and weaknesses of the project. CUPW inquired what will be done with the measurement. CUPW does not want prizes or gifts to be associated with these projects. CUPW raised concerns that by count down of the number of days without injuries may discourage employees to report injuries. CPC assured that there is a genuine intent to reduce the risk of employee injuries in each of the five topics.

1. Facility Risk Reduction

A high number of AVCs show opportunity to improve facility safety.

Potential Topics: Management of Hazardous materials, Emergency Equipment & Signage, minor repairs and resolution of safety items.

These were the areas of concern raised for consideration:

The Committee will investigate if there are injuries being sustained because of the areas of non-compliance that are identified by ESDC in AVCs

2. Third Party Workplace Violence Risk Reduction

Highest and fastest growing segment of Violence in the workplace.

Potential Topics: Internal & External Communications campaigns, employee training, risk mitigation opportunities for high risk areas

These were the areas of concern raised for consideration:

Health & Safety will lead this team with members from Communications, Retail and other identified stakeholders. The Committee discussed the possibility of a publicity campaign directed to the non-commercial customer.

3. Material Handling of Parcel Risk Reduction

MSI incidents are the highest and fastest growing segment of Plant incidents.

This is driven mainly by increase in parcel volume and increased physical handling.

Potential Topics: an end-to-end view on the handling risks, opportunities to improve ergonomics in the short-medium and long term.

Engineering will lead a team to review this problem.

4. RMB Mailbox Height Ergonomic Risk Reduction

The positioning of the rural mail box is important to minimize ergonomic risk. The RMB needs to be maintained in that required range.

The means of measuring correctly is important. RMB are intended to be inspected annually.

Potential Topics: Improvement to the process for auditing, improvement in customer facing communications.

Delivery team will lead this project.

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5. Slips-Trips-Falls (STF) Winter Risk Reduction

To narrow the focus within the largest area of incidents, STF, focus is proposed to look at winter conditions. Especially given the increasing ice risks from climate change

Potential Topics: footwear, de-icing practice, bad weather protocols

H&S team will lead this project.

CUPW reminded CPC that the different-draw or bonus, gift card, or other reward is not the solution to reduce work-related injuries. In fact, it may discourage employees from reporting a workplace incident or illness for fear of losing the prize for all employees of that workplace.

Recommendation / Action Item:

1. CUPW to respond on how they are going to participate in these programs at the next meeting.

3. Safety Training

Guest: Sylvie Charbonneau

Overview:

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

Discussion:

The committee discussed the training update provided by L&D, as of March 21, 2019. CUPW raised concerns with the module 5 totals that were listed in the presentations. The presentation outlined the number of participants that completed LJHSC training.

The Committee would like to know if the outstanding training numbers for Appendix DD are increasing or decreasing. CUPW raised concern that there are still employees that do not have all the required Appendix DD training modules. Specifically, CUPW expressed a concern that Retail employees have taken the Retail training module 5 and not the required modules 1 and 2. CUPW requested that CPC prepare a plan to complete the outstanding Appendix DD training modules for CUPW represented employees from 2004 to current date.

CUPW pointed out an error for the total number of participants who completed Module 5. It has 1,186 entries while the actual total is 186.

CPC explained that there are challenges to complete all the training requirements with the current format for Appendix DD training program. CUPW agreed that there are some trainers missing in some regions. CPC will work with CUPW to confirm who needs to take the TTT for Appendix DD for all the Modules. CPC will consider a way to track when employees change jobs so that the required new module is scheduled for the employee.

CUPW provided an update on the train the trainer (TTT) for LJHSC session that was conducted on April 8-12, 2019. There were concerns raised regarding the logistics of the travel arrangements

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and size of the training rooms were really small.

CUPW raised concerns regarding the timing for the organization of the travel arrangements. There was confusion regarding hotel reservations and who is required to complete this task. CUPW raised concerns regarding the per diem, that it does not cover the cost of meal expenses.

CUPW raised concerns regarding the prep time for the CPC and CUPW facilitators to work together to develop the breakout sessions. Due to a full day of training done by CUPW on the Monday, CUPW's trainer is not available to get together on the Monday for prep with CPC. CPC to examine the best way to do the prep for the for the TTT-LJHSC breakout sessions.

CUPW raised that there is an opportunity to better organize the training and content. CUPW would like to see if there is an opportunity to add a section for trainer to handle/manage conflict situations in the class. The master trainers for the TTT-LJHSC program should also take training in handling/managing situations of conflict.

Recommendation / Action Item:

1. CPC to provide a list of the number of outstanding trainings for the LJHSC Self-Study category.
2. CPC to send CUPW a copy of all six modules of the Appendix DD training.
3. CPC to bring forward their challenges in conducting Appendix DD training sessions.
4. CPC will put a list together to identify the outstanding Appendix DD training sessions for the CUPW represented employees hired after 2004.
5. CPC to clarify how travel arrangements will be made for the participants to attend the training.
6. CPC will clarify the correct per diem rates.
7. CPC to review the concern raised by CUPW regarding the time to do prep for the LJHSC TTT session.

4. Fleet Updates

Guests: Paul Rivet

Overview:

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

Discussion:

Dodge Promaster

There is a risk of the rear doors over-extending when fully opened. CPC reviewed this issue with the Manufacturer and in future builds there will be a countermeasure for over-extension to reduce the risk of this happening. Older Dodge Promasters will not be retro-fitted.

RSMC Routes and 4 x 4 Vehicles

CPC presented criteria for RSMC Vehicle Selection as requested at last meeting. Since 2012, CPC

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has been assigning a corporate RHD that have a 4x4 options to those RSMC positions that have 250 or more RMBs and identified in the system with 4x4 requirement prior to the corporate vehicle was assigned, if an RSMC that is assigned with Grumman LLV RHD but identified safety concerns due to winter season (road and weather conditions), one of the fleet safety trainers will go out and assess the line of travel of the RSMC. The assessment is conducted with the RSMC using the vehicle assigned to the RSMC and the trainer submits a recommendation. Based on the recommendation, if there is a requirement to assign a vehicle with 4x4, CPC will switch the assigned Grumman LLV RHD with a Honda CRV 4 x 4 RHD.

CPC has assigned corporate supplied RHD with 4x4 and front wheel drive to 97 RSMC positions across the country. Twenty of them were in 2018. Once CPC obtains the new batch of Honda CRVs for 2019, they will be assigned to more routes before the upcoming winter season. CUPW asked for clarification on how the distribution of these 4 x 4 vehicles were done. CUPW inquired if they are done using the count of the number of RMBs on the route. CPC will confirm if the count of RMBs is part of the criteria for the new RHD 4 x 4 CRV vehicle assignments.

The Committee agreed they would like more discussion on the process on when someone raises their hand that they need a different vehicle type. The Committee would like to understand the process used to addresses the situation. How do trainers assess the situation and who ensures that concern is followed through to conclusion. CUPW reports a situation in the Chicoutimi office where, despite the request made by some RSMCs, there is a concern that local management is not responding to employees. The union is calling for better communication at this location to understand and respond to the needs of RSMCs.

CUPW inquired about the process for assigning a RHD to a rural route. CUPW reports that there is a joint third party HFN study that outlines the use of a count of RMBs per hour instead of an overall count of RMBs.

Winter Tire on the RHD

CUPW reported that tires showing a measurement of 5/32 are almost completely worn were changed in late spring. It is better to change the tires just before the winter so that they are not worn out from the summer use. Tires that need to be changed before the winter season. CUPW inquired if CPC will have a campaign to look at the condition of tires in spring in fall. CPC indicated that tire inspection was part of the regular PM and torque review on the tires. CUPW raised that some employees are inquiring if CPC is using a proper tire and should CPC being using studded tires.

The Committee discussed a potential communication to employees with motorized routes that outlines the importance of checking tire condition in the fall and spring when tires are changed over. The communication will raise awareness to employees on reporting a deficiency if the tires are worn out.

Recommendation / Action Item:

1. CPC to provide more information how RHD and 4 x 4 RHD vehicles are assigned to routes.
2. CPC to provide more information on the process to request a 4 x 4 RHS to a route where there

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is a different vehicle assigned to the route.

3. CPC to provide information on winter tire selection versus studded tires in winter.
4. The Committee to consider writing a joint communication in spring and fall reminding employees about the importance of checking tire conditions during circle checks and reporting deficiencies.
5. CPC will look into the maximum life of the Grumman RHD with the refurbishment.
6. CPC will look into the number of Grumman RHD vehicles that are currently in the fleet.
7. CPC will respond to the number of years the Grumman RHD vehicles will remain in the fleet.
8. CPC will consider looking at studded tires where new tires are not available

5. MMHE Peak Season Rentals (2018-12-11)

Guest: Paul Rivet

Overview:

During peak season CPC rents equipment to deal with increase product volumes. CUPW raised concerned about the number of rentals of MMHE is so high this year. CUPW raised concern that the rental ergo lifts and pallet jacks are not standard CPC equipment. Some are not equipped with a parking brake.

Discussion:

CPC has starting the 2019 peak season meetings. CUPW stated that they were not present for the 2019 peak season review. CUPW inquired there was an opportunity to provide input into the peak season plan for 2019. CUPW inquired the process for determining where rental MMHE is deployed or if it was deployed based on demand. CPC explained that the recommended model types are established by Engineering. The models that do get deployed are due to availability and requirements.

LR7 (BT Stackers - P Series – Orange) Prince George

CUPW raised a concern regarding a new LR7 (BT P-Series) on the floor in Prince George. This model is not the current CPC approved LR7 model. CPC investigated the unit and determined that this is not a rental from Peak Season but it is a new model of the existing LR7. CPC explained that there are differences between the models. CPC stated that the new model is compatible for the work.

CUPW inquired if the new version of the LR7 will require changes our processes for layout, training or specifications. CUPW raised that there are substantial changes between the two models and they were not advised of the change by CPC. CPC agreed that it should have provided notice to CUPW that we are going to introduce this new model before it starts deployment and shared at this committee. CPC is going to do an assessment on the differences between the two units including a risk assessment.

CUPW stated two injuries have occurred on this new LR7a. CUPW stated that the wheels are not made of the same material and the tiller arm is longer. The older version had a softer wheel and

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better grip on dust and water conditions. The newer model has a harder compound and it slides and does not grip as good under these conditions. Due to weather occasionally there is water in the dock area and this LR7a may not grip as well. CUPW stated that the forks are 3" shorter on the new machine and the mono leans down on the front making staking more difficult. CUPW stated that employees reported that the new LR7a jumps forward when putting it into reverse motion. Going from forward to reverse, there is a metal piece that goes to switch the direction, it provides a jolt to the operator when they switch between forward and reverse. CUPW raised a concern that there was no training to tell them about this change.

CUPW also noted that the tiller arm is longer and may cause concerns for repetitive strain injuries (RSI). CUPW raised that employees have stated that there are no brakes on this machine and would like more information on the braking system. Employees also reported that if they hit a button on the underside of the handle, the machine would move by itself and could potentially create an incident.

Pallet Jack

The brake is used for stabilizing when working out of a mono. CUPW raised concerns that the floors are not always flat in our buildings. CPC will conduct a risk analysis that considers using the equipment with and without a hand brake.

CUPW suggested the use of a survey to see what employees think about. CPC is stating that engineering will go to the challenging areas and tight layouts and speak with employees. As an emergency stop, we need to look at it and find a solution. For example, slope, design layouts, emergency brakes. CUPW to recommend what sites that should be visited. Look at the depot level.

Recommendations / Action Items:

1. CPC will come back with the equipment requirements for next peak season.
2. CPC to provide notice when models of equipment are changing, an analysis of the new LR7 (BT model) will be brought to the June 5th, 2019 meeting.
3. CPC will provide the number of these units are out in the field and the locations.
4. CPC will investigate if this model change will require updates to the current training.
5. CPC will determine if is one in Ottawa for the Committee to go and view
6. CPC will address the issue of training requirements for this new LR7 in Prince George.
7. CPC will consider organizing a risk assessment to evaluate a pallet jack with and without a hand brake.

6. Snow and Ice Clearing

Guests: Carlos Simoes and Terry Kelly,

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:

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Facilities: (Carlos Simoes)

CPC provided an update the spring repair of parking lots. Repairs will start in May critical areas cordoned off or a cold path for the temporary. Specific conditions that are critical, should be entered into the JLL work order system.

CPC provided an overview on how snow load is assessed. There is a trigger point to assess if there is too much snow load on the roof. When accumulations of snow of >36" falls as outlined by the weather network snow load on roofs are measured in the affected area. JLL will go to the site and measure the weight of a 12" x 12" block of snow. If it is greater than 50 lbs then JLL will have snow cleared from the roof. CUPW inquired if there is any potential on snow piling in certain areas of roofs. CPC indicated that wind direction is considered during design and construction. The building would be enhanced structurally to mitigate these concerns. The design would be done to facilitate the wind to blow the snow away.

Street Furniture: (Terry Kelly)

CPC provided a wrap up on snow clearance for 2018/19. CPC will put this information together in a presentation for the next meeting. CPC is looking into the use of brine and investigating the materials that the municipalities are working on today.

Update on complaints that street furniture was not cleared. November 30 – March 31, 4798 snow clearance requests that came into call centers about 80% of the complaints came from Ontario/Quebec, about 50 % from each province. 2.3% of sites received complaints through the call in.

The number of frozen locks are down year over year. There were complaints for about .5% of frozen locks. These complaints were are followed up on and resolved. Overall Canada Post has over 6.2 million locks in street furniture.

CUPW raised concerns regarding snow removal from BC. The Lower Mainland is not on an automatic call. The representative from SNC Lavalin went out to sites in BC to introduce himself. CPC indicated that if there is a specific location complaint report the location and CPC will follow up.

CUPW indicated that there were complaints from employees that contractors were not getting out of their trucks to hand shovel. When the contractor only uses the blade of the truck to remove the snow it leaves a ridge in front of the CMB, making it difficult to get close to the box. CPC stated that this year they did have to replace contractors that are not meeting their contractual obligations. CUPW requested the list of contractors that were changed this winter season.

CPC will come back on June 5th with a summary with the final numbers, action for next year in a document. CUPW to send any photos to Terry/Claude for follow up.

Recommendations / Action Item:

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1. CPC will consider providing a list of snow removal contractors that were replaced this season.
2. CPC to provide a wrap up on the 2018/2019 winter season.

7. Communications

Guest: Aurelie Walsh

Overview:

The Communications department is working on new safety communications.

Discussion:

The Committee discussed the potential for a Canada Post media campaign for customers who are ordering parcels. Customers will make an online purchase and when there is a delay in delivery or the Customer does not provide the correct identification at the time of delivery or pick up these customers will escalate negative behaviour towards our employees.

CUPW suggested that the campaign should include materials that will humanize the letter carrier, there should be real faces and real people as part of the communication with no use of cartoon animations. Customers need to be reminded to treat your letter carrier with respect and that is it not acceptable to yell or use derogatory names.

The Committee discussed an opportunity to put together a recording for those customers calling customer service, that states that we are recording the call, even when they are on hold and that CPC will tolerate workplace violence. The message could indicate to customers that they show sensitivity and respectful language to when speaking to customer service representatives. This could help bring down the number of workplace violence incidents.

The Committee discussed the importance of managing the customer's expectation sooner in the process. The customer identification requirements should be clear at the time of purchase, delivery dates and possible delays. Messaging for diffusing irate customers should be easily accessible for retail clerks. The Committee discussed the opportunity to improve the D&C Cards and the website so that messaging is clear that there are going to be delays when customers check their tracking number. The Committee discussed a potential plaque or a poster in retail to remind the public to be civil. The campaign should consider at all the types of interactions: retail counter, the door, the CMB, apartment lobby, the phone and the street.

Recommendations / Action Items:

1. Communications and the Health and Safety department will collaborate with the committee on a strategy to minimize incidents of third party workplace.

Agenda Items

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

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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:

The Committee has agreed that they want to jointly work on a prevention program to mitigate the risks and number of incidents of Third Party Workplace Violence against employees.

CPC and CUPW continue to discuss the proposed amendments to the Workplace Violence Prevention Policy.

Recommendations / Action Items:

1. CPC acknowledged that a revised version of the Policy is still outstanding.

9. Air Quality Functional Policy Proposal (2018-12-11)

Guest: Virginie Tremblay

Overview:

In response to the concerns raised from CUPW on the BC Fires, CPC proposed a new Air Quality Functional Policy. The policy will help the local areas make decisions during environmental events.

Discussion:

CPC provided a new version of the draft policy for review. CUPW provided comments. CUPW is recommending wording on the scope of functional policy scope. CUPW recommended the addition of an explanation between high risk and critical risk situations. High risk situations may have a timeline of about three hours. However, a critical risk situation outlined as a 10 or 11 means the air quality is not good and there needs to be immediate action and determinations of next steps need to be communicated quickly. CUPW raised that the management must work with the assessment team and not just local management.

CUPW raised some concerns regarding the proposed Air Quality Checklist. CPC will review and consider making changes. CUPW raised that the process for assessment committee disagreement escalations should be done regionally.

CUPW recommended that it should just state that masks are available.

Recommendations / Action Items:

1. CPC and CUPW will work together on the development of the document in order to have the

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review completed prior to the deployment in May 2019.

10. MMHE Telematics (04-17-2019)

Guest: Abraham Sir

Overview:

CPC is investigating the use of Telematics for MMHE. A pilot is being planned for YDC in Scarborough, Ontario.

Discussion:

CUPW inquired if there is a link between the automated guided vehicles and this MMHE. CPC indicated that this project is for MMHE only. Telematics will record the distance driven, hours of operation of a fork lift, speed etc. CPC will use this data to help manage maintenance planning instead of using scheduled maintenance. CUPW inquired if the Telematics would disclose the location of the equipment in the plant. CPC indicated that the purpose of the pilot is to test to understand when you need to maintain the equipment. The Telematics will also automate the pre-use inspection process and data.

Information gathered during this pilot will help CPC understand if we are over maintaining or under maintaining equipment. CUPW inquired why CPC selected YDC. CPC stated that there are 9 new LR7s slated for this facility. This will help with fleet utilization and maintenance planning at YDC.

CUPW expressed concerns that this equipment will be used for surveillance on driver behaviours. CPC confirmed the data will be used only for analysis of machine use and machine performance, there is no intent for driver related performance analysis

CUPW inquired who will see the data and how does personal information get scrubbed/removed. CPC explained that this would be done through configuring the data, the reports will be shared with this Committee. CUPW noted that Article 41 of the CA states: CPC is not entitled to assess the PO4/PO5 on their own, you can only assess the group. CUPW asked what the planned performance data were. Currently, CPC will track the use of the equipment with load or without load to determine utilization of the equipment. This will help CPC to optimize the use of the machine.

Impact incidents will be registered in the Telematics and this will promote the Pre-use inspection. This will also help with a collective analysis of all the machine data to determine improvements on the safety program. Employees can red flag the machine if there are deficiencies notes. The Telematics are web based with a camera. CUPW raised concerns with who had access to the camera footage. CUPW raised concerns regarding the use of this data in the field. CUPW wants the surveillance section of the Collective Agreement reviewed and respected as part of this project.

CUPW stated that this project is a tech change notice for 29.

Recommendations / Action Items:

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1. CPC will send CUPW details on the use of equipment.
2. CPC will follow up from the supplier on how that screening is prepared.

11. Vaughan Conveyor Site (04-17-2019)

Guest: Cindy Maraj

Overview:

CPC is introducing a conveyor system in the new Vaughan Delivery Centre.

Discussion:

CPC presented a new conveyor at the new Vaughan Delivery Centre. Employees will be required to push parcels across the powered motor driven conveyor. CUPW inquired if parcels from large customers would be directed directly to the depot for processing instead of going to plant. CPC indicated by having this conveyor design, like we have in plants today CPC can manage capacity better. It will help with controlling depot capacity, space and time window for parcel delivery. CUPW inquired about the target rate of parcel processing for the new conveyor. CPC indicated that the target rate was approximately 1000 pieces per hour.

Parcel volumes are increasing in the network and this project may help improve parcel capacity during key hours. The system will use the induction label, with a letter carrier route, tie out number, and sort plan.

CPC is currently using these conveyor materials in plants, the difference in this system is the transition module is net new. CPC invited CUPW to come and review the mock up at the supplier site in June or July 2019. CPC is aiming for the review for the third week of June. CUPW asked if an ergonomic assessment will be done.

CUPW inquired if there will be consultation on whether this is a tech change. CPC to investigate if this a tech change. CUPW will determine in the future if this is a tech change.

CPC indicated that the prototype would be made in Orangeville.

Recommendations / Action Items:

1. CPC to send CUPW the date a series of date, Orangeville ON.

12. Safety Breaker Cards (04-17-2019)

Guest: Yasmin Tehrani

Overview:

To add safety messaging to breaker cards.

Discussion:

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CPC ran a pilot with safety messaging on Breaker Cards. Run a mix of all the colours on a weekly basis. Not planning on doing a targeting messaging. 30 breaker cards is normal, 2 to 3 out of 30 and they are random. - Seasonal messaging options may be explored; e.g. winter season,

The Committee recommended that the summer related cards be removed for the winter season. The project should consider a process to change the messaging seasonally.

CPC confirmed that the cards will be bi-lingual.

Recommendations / Action Items:

1. CUPW will review the suggested content and provide recommendations.

13. Packet Scanner Assisted Sort (04-17-2019)

Guest: Louis Pelletier

Overview:

CPC proposed a Pilot of a Packet Scanner that would assist with sorting where there is not postal code. This equipment would take a photo of the address and then set the route.

Discussion:

CUPW has asked the radiation specifications as outline on the supplier fact sheet. In case there is a person with a pace maker. CUPW is against this initiative, they are concerned that there will be a loss of the knowledge sort.

CPC stated that there are many employees that do not acquire the knowledge due to absenteeism. This initiative makes it easier for error proofing of mistakes as well as, provide visibility to customer.

CUPW asked to see the work plans for these stations. In addition, the union demands that the LJHSC be involved in the deployment of these package readers.

CPC to check and see if there is a new tech change. For CUPW, this project does represent a tech change. The way the machine drives the operations.

Recommendations / Action Items:

1. CPC will show the layout of the work area.
2. CPC July 17, 2019 for one month.
3. CPC spec sheet for the radiation.
4. CPC will review the layout with the LJHSC.

14. New Cart for New Ergonomic Workstation for Plants (04-17-2019)

Guest: Ian Kerr

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Overview:

There was a local pilot in the London Mail Processing Plant with a new ergonomic station to hold the computer equipment at the PDSL line. There are older computer stations that have ergonomic concerns and the London Plant had reached out for ergonomic advice on how to improve the design of the work station.

Discussion:

CPC found an off the shelf ergonomic computer station that would work with the required computer equipment for the PDSL line. This new station allows the employee to stand and adjust the height of the monitor and the keyboard station. The employee can also choose to stand or use a sit/stand stool.

CUPW raised concerns that the wheels did not look like they were meant for industrial use.

CUPW is requesting a work plan for these computer stations with the recommended times for seated and standing positions.

Recommendations / Action Items:

1. CPC to order two new carts, one for head office to be able to show the Committee and one for the Edmonton plant.
2. CPC will review the wear of this equipment and see if it can withstand industrial exposure.

Miscellaneous Items

15. Group 3 and Group 4 - Complaint (04-17-2019)

CUPW added an item to the agenda that was recently brought to their attention regarding group 3 & 4. A project has been proposed by management in Montreal regarding employee complaints. CUPW shared a document that they had received. CUPW requested more information on the scope of the document. CPC will investigate this item.

CUPW proposed that this document could be considered as a national project instead of a local project. CUPW recommended that the project should have an employee survey on what tasks are being done on a daily basis. CUPW raised that when Maximo was launched the employees were concerned that there was enough time to perform the work. CUPW inquired if there was an inventory of tasks for Groups 3 & 4. CUPW asked if there has been a review the job descriptions to ensure that employees who are assigned to the work are properly trained. CUPW stated that some of the job descriptions are from the 1990s. CUPW have received reports of discrepancies where jobs are not being consistently assigned to the same job class and this differs by locations.

CUPW indicated that there is a petition where MAM 11 classified employees are saying that MAM

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10 classified employees are doing work that they are not trained to do. CPC stated that they would investigate records from Maximo compare training records. CPC asked if there is a mental health competent to the complaint.

CUPW is requesting that some of the Group 3 and 4 employees are included in this project. These employees should be part of the process because of the training and knowledge that they have. CUPW is requesting that MAM 10 and MAM 11 classified employees be part of the assessment. CUPW is requesting that this process is done with a national lens and not just for Montreal.

CUPW is proposing that the NJHSC together build a national scope and that the policy committee should oversee the project.

Action Items:

1. CPC will have the documents translated to English and review at the document that was presented by CUPW.
2. CPC will consider a review the national inventory of jobs completed by MAM 10 and MAM 11 classified employees.
3. CPC will come back with a review of the document and come back prepared to discuss at the next meeting.

Differed Items

AED Program

Automated Guided Vehicles (AGVs)

C45a Delivery Cart

CMB E200 – Lanyards

Fire Extinguishers

JHA Schedule

JHA – Summary JHA Selection

Montreal Packet Sorter

MSI Review Calgary

PDT Pilot

Provisions under the Collective Agreement (CA) of Tech Change

Radon Testing

Ring Scanner

Safety Rules Refresh

Stop Light Program

Closed Items

VES Monitor Arm

Electrical By-Pass Halifax

Meetings Held in 2019:

National Joint Health & Safety Committee Meeting Minutes

April 17, 2019

March 16 & 22 (X)	April 17 (X)	June 5 ()	September 4 ()	November 20 ()
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