

## *Health and Safety Bulletin – April 2009*

### **To all CPAA Members:**

A memorandum of agreement has been signed between CUPW and CPAA for the process to select the Health and Safety Representative in Post Offices, with less than 20 employees, comprised of more than one Bargaining Unit (example CPAA and RSMC's). An election will occur in those offices where both CUPW and CPAA have put forward the name of one individual, each, to become the Health and Safety Representatives. The name of the Postmaster will be put forward by default unless we are otherwise instructed. Details of the election process will be ready for distribution prior to any elections taking place.

All employees within the workplace are responsible for health and safety. Know and follow the Health and Safety rules. Know the emergency procedures and the location of emergency equipment in your workplace. If you see anything that looks unsafe, tell the person in charge or your Health and Safety Representative. Do not wait until a fellow co-worker is injured. Help to keep all workers healthy and safe!

### **Tips for Health and Safety Representatives**

The Canada Labour Code [Section 135 (5) (j)] states that the health and safety representative “*shall inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year*”.

These workplace inspections allow for the early detection of potential hazards and allow you to carry out the corrective actions necessary to prevent future accidents and injuries.

The Workplace Inspection checklist can assist in identifying the areas that require your attention. You may wish to plan what month you will inspect the various portions of the facility indicated on the checklist. For example Emergency Exits/Lighting would be the focus of your inspection in January, Fire Equipment in February, Washrooms in March, and so on throughout the months for the remainder of the year. **Remember you are only required to inspect part of the workplace each month as long as your total workplace is completely inspected at least once a year.**

Plan for the best time to perform your inspections. Avoid the busiest days and peak periods. Inspections are important and will only be successful if the proper time and attention is allowed. Be methodical and thorough. Take notes, so problem areas will not be forgotten. **Listen to the concerns expressed by your fellow workers.**

Immediate dangers that are discovered during the inspections should be dealt with immediately. Inspections will only be successful if potential hazards or problems are reported quickly and corrective action implemented as soon as possible.

Remember that an inspection determines facts and is not a fault-finding exercise.

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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