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CPC/CUPW LOCAL JOINT HEALTH AND SAFETY COMMITTEES

1.0 Statement of Purpose

Canada Post has the primary responsibility for ensuring that employees have a healthy and safe place to work. Canada Post (CPC) and the Canadian Union of Postal Workers (CUPW) recognize and acknowledge the need for constructive and meaningful consultation to work together to effectively deal with health and safety matters. The Local Joint Health and Safety Committee (the Committee) is the primary forum for labour/management consultation and interaction, with a view to supporting and promoting the development and maintenance of a healthy and safe workplace.

The Committee must deal honestly and impartially with matters of occupational health and safety brought to its attention. The members of the Committee shall work together and have individual and collective responsibilities to search for facts and solutions to resolve health and safety matters.

The Committee's recommendations, regarding corrective and preventative measures shall be given priority and consideration by CPC in all aspects of operations, service and supporting activity.

2.0 Objectives

The objectives of the Committee are to:

- create, promote, foster and ensure a healthy and safe work environment respecting employees;
- ensure the duties are fulfilled in accordance with the occupational health and safety legislation and regulations and the CPC/CUPW collective agreements;
- provide a forum to address and discuss health and safety issues;
- ensure that contractors/tradespersons performing work on behalf of CPC in the vicinity of CUPW members and other employees follow all applicable federal and provincial safety codes and established safe work procedures.

3.0 Committee Structure

For each workplace at which there are more than 149 employees, a Committee shall consist of three CPC and CUPW representatives respectively. For each workplace where there are

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more than 19, but fewer than 150 employees, a Committee shall consist of two CPC and CUPW representatives respectively.

Each party shall select its respective members and alternates.

The Committee shall ensure the names, work telephone numbers, shift and work locations of all Committee members and alternate members are posted on the health and safety bulletin board and in the information books.

The Committee shall have two Chair persons; one representing and appointed by CPC and one representing and appointed by CUPW. The chair shall alternate every meeting

To fill absences or temporary vacancies as they occur, alternate members shall attend meetings in the place of regular members with the full rights, powers, and duties of the regular Committee members. Alternates may also attend meetings for specific purposes, as approved by the Co-chairs.

3.1 Committee Co-Chairperson Duties

- Ensure that the meetings begin on time and that the agenda is followed.
- Ensure that the responsibilities have been assigned and that deadlines have been established.
- Ensure that all items are dealt with and summarized in the recommendations.
- Ensure meeting minutes capture all topics discussed
- Review, amend and sign meeting minutes.

3.2 Committee Support and Records

One of the CPC resource Committee or non-Committee members shall act as a support person for the Committee. This person shall record the proceedings of the meeting and act as the custodian of the Committee minutes and files.

The Committee shall ensure all documents, files and materials are accessible to Committee members during regular working hours...

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4.0 Functions of the Local Joint Health and Safety Committees

The Committee members shall develop a yearly work plan to ensure the activities identified by the Committee are fulfilled. All protocols, processes and standardized reports approved by the National Joint Health and Safety Committee shall form part of the Committee's work plan. As well, the following list details some of the functions of the local Committees:

- (i) hold meetings at regular intervals at least 9 times a year;
- (ii) receive and settle employees' complaints;
- (iii) maintain records of the complaints presented;
- (iv) examine the reports concerning the conditions within the workplace and the reports on the safety officers' directives;
- (v) cooperate with professional health services;
- (vi) establish and support educational programs dealing with health and safety;
- (vii) participate in investigations and inspections relating to health and safety;
- (viii) inspect each month all or part of the workplace, so that every part of the workplace is inspected at least once each year;
- (ix) develop and, maintain related programs and protective measures;
- (x) ensure that accurate records of work accidents are maintained, etc.;
- (xi) cooperate with government safety officers;
- (xii) study information on the actual or possible risks associated with equipment or work methods;
- (xiii) study all the Corporation's reports concerning the health and safety of employees within the bargaining unit;
- (xiv) establish a list of suitable candidates to receive training and become competent first aid attendants;
- (xv) perform any other function that the National Joint Health and Safety Committee deems appropriate with a view to improving the administration of the health and safety policy in the workplace;
- (xvi) shall participate in the monitoring of changes that may affect occupational health and safety, including work processes and procedures;

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- (xvii) shall participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices; materials;
- (xviii) shall ensure that the instruments necessary for measuring the temperature, humidity, noise, carbon monoxide, lighting and dust levels are available at each divisional office and in major postal facilities; in other postal facilities, the necessary instruments shall be available upon request where there are serious reasons to believe that compliance with environmental standards is not being met.

4.1 Emergency Evacuation Planning Activities

The Committee will participate in the development and monitoring of the emergency evacuation plan and ensure it is posted in a highly visible area. Emergency procedures will be developed in consultation with the Committee.

The plan will include those requirements and procedures as outlined in part 17 of the COSH regulations. The Committee will monitor training exercises, drills and the results, in order to make recommendations on improvements to the emergency evacuation plan, as required.

The Committee will ensure that applicable training programs that address the prevention of hazards in the workplace are implemented and monitored. The Committee will also provide for the education of employees in health and safety matters.

A mutually agreed-upon Sub-Committee may be established to conduct special projects, studies and/or reviews. A Sub-Committee shall consist of at least two CUPW Representatives selected by the Union. The Sub-Committee shall report its findings back to the Committee. The Committee is responsible for following up on the Sub-Committees recommendations.

4.2 Complaints and Hazard Reports

The Committee shall consider and expeditiously address complaints relating to the health and safety of the employees.

The Committee shall monitor hazards with the use of the standard Hazard Report form (22-053-091).

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4.3 Escalation Process – Unresolved Issues

A health and safety concern not resolved between the supervisor, an employee, and the union representative (if involved) must be referred to the Committee. In the event the Committee is unable to resolve the health and safety concern brought to its attention, it may be escalated to the next level, in keeping with the consultation process established for that region.

An unresolved concern may be referred to the National Joint Health and Safety Committee along with the local joint health and safety Committee minutes, regional consultation minutes and any supporting documentation that is available.

4.4 Inquiries, Investigations, Studies and Reports

The workplace Committee shall:

- assist the employer in investigating and assessing the exposure of employees to hazardous substances;
- participate in all enquiries, investigations, studies and inspections pertaining to the health and safety of the employees, including any consultation that may be necessary with persons who are professionally or technically qualified to advise the Committee on those matters;
- ensure that adequate records are maintained on work accidents, injuries and health hazards related to the health and safety of employees, and regularly monitor data relating to those accidents, injuries and hazards and incidents of violence;
- maintain a checklist detailing the work location, type of injury, equipment or procedure involved in order to monitor/study problem areas and to make recommendations to prevent further injuries;
- establish a protocol and contact list for the Committee, which is to be followed for all incidents, hazards, incidents of violence and work refusal investigations.

4.5 New Equipment / Materials Review

Local Joint Health and Safety Committees will participate in the implementation of changes that may affect the health and safety of workers, including work processes and procedures.

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The Committee, in respect of the workplace for which it is established, may request from an employer any information that the Committee considers necessary to identify existing or potential hazards with respect to materials, processes, equipment or activities.

The employer shall respond in writing to recommendations made by the Committee within thirty days after receiving them, indicating what, if any, action will be taken and when it will be taken.

4.6 Hazardous Substances/Materials

The Local Joint Health and Safety Committee shall assist the employer in assessing and investigating the exposure of employees to hazardous substances.

The Committee will ensure that the proper protocol is followed in the event of the presence of a biological/hazardous item in the workplace and/or in the mail.

The Committee shall ensure compliance to all WHMIS Regulations that apply to the workplace and that copies of the most recent Material Safety Data Sheets (MSDS) are kept readily available to employees for all substances used in the workplace.

In relation to Hazardous Substances, COHS regulation 10.14, the employer shall consult with the Committee on the development and implementation of an employee education program with respect to hazard prevention and control in the workplace.

This program will be reviewed:

- at least once a year, or
- when there is a change in conditions with respect to hazardous substances in the workplace; and
- whenever new hazard information with respect to a hazardous substance in the workplace becomes available to the employer.

4.7 Workplace Inspections

The Local Joint Health and Safety Committee, with respect to the workplace for which it is established, shall inspect each month all, or part of the workplace, so that every part of the workplace is inspected at least once each year. The Committee will determine how the inspections are conducted.

Such inspections may take place prior to the monthly Committee meeting and should be scheduled in advance to allow for effective and appropriate inspection of the workplace. These schedules shall be posted on the health and safety bulletin boards.

Workplace inspection checklists shall be supplied and used for inspections. The National Joint Health and Safety Committee supplies and approves the checklist and it is recognized

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that it does contain all essential elements but is not necessarily exhaustive for some workplaces. Consequently, the Committee will need to review the particulars of each location and agree on the items and frequency of inspection for each item. The approved inspection checklist will assist in ensuring the Labour Code Part II and the COHS Regulations expectations are addressed monthly. A copy of the workplace inspection checklist(s) shall be attached to the minutes of the regular meeting for each location that the Committee oversees.

5.0 Time Required for Work and Payment of Wages

Committee members and alternates who are not full-time Union representatives , , shall be entitled to paid time from their work as is necessary when they are actually performing the functions of the Committee member they are replacing, in order to carry out any function or duty assigned by the Committee and approved by the Co-chairs.

No member/alternate shall suffer any loss of wages, rights or benefits in the performance of their Committee duties. CPC may re-schedule the working hours of a non-full-time Union representative member in order to attend the Committee meeting.

Any time that non-full-time Union representative member or alternate spends carrying out any of the functions or duties of the Committee, shall be deemed to have been time spent at work.

When approved by both Co-chairs, the non-full-time Union representative members or their approved alternates shall be entitled to take the paid time required during their regular working hours, for the purposes of preparation for and travel to a Committee meeting.

6.0 Meetings

Meetings shall be held at least nine times a year and shall be scheduled well in advance. These schedules shall be posted on the Health and Safety bulletin board.

There shall be sufficient time allotted for each meeting to complete the order of business, taking into account the number of items submitted as new business.

Where the time allotted for a meeting is insufficient to complete the order of business, all attempts shall be made to schedule the continuation of the meeting within the same month to complete the order of business.

When one of the parties requests an additional meeting for a specified purpose or purposes, the other party shall agree to a mutually acceptable time, date and location.

All meetings shall be held on CPC's premises at a time and for a duration determined by mutual agreement.

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6.1 Quorum

A quorum shall consist of the majority of the members of the Committee, with at least one CPC representative and two representatives of CUPW.

Should a quorum not be met for any meeting, every attempt must be made to reschedule the meeting at a mutually agreeable time, during the same month if possible, to ensure the Committee addresses the order of business.

In the event that a quorum is still not obtainable, it shall be recorded in the minutes and the normal procedure for distributing and posting minutes will occur.

7.0 Agenda

The agenda for local joint health and Committee meetings shall consist of:

- Review of Previous Minutes
- General Discussion
- Visitors/Presentations
- Ongoing Business (Hazard Reports; Incident Investigations Reports; Workplace Inspections)
- New Business
- Adjournment

The order of business may be changed by mutual agreement, as required.

The respective Committee members shall submit items for New Business to the Co-chair, at least five working days prior to the meeting. The agenda will be prepared and circulated at least three working days prior to each meeting. Advanced notice of five days is required to both Co-chairpersons for any visitors attending meetings, with the exception of full-time CPC and CUPW representatives.

This process shall not preclude any additional items that arise between the date of submission of agenda items and the meeting date.

By mutual consent, items can be tabled to the next meeting.

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8.0 Meeting Minutes

All items brought to the Committee shall be recorded in the minutes including a brief resume of the discussion that took place. Under exceptional circumstances, other means of recording the proceeding may be used in combination with written minutes, upon the agreement of the Co-chairs.

Minutes shall reflect:

- the names of those in attendance with a clear identification of management / union worker representatives.
- the number assigned to each item stating year, month, day issue number and title (i.e., 91.07.01 001 Subject X),
- the consensus, or lack thereof, of the Committee on each item,
- the recommendations for resolutions on each item,
- the date for resolution to take place on each item,
- both the CPC and CUPW positions on items in dispute.

The minutes shall be recorded and a copy of the minutes (as complete as possible) shall be provided to the participating Union representatives within ten days of the meeting for review and amending if necessary. A copy of the final minutes will be provided to the CUPW National Director responsible for the Local concerned.

Items shall only be removed from the minutes once CPC has provided its response and decision.

Minutes shall not be distributed without the prior review and approval of the respective Chairpersons or their designated replacement.

CPC shall provide each member of the Committee with a copy of the finalized minutes.

A copy of the finalized minutes shall be posted on the Health and Safety bulletin board and remain there until the next Committee meeting.

A copy of the finalized minutes shall be kept by management for a period of two years from the date on which the meeting was held.

9.0 Communications

Communications arising from Committee meeting business shall be set out in writing and filed by the support person for future reference.

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10.0 Annual Report - Local Joint Health and Safety Committee

The CPC Chairperson will submit the annual report, no later than March 1 of each year, of the health and safety activities undertaken during the 12-month period ending on December 31 of the preceding year. Both Chairpersons will sign the annual report and post a copy of this report on the H&S bulletin board for a period of two months.

Any disagreement with this report may be addressed in a report issued by the CUPW Co-chair and attached as an appendix to the annual report.

11.0 Committee Education and Training

CPC shall ensure that training is provided for all Committee Members as per CLC part II / COHS regulations and the provisions of the CPC/CUPW collective agreement, through available programs and consulted upon at the National Joint Health and Safety Committee.

12.0 Continuous Improvement

Committees should periodically review the effectiveness of their activities, programs and legislated functions and make adjustments as needed. Committees should consider the use of the LJHSC Effectiveness Checklist to identify opportunities for improvement.

13.0 Amendments and Revisions

It is agreed that the purpose of this document is to create a framework for the Committee(s), and that the *Canada Labour Code* and the CPC/CUPW collective agreement, where applicable, take precedence.

These Terms of Reference should be reviewed every two years. Should a change in the Terms of Reference be deemed necessary, such change shall require consultation with, and the agreement of the National Joint Health and Safety Committee.