

## National Joint Health & Safety Committee Meeting Minutes

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October 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  
Mike Polera  
Dan Gilbert  
Jim Lintern (telephone)  
Elaine Bedard

### Standing Items

#### 1. ESDC Assignments

##### **Overview:**

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

##### **Discussion:**

The committee discussed the noticeable increase in AVCs being received from ESDC, particularly in the Prairies. The majority of the items are related to housekeeping and should have been discovered and corrected during LJHSC monthly inspections. CPC stated they are revising the LJHSC inspection checklist to ensure that LJHSC have a stronger monthly reminder of what to look for. CPC is hoping to have a draft ready for review and discussion at the December meeting.

CUPW stated they are receiving feedback from their members that not enough time being provided for LJHSC to carefully inspect, and suggested that the inspections are not being taken seriously.

##### **Recommendations / Action Items:**

1. CPC will share a draft of a revised LJHSC inspection checklist at the next NJHSC meeting.

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### **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:**

CPC presented a report summarizing the workplace violence complaint trends year-to-date. The committee agreed that the current trending does not provide enough analysis to drive decision-making. CPC will work to improve the report for future meetings.

CPC asked CUPW if they had given more thought to naming a CUPW represented employee to the list of Competent Investigators for workplace violence complaints and suggested that the committee set-up a separate meeting to review the competent person reports.

CUPW receives a daily summary report of workplace violence incidents that occurred involving their members. Given that workplace violence incidents could have an impact on all employees in the workplace, CUPW requested that the daily summary they receive include all workplace violence reports even those that do not involve their members.

#### **Recommendations / Action Items:**

1. CPC will include all workplace violence incidents in the daily summary provided to CUPW.
2. CPC will set up a separate meeting of the NJHSC to review the competent person reports.

### **3. Safety Training**

**Guests: David Soltis**

#### **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.

CUPW once again noted that still no employees have received Module 5 – Retail training. CUPW also expressed concern that scheduling training during peak season is not productive and that the training might better be given at the beginning of the year. CUPW provided a list of all eligible DD trainers who can give the LJHSC training. CUPW is still requesting a French Train-the-Trainer (TTT) session.

#### **Recommendation / Action Item:**

1. Learning & Development will invite someone from Retail to the next meeting to discuss the plan for Module 5 – Retail training.
2. CPC will schedule a French TTT session.

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### **4. Fleet Updates**

**Guests: Ron Thibert, Todd MacGillivray**

#### **Overview:**

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

#### **Discussion:**

CPC provided an update on the following programs:

- The Request for Proposals (RFP) for the supply of full-size cargo vans is almost complete and an update on the successful bidder will be presented at the December meeting.
- CPC has initiated an emergency campaign to correct a tire-valve retaining nut manufacturing torque problem on the 2017 Dodge Pro-Master. CPC has notified Dodge that they have discovered the problem. CPC stated there are approximately between 50 and 100 vehicles to repair, and are expecting to have it completed by the end of the next week. CUPW requested to view the vehicle.
- A prototype of the NLDV ready in the fall of 2018.

CUPW presented the committee with a photo of a vehicle tray system in London that appears to have been modified.

CUPW also stated they are receiving complaints from RSMCs regarding the refurbishments of the corporate Right-Hand Drive vehicles (RHD). They have received complaints from employees of holes in the cab floors.

CPC stated that vehicle pre-trip inspections should identify this issue and a Driver Vehicle Defect Report (DVDR) should be completed and submitted to initiate the repair. CPC reminded the committee that notes in the vehicle logbook do not get submitted to Fleet Maintenance and so will not get addressed.

#### **Recommendations / Action items:**

1. CPC will arrange for CUPW to view the Pro-Master.
2. CUPW will get more information on the vehicle tray system in London since the photo was not clear.

### **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).

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### **Discussion:**

#### **Facilities:** (Carmen Suchorab)

CPC provided the committee with the 2017-2018 Snow Plan which has not changed from last year. Local site snow meetings have already started to ensure that the contractors have a clear understanding of shift starts, expectations etc. for each location. The standard for snow clearance remains the same at 5cm of accumulation.

CUPW reinforced that it is not their members' responsibility to salt icy areas, and the same standards are to be followed everywhere. CUPW stated they will take under reserve the document provided until they can review.

#### **Street Furniture:** (Luc LaFrance)

CPC explained that their regional team have started the snow clearance review with their contractors.

CUPW pointed out that the need for relay boxes may increase given the changes to neighbourhood mail and delivery windows that will soon come into force and asked how these additional relay box sites would get snow clearance.

CPC explained that changes in street furniture require the local site management to notify the Delivery Service Officer, who then ensures that the location is added to the snow-clearance schedule.

### **Recommendations / Action items:**

1. CPC will provide CUPW with a copy of the 2017-2018 Snow Plan.

## **Agenda Items**

### **6. New High Visibility Vest (2017-10-05)**

#### **Overview:**

Canada Post has had a requirement for several years that employees wear high-visibility vests in Plants due to the motorized equipment in use.

#### **Discussion:**

CPC reviewed a presentation describing new high-visibility vests for Plant personnel. The new vests have several different trim colours that identify personnel based on their role (management, first-aid, LJHSC rep, and maintenance staff). Standardizing on these vests will ensure that all employees and visitors are properly protected and will also make it easier for employees with specific responsibilities to be easily identifiable.

#### **Recommendation / Action Item:**

1. CPC will ensure that other vests are removed from the SAP catalogue.
2. CPC will provide CUPW with one sample of each high-visibility vest.

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### **7. Ergo-lift (LR3) St-Johns (2017-07-17)**

**Guest: Dan Gilbert**

#### **Overview:**

CUPW received a report outlining that the tiller arm had been bent on an ergo-lift (LR3) in St-Johns. An employee became concerned that the arm was bent because the handle looked too close to the frame when the forks are raised.

#### **Discussion:**

CPC confirmed that they had reviewed the Plant ergo-lift maintenance records going back to 2013 and could not find any reports of a bent tiller arm. CPC explained that the handle of the tiller arm has two ring-shaped handles that employees should grip to maneuver the unit. It is conceivable that an employee who uses one hand and grips the handle at the top will find their knuckles close to the frame. This does not indicate a bent tiller arm. An awareness campaign was initiated in St-Johns to ensure that employees understood how to use the handles correctly.

### **8. Local Joint Health & Safety Committee (LJHSC) Terms of Reference Review (2015-09-17)**

#### **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.

#### **Discussion:**

The committee discussed the terms of reference and is suggesting two changes:

- The French wording in section 3.1 should be changed to reflect the English wording.
- Wording will be added to encourage that committees complete an annual assessment of their effectiveness using the Committee Effectiveness Checklist.

#### **Recommendations / Action Items:**

1. CPC will update the document and send it to the NJHSC for their review and approval.

### **9. RSMC RouteJHA Follow Up (2017-05-30)**

#### **Overview:**

As discussed at the May 2017 NJHSC, a review of the RSMC Job Hazards Analysis (JHA) was held in June 2017. At that meeting, the NJHSC confirmed that the practice of designing routes to minimize U-turns and 3-point turns as much as possible should be reinforced. CPC further agreed to study actual route designs to ensure that this practice has been understood by the design team and been implemented.

#### **Discussion:**

CPC reviewed a presentation with the committee confirming that, as of 2014, Route Measurement Officers (RMO) or Rural/Suburban Officers (RSO) build delivery agent routes

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minimizing the use of U-turns, 3-point turns and bilateral CMB site delivery (parking on one side of the street to cross to the other for delivery). A sample of routes in depots from across the country were analyzed to confirm that this practice had been understood and implemented. One depot sampled had routes that did not meet these requirements. The routes in question will be re-designed.

CUPW raised concern that in Sherbrooke, even with a recent restructure, there are some routes that still have more than 250 U-turns. CUPW also requested that the LJHSC members or employee Health & Safety Representatives are included in these reviews.

### **Recommendations / Action Items:**

1. CPC will look into the route structures in Sherbrooke.

## **10. International Small Packet Sorter (2017-10-05)**

### **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 stated that they will be installing two International Small Packet Sorters (ISPS): one in Vancouver and one in Toronto. CPC is in the RFP stage of the process now and, once the supplier is selected, will begin the design phase within the next few months. The design will focus on the induction workstations. CPC is requesting CUPW's participation in the detailed design. A prototype of the workstation will be set-up either in Toronto or at Head Office.

CUPW stated that they would like to be involved in the detailed design of the induction station and would prefer if the prototype is installed in Toronto. This will facilitate the involvement of other members of their bargaining unit.

### **Recommendations / Action Items:**

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

## **11. Winter Boot Study (2017-05-30)**

**Guest: Jim Lintern (telephone)**

### **Overview:**

Slips trips and falls continue to be the primary cause of employee injuries. Footwear technology is rapidly changing and CPC would like to take advantage of improved footwear to enhance employee safety. At the May 2017 meeting, CPC presented the impressive results of a CPC-APOC joint study on the slip resistance of winter boots with new tread technology and asked CUPW to consider having their members test these boots in the upcoming winter season.

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### **Discussion:**

CPC reviewed a brief presentation highlighting the study findings and again requested CUPW's participation in either promoting the boots or conducting testing of the boots.

CUPW stated that they would like to see more details on the testing and methodology before they determine how they would like to participate.

### **Recommendations / Action Items:**

1. CPC will provide CUPW with a copy of the study report.

## **12. Powered Flex Conveyors & Caddy System Upgrades (2017-10-05)**

**Guest: Mike Polera**

### **Overview:**

CPC continues to modernize and increase mail-processing capacity. A project was recently completed to purchase flexible conveyors and caddies to replace outdated existing units and to add to mail processing capacity.

### **Discussion:**

CPC reviewed a presentation detailing new flexible conveyors and caddies that were recently installed in Montreal (4) and Ottawa (2). This standardized new design has some safety feature enhancements including a conveniently located power and emergency stop, swivel caster wheels for ease of movement and quick mechanical and electrical disconnects. CUPW inquired about the force required to operate the system. CPC stated that the force required is minimal, and an ergonomic study was performed. CUPW would also like a copy of the ergo study. CPC apologized for the late visit to NJHSC to discuss the project but confirmed that LJHSC was consulted prior to implementation at each location that received this equipment.

CUPW requested a copy of the training material.

### **Recommendation / Action Item:**

1. CPC will provide the training material and the ergonomic study to CUPW for their review.

## **13. Next Generation PDT RSMC Personal Vehicle Charger (2017-10-05)**

**Guest: Elaine Bedard**

### **Overview:**

CPC continues to modernize and increase mail-delivery capacity. A project is being introduced to ensure that delivery employees have functional Personal Data Terminals (PDT) that last for the entire route.

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### **Discussion:**

The current MC 67 PDTs are not able to hold a charge long enough for employees to complete an entire route. CPC reviewed a presentation introducing a 12V car charger will be provided to employees so that they can charge the PDT battery while in transit. This will eliminate the need for employees to carry multiple batteries and to have to swap them out during the day. MC67 PDTs are used by RSMC employees so splitters will also be provided to employees who have only one 12V outlet in their vehicles and also need to plug in the vehicle's flashing light. The employees will be instructed to store the PDT under the passenger seat.

CUPW raised several concerns with this project. There is the potential that having the PDT charger and vehicle light both connected to the battery may cause excessive draw on the battery power. This may cause damage to the RSMC's personal vehicle over time. CUPW would like CPC's position on whether the corporation would pay for such damage if it occurs. The placement of the PDT under the passenger seat may interfere with the Rural Reaching Device (RRD) and the mail collection tray.

### **Recommendation / Action Item:**

1. CPC will investigate alternative locations for the placement of the charger.
2. CPC will confirm the power draw of both the PDT charger and vehicle light combined.
3. CPC will provide CUPW with its position regarding paying for vehicle damage related to battery draw.

## **14. Miscellaneous Items:**

CUPW raised several issues to the committee's attention.

### **Discussion:**

E100-E300 Series CMB Health and Safety Issues - CUPW provided the committee with pictures of the CMBs showing that the latches on the CMB doors are at eye and leg level. An example was provided that showed an injury to the lower leg of an employee caused by the latch. CUPW is also concerned that if wind catches the open doors, the latches could injure employees. CUPW also reminded the committee that employees are not comfortable that the key cannot be removed from the unit unless the door is locked. This means that the employee is tethered to the CMB while loading it. This makes it difficult for an employee to move quickly out of the way of a dog, car, bees or other hazard. CUPW requests that CPC consider a breakaway lanyard.

MMHE E-Learning Refresher – CUPW has further considered CPC's launch of a three-year MMHE refresher e-learning module for all PO5 employees that was discussed at the March 2, 2017 NJHSC meeting. CUPW considers that this program is a breach of the collective agreement clause that states that training provided to MMHE operators will be given exclusively by peer trainers. CUPW also reminded the committee of the Campbell Brothers OHSTC decision regarding digital learning. CUPW also stated they have not been able to review the training material yet since they have not been able to work the link to the Learning Zone web site.



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MMHE Battery Maintenance - CUPW stated that they received a national consultation notice on September 29, 2017 regarding a new battery replacement processes. The process was to be implemented starting October 30, 2017. CUPW has requested that this be delayed until the NJHSC can discuss this project at the December meeting.

CMS 1605.21 – Suspected Biohazard Incident Response - CUPW continues to observe that, despite the communications issued to Operations this year reminding them of the proper process, management in some facilities are still not following the process. In particular, two incidents in Prairie were cited. CUPW expressed dismay that management continues to discipline employees for not following procedures but don't appear to hold themselves to the same standard. CUPW requested information on what action is taken when supervision do not follow the process.

### Recommendation / Action Item:

1. CPC will investigate the CMB issues raised.

### Closed Items

MLOCR Maintenance  
 Shunt Mobility Review  
 MMHE Safety Refresher  
 Sun Screen  
 WHMIS for C&D Employees  
 Hazard Prevention Program  
 Hot Work Permit for Maintenance  
 Harness Inspection  
 MLOCR Updates  
 LJHSC Team Meetings  
 OHSTC Decision

### Other Business

The next NJHSC is scheduled for December 5, 2017

### Meetings Held in 2016:

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