

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

In Attendance:

CPC	CUPW
Corey Pelow	Marc Roussel
Dilhari Fernando	Sylvain Sicotte (absent)
Virginie Tremblay	Alvaro De La Cruz

Guests			
Rivet, Paul	Sarda, Saurabh	Moore, Erin	Lewis, Leah
Booth, Elizabeth	Yu, Yuan (Teresa)	Laberge, Stephanie	
Camilleri, Harold	Macgillivray, Glenn	Gould, Kim	
Sir Valdes, Abraham	Sarr, Libasse	Gylywoychuk, David	

Advisor	Sohail Mirza
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Agenda

Sr.	Topics	Time	Presenter
1	Opening Remarks	9:00	co-chairs
2	Minutes Review	9:10	co-chairs
3	COVID - 19	9:20	Virginie Tremblay
4	H&SDashboard	9:30	Virginie Tremblay
5	Head Injury Reduction - Life Safety	9:40	RamySydhom, Dan Gilbert
6	Gaylord Redesign	10:00	Francis Debienne
7	CMB Site Selection Guidelines	10:30	Erin Moore
8	LJHSC Terms of Reference	10:45	All
9	Fleet Update	11:00	Paul Rivet
10	MMHE Instructor Training	11:15	Jeannette Leveque
11	Financial Service	11:30	Corey G Pelow

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

Action Tracker

Standing Items

1. Opening Remarks

Rural mail boxes cleaning:

CUPW suggested to issue a pamphlet to customers on how to position and clean a rural mail box. Pamphlet should be provided to all the RSMCs as a hand-out to place in customers' mail box who require a reminder.

Reaching Tool:

CUPW requested an update on the tool to clear the jams on the conveyor. CPC does not agree on using any reaching tools on any conveyors; every reaching tool is to be reviewed by NJHSC first and requires a local RA only to be used in case of a conveyor jam when equipment is stopped. Job aid is clear on how to perform clearing the jams. CUPW agrees with H&S and maintenance that the tool is safe to use after the appropriate training. Using the tool over running conveyor is unsafe and not acceptable, the process requires to stop the belt. In order to arrange the tool to be assessed locally, we need a national risk assessment first. CPC will set up a separate meeting with NJHSC to discuss the national RA and review the tool with the job aid.

Action:

- CPC will book a meeting with CUPW for analyzing the current tools.
- CPC will send the job aid ahead of the meeting.

Asbestos Presence & Handling:

CPC is cross referencing to the whole list. If LAM is not able to answer on the spot, CPC will work in providing education to the team to equip the LAMs. CUPW proposed to include an asbestos awareness communication during the project notification process with LHSC or H&S representative.

Action:

- CPC has responded the CUPW email.

2. Reviewing Minutes & Agenda

CUPW suggested to have a minutes review meeting after the first draft to cut the finalization timelines.

3. COVID-19 (02-19-2020)

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

Overview:

Due to the COVID-19 Pandemic, CPC, in collaboration with the national health and safety committees, has introduced new processes and equipment to minimize the virus's spread at work.

Discussion:

CPC shared that there are a lot of questions from LJHSCs on easing the requirements. Numbers are going down. Gateways clinic is completed, a mobile vaccine clinics at YDC is underway. CPC is open to more options from the local public healths.

CPC recognized the comments from CUPW on the COVID playbook. CPC shared that follow up meeting on the COVID playbook next week.

CPC is working with ESDC, Ontario to have active screening. ESDC in Quebec asked to align with Public health to have medical masks only at the CPC locations. ESDC will be available next week, waiting for the confirmation.

CPC explained that management is working on the framework for return to work. CPC is looking at the vaccine numbers per province and trying to establish a de-escalation process. It should be structured and consistent, encompassing all processes and be considering of community outbreaks, regionally and even locally. 145 processes have changed due to COVID. For example, CUPW local via consultation can change the neighbourhood mail delivery from the standard 3 days deliver to 5 days. CUPW said that employees are asking to come back at their normal starting time.

CUPW said that we are in agreement that not all process should be resumed as normal, but for example, the class training may start in person with COVID protocols in place.

Action Items:

1. CPC to share the de-escalation framework.

Other Items

4 H&S Dashboard:

Presenter: Tremblay, Virginie

CPC showed the Tableau dashboard, which is built for the LJHSCs to use for WHPP. CPC asked if CUPW wanted access to the site, CUPW confirmed would like to have the access.

CUPW asked if LJHSCs were given training on the dashboard. CPC responded there is a video on how to use the site. The tool has been in place since 2017 and not a new tool.

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

CPC informed they are transitioning to PowerBI. More communication is required to create the awareness and emphasis on the use of tool, not before Nov' 2021.

CUPW proposed to have a job aid. CPC we will work on it and will share with the committee.

Action Items:

- CPC to provide access to Tableau

5. Head Injury Reduction - Life Safety

Guest: Ramy Sydhom, Dan Gilbert

Overview:

CPC updated head injuries account from past 2 years, including all unions, showing a higher risk of injury for Maintenance as the number one cause.

Discussion:

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Hard hats pilot tested in Gateway, with a reduction from 8 injuries to zero. Pilot has been going on since 2018.

WHPP within maintenance team, and locally decided to take on the pilot in all sites. Local approach to jointly assess designated areas, signage, low head room areas and some other places.

CUPW asked where the 21% came from, if CPC can share the sources and details as the cross tabs do not reflect such. It will be difficult for CUPW to convince their members with low numbers. CUPW has to validate the numbers and stats in order to justify that all maintenance have to wear hard hats in jointly identified risk areas. CPC clarified the type of injuries are all medical aids.

CUPW stated they are not against the preventive measures, but we need justification and validation. CUPW asked if hard hats are made to be mandatory, what will be the accommodation process on religious grounds. CPC responded employees will be accommodated for other tasks. CUPW mentioned such may impact job duties and OT opportunities. CPC will bring it back to checkpoint Q3, planning to have an FAQs before go live.

CUPW mentioned that if new PPE is being introduced it should be presented to NJHSC first. CPC said that no new PPE has been introduced, hard hats, bump caps were already in use at other places. CUPW said that this project was never presented to CUPW NJHSC. CPC said that it is normal to bring a local pilot or initiative after success to NJHSC. CUPW requests that all RA be performed jointly for the implementation of the hard hats requirement.

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

CUPW will discuss the their specialist once the details are shared to determine the neccessity. Local teams have to determine the areas where to wear hard hats through a joint risk assessment between management and CUPW members performing the work in collaboration with their LJHSC. CPC will evaluate those areas to see if further modifications could be made beyond adding a PPE requirement. Not only at the areas where injuries occur, but where the hazards are present like low clearance areas.

Every maintenance employee will get a hard hat if they don't already have one.

CPC the timelines are correct and will come back in Q3. Communication will be shared to NJHSC prior.

Action Items:

1. CPC to provide details on head injury in Maintenance.
2. CPC to provide acommodation process.
3. CPC to share employee communication.
4. Teams to perform risk assessment to identify the areas for hard hats.

6. Gaylord Redesign

Guest: Francis Debrienne

Overview:

CPC is exploring safety improvements for gaylord design.

Discussion:

CPC explained the why and benefits.No cutters required, flaps to open on the sides for ease of access to fill or retrieve. Construction is also sturdier. Product is cardboard, grade is still not confirmed as we are at the design stage.

A survey is in preparation, to compare previous design vs new design, benefits and/or improvements required

Test to take place in a live but controlled environment,, training on how to assemble and dissemble the gaylord, opening and closing of box, removing the materials from the box, etc.... Test planned at OMPP and phase 2 will cover how the gaylord interacts in the network. If employees have issues with them then no further movement.

CUPW would like to attend the tests at OMPP.

CUPW inquires about the height of the gaylords. CPC explained it is the same height of current

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

gaylords, tall and regular size. Both designs will be tested, the pilot we are testing is the tall one around 48".

CUPW asked how will volunteers be selected, CPC responded both PO4 and PO5 will be selected at random and from LJHSC nominations. CPC confirmed the test will be using MMHE to lift and move around with the gaylord, Yes.

CUPW asked if instruction on how to fill the gaylord will be provided, CPC will provide job-aid prior. CUPW will send CPC the names of participants.

Action Items:

1. CUPW to provide names for participants for testing at OMPP in August.
2. CPC to share job-aid

7. CMB Siting Guidelines and Selection Sites

Guest: Sarr, Libasse

Overview:

The CMB Siting Guidelines and Setbacks Standards have existed for years and are used by DSOs to select CMB site locations.

Discussion:

The process allows for concerns to be raised before and after installation. CUPW is asking clarification on the process before the installation of CMB. CPC responded the LJHSC and HRBPs are not involved in site selection. DSO selects the locations using the agreed guidelines. In case municipality standards are higher than CPC, Corporation will follow those. CUPW asked if for new CMB installation, the concerns from delivery agents are considered. CUPW presented a picture of a CMB siting in a small street (ruelle) in Montreal, as an example of the need to collaborate before CMB installation.. CPC responded when and where CMB are going to be installed is communicated to the local team leaders; it is the team leader's responsibility to communicate to delivery agents the upcoming implementation plan.

DSO reaches out to the team leader and not to letter carrier. CUPW stated the corporation needs to include the LJHSCs in the new installation process and also involve the delivery agents. This should be a joint collaborative effort and should be documented in the process for new installation and existing sites.

CPC to have a separate meeting with NJHSC members to discuss the way forward.

Action Items:

1. CPC to schedule a meeting with all the stakeholders on CUPW queries.

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

8. LHSC Terms of Reference

Discussion:

CPC explained the modifications done to TORs incorporating the pandemic and work disruptions requirement on LHSC activities.

Removal of industrial hygiene tools was suggested and instead industrial hygiene assessment carried by 3rd party was included. CUPW suggested to keep the instruments as is. CUPW will review the changes. Add hygiene but leave the others.

CUPW will review and give feedback by the next meeting.

Action Items:

1. CPC to share the timelines, talk tracks and criteria with CUPW

9. Fleet & MMHE Update

Guest: Paul Rivet

Discussion:

Fleet Update

No updates on electric vehicle pilot project, the heavy duty charger is to be installed at Gateway, rest is on plan. CUPW asked if the Corporation will be getting vehicles this year, CPC responded yes, planned for around September.

No production schedule for LDV. Delays from suppliers. No advancements.

VSD safety rules, shipped and posted at all service depots in place as of June 7, 2021.

MMHE Update

LR7 fully functional from over a week time. Short arms are good but having issues for tall people. No set dates, requires a re-design of the arm and may take time with the manufacturer.

Action Items:

1. CPC to update CUPW on the modality of training for the new tiller arm once developed.

10. MMHE Instructor Training

Guest: Jeannette Leveque, Blair Ross (CUPW)

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

Discussion:

CUPW requested for training to be provided the same way it is provided in person. CPC clarified it is for new MMHE instructor only, not for operators. The program is 7 days in total 5 days with LIFTOW followed by 2 days with CPC expert. Due to pandemic, LIFTOW moved to virtual instructor led training (VILT) only. CPC stated that in many areas, we are short of instructors, we need to train 20 new instructors by the end of 2021. This will be a 5 days virtually-led only until back to normal is reached, the 2 day CPC content is techniques to facilitate on the floor. They are operators with 3 years experience, exemptions when volunteers have outside experience. The TTT is practical but not the walk around the equipment, but tips and tricks. A lot of restrictions remain in place, especially travel, VILT is the only mode at the moment. Hot areas requiring new MMHE trainers in Ontario, Pacific and some in Quebec and Atlantic.

CUPW asked about the LIFTOW program and if they do actual demo on the equipment. CPC responded LIFTOW said they will not do demo, as this is not part of the new virtual curriculum. They will use real life models and teaching aids. CUPW mentioned it is important to give instructions on a actual equipment, as models may not have the small details which they might need to know. CPC responded volunteer trainers are experienced MMHE operators, and believes they have the right knowledge about the equipment. CPC will circle back with the committee.

CPC reminded we are past due the certification date for MMHE trainers.

CUPW asked when LIFTOW will be resuming in classroom. CPC responded they remain virtually-led at this time. CUPW asked if CPC could send training status regularly.

CPC asked if we could supplement LIFTOW training with ready-made CPC videos and document already on MISMIH, part of the MMHE refresher. L&D agreed it was a great idea and will discuss with LIFTOW. CUPW asked if new trainers will be giving the time to watch the videos. CPC responded they can built them in the training.

CPC mentioned the 5 days paid VILT training could be taken from home if participants wanted to. CUPW stated they will not support training from home, rather in the workplace with accessibility to someone who can demonstrate hands on with equipment.

Interaction and engagement with the instructor is important if it is virtually-led, with the ability to ask questions by the participants.

Action Items:

1. CPC to circle back with committee on LIFTOW resuming to original training model in person.

National Joint Health & Safety Committee Meeting Minutes

17th June 2021

11. Financial Services

Presenter: Corey G Pelow

CPC is already providing services like Money Gram and prepaid credit cards. Partnering with a big bank (150-200 sites) for small loans (8-16% interest) calling it simple loans. PO will receive brochures and posters with all the details. No transactions in the post office required by the poster masters or postal clerk. It is a market test, where the clerk will guide a customer to dedicated website or/and 1800 number. Finalizing the sites in progress. CUPW vs CPAA vs Dealer Sites yet to be decided. Looking to launch in Sep -2021 by 30-50 sites and later more 50 sites. Announcement is to be made soon. Once go-live, a lot of support is being arranged for the employees.

The FAQ will capture that it will not increase any health and safety hazard. CPC will send a copy of the FAQ to the committee. CUPW will see the FAQs and review the content and will bring it back to the NJHSC in case of any query.

Meetings Held in 2021:

February 18 March 1 (X)	April 29 May 11 (X)	June 17 (X)	September 9 ()	November 10 ()
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