

## *Health and Safety Bulletin – September 2009*

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

As reported in previous communiqués, elections for a Health and Safety Representative will only be required in Post Offices with less than 20 employees comprised of more than one Bargaining Unit (example: CPAA and RSMCs) where both Bargaining Units have put forth a name. CUPW has recently provided a list of offices where an RSMC has indicated their interest. We are currently finalizing the details of the election process and will distribute this information to the offices requiring an election as soon as possible. The Postmaster will, by default, be the Health and Safety Representative until required elections are completed.

### *First Aid Attendants*

Part II of the “*Canada Labour Code, Canada Occupational Health and Safety (COHS) Regulations, Part XVI, First Aid*”, details the requirement for First Aid Attendants in the workplace.

If your workplace has a local ambulance response time of two or less hours and you have six or more employees working at any time, you are required to have at least one (1) First Aid Attendant.

If your workplace has a local ambulance response time of more than two hours and you have two or more employees working at any time, you are required to have at least one (1) First Aid Attendant.

If you wish to volunteer to be a First Aid Attendant, please notify the Corporation’s representative responsible for your workplace (Local Area Manager, Postmaster, etc.). If selected as a suitable candidate, the Corporation will provide first aid training as per the Canada Labour Code requirements. Your responsibilities will include: providing first aid during the working hours to employees who become ill or injured in the workplace, determine the need for transfer to a medical facility, and providing first aid during the transfer.

### **To Health and Safety Representatives**

Health and Safety Representative Self-Directed Training packages have been sent out to all Post Offices with less than 20 employees comprised solely of CPAA members. In these offices, the Postmaster has been selected to be the Health and Safety Representative. For those offices with more than one bargaining unit that do not require an election to determine the Health and Safety Representative, training packages will be distributed as soon as possible. The remaining offices requiring elections will receive the packages upon completion of the election process.

It is important that these training packages are completed to ensure that you are knowledgeable about your roles and responsibilities, your duties, and the importance of health and safety within your workplace.

Time is available to complete the Self-Directed Training package during your working hours. Contact your Local Area Manager if you require additional hours. If sufficient training time is not provided during your work day, please contact your CPAA Branch Representative.

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

**CPAA National Health and Safety Committee  
281 Queen Mary  
Ottawa ON K1K 1X1**

**Phone (613) 745-2095**

**Fax (613) 745-5559**

**E-mail [mail@cpaa-acmpa.ca](mailto:mail@cpaa-acmpa.ca)**