

Health and Safety Bulletin – April 2010

To all CPAA Members:

The issue of elections for offices with less than 20 employees comprised of more than one Bargaining Unit (i.e. CPAA and RSMC members) is still being finalized. The election guidelines are in the process of being developed. CUPW is confirming the offices where there is an RSMC interested in being the Health and Safety Representative. Once confirmed, we will be able to begin the process of elections. Until then, the Postmaster will remain the designated Health and Safety Representative. CPAA remains committed to ensuring that all employees, from all Bargaining Units, will be fairly represented for all health and safety issues within our workplace.

Our view has been that the Postmaster is the most appropriate person for this responsibility. We hope our members continue to take a keen interest in this important role.

Tips for Health and Safety Representatives

Now that winter is finally over, it is an opportune time to inspect your buildings for repairs and maintenance that can be performed during the warmer months.

Arrange for maintenance of your air-conditioning units in preparation of the warmer weather. Ensure filters are changed and the units are in good working condition.

Inspect your buildings to ensure that water is being properly drained away from the foundation. Ensure the roof is in good condition. Check that gutters and down spouts are draining properly and water is directed away from the building. Ensure that basements and crawl spaces do not have an accumulation of water or excess moisture and that there is proper ventilation. Inspect the ceilings and walls for indications of water damage. Accumulations of moisture within the office can lead to potential mould growth which could be dangerous to the health and safety of those working within the building.

Exits and entrances should be free of impediments to prevent accidents from occurring during employees' daily work or if an emergency situation were to occur. Check that doors and windows open and close easily. Check the handrails, steps, and walkways leading into the building to be sure they are in good condition. If not, report the repairs that will be required to prevent potential accidents from occurring.

Inspect the loading/unloading area of the office. Note whether this area, including stairs, docking area, driveways, etc., requires repairs.

Remind employees of the need for appropriate footwear in the workplace. Wear protective footwear as required. To prevent injuries, or reduce the severity of injuries, never wear open toes, open heels, high heels, or canvas, fabric or soft rubber footwear.

Health and Safety Representative Training

Health and Safety Representative Self-directed Training packages have been sent to semi-staff Post Offices with less than 20 employees comprised solely of CPAA members. For the remaining offices, Canada Post will be distributing the training packages as soon as possible.

Canada Post is reviewing the training packages for Group Offices, without RSMCs, with Postmaster provided premises to determine revisions that would better encompass their needs for health and safety. We are expecting this to be finalized within the next few months.

Your input is very important to us. If you have a suggestion or comment for future Health and Safety Bulletins, please contact:

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