

## *Health and Safety Bulletin – April 2011*

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

The Health and Safety Representative elections are complete. There are approximately twenty (20) offices where a member outside of CPAA will be the Representative. These positions are for a term of two (2) years. If a Health and Safety Representative position becomes vacant, the bargaining units involved will determine whether an election will be required to fill the position.

The Canada Labour Code – Part II sets out the duties of the Representative in Section 136(5). These duties include handling complaints relating to the health and safety of employees, and ensuring adequate records are maintained pertaining to accidents, injuries, health hazards, etc. Report health and safety concerns to your Health and Safety Representative as soon as possible, so there will be no delays in having the issues addressed.

### **Short Term Disability Program – Coding**

**Please note:** When completing the “Exception Time Report” for Short term Disability, enter “STDP”. Do not enter a numerical code.

### **Your Health**

There are many demands placed upon us at home and at work. These can be a source of worry and stress which may affect your health.

If you are experiencing difficulties in your personal or work life and need assistance coping, please consider contacting the Employee Assistance Program (EAP).

The EAP is provided by Canada Post to all employees free of charge through Shepell.fgi, a professional support service. This program is available over the telephone, in person, or online and it is completely confidential. Depression, grief, stress, family issues, parenting, drugs, alcohol, gambling, smoking and relationship issues are just a few of the areas they are capable of providing assistance.

You can reach EAP directly at 1-866-565-4903 (TTY 1-877-338-0275), set up online counselling at [www.shepellfgi.com/ecounselling](http://www.shepellfgi.com/ecounselling), and find further resources at [www.shepellfgi.com](http://www.shepellfgi.com).

### **Health and Safety Representatives**

Human Resources and Skills Development Canada (HRSDC) Safety Officers enforce the Canada Labour Code – Part II and may visit a Canada Post facility to conduct a safety inspection or investigation. Upon an officer’s arrival, immediately notify the Area Performance Centre (APC).

Area Performance Centre	East	Central	West/North
Telephone Number	514-345-4445 or 1-800-361-8744	905-214-9303 or 1-800-387-0737	204-987-5161 or 1-800-665-8732

APC will notify the appropriate local Canada Post Health and Safety Personnel. Complete instructions are found in the Corporate Manual System procedure 1605.11. Health and Safety Representatives are encouraged to review this procedure to ensure they are prepared in case a HRSDC officer arrives.

Stay healthy and stay safe. 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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