

HEALTH AND SAFETY BULLETIN – August 2008

To all CPAA Health and Safety Representatives:

CPAA is very proud that Postmasters are the Health and Safety Representatives within Post Offices. This is a very important role. A role in which you should take great pride.

Article 17.04 of the Collective Agreement details who the Health and Safety Representative will be in each Post Office. Health and Safety Representatives are chosen as follows:

- ❑ In Post Offices with **less than 20 employees comprised solely of CPAA members**, CPAA has selected the Postmaster to be 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), the process to select the representative is still to be determined. Until the process is finalized it is our opinion that the Postmaster will retain the status of Health and Safety Representative.
- ❑ In Post Offices **with 20 or more employees comprised of one or more Bargaining Units** (example CPAA, RSMC), a Health and Safety Committee will be established comprising of at least two employer members and two employee members. CPAA has selected the Postmaster in these offices as an employee member representative on these committees.

Training is an important element that is still being finalized. It is crucial that you as the current Health and Safety Representatives have an understanding of the duties to be performed to ensure that issues surrounding the well-being of all employees are addressed properly and promptly.

Examples of these duties include:

- ▶ Ensuring that *The Canadian Labour Code - Part II* is posted and available to all employees.
- ▶ Ensuring that all or part of the workplace is inspected every month so that the entire workplace is inspected at least once each year. Ask for extra hours if necessary to complete your inspections.
- ▶ Ensuring that workplace hazards are identified and addressed immediately such as fire hazards, poor lighting, garbage disposal, hazardous substances, etc.
- ▶ Ensuring that First Aid kits are available in every office. Be sure that the kits have all the required contents, that the items are replaced as necessary and their location is known to all employees.
- ▶ Ensuring that you have the appropriate forms/books to report accidents. Minor incidents should be recorded as well as those requiring medical attention.
- ▶ Ensuring that Fire Extinguishers are present in your office. Fire extinguishers should be in good working condition, serviced annually and their location known to all employees.

We rely on our Health and Safety Representatives to perform their duties to the best of their ability, with professionalism and a sincere desire to ensure the health and safety of all employees. Thank you for your dedication to a healthy, safe work environment.

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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