

## *Health and Safety Bulletin – September 2012*

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

In the majority of offices, the Postmaster has been appointed as the Health and Safety Representative. Article 17 of the Collective Agreement addresses the Safety and Working Conditions. It states that all parties recognize an employee's right to working conditions which show respect for his health, safety and physical well-being. All efforts will be made to prevent and correct situations and conduct, which would compromise the health and safety of employees or deteriorate the work environment. As per Clause 17.05 (d), Branch-Director Health and Safety Committees have been established. These are in addition to Health and Safety Committees (offices with 20 or more employees) and offices with Health and Safety Representatives (less than 20 employees).

Appendix "K" addresses the escalation for health and safety issues. An employee should first raise any concern with their immediate supervisor. If not resolved, the employee should contact the Health and Safety Representative in the office who will review the concern with the responsible Local Area Manager (LAM) (or his equivalent). If unable to resolve the issue, it should be escalated to the Branch-Director Health and Safety Committee. If the Committee is not able to resolve the concern, it shall be referred to the Regional General Manager. Finally, if necessary, it would be referred to the national policy health and safety committee.

The employee may also refer his/her concern to Human Resources and Skills Development Canada (HRSDC), as per the Canada Labour Code (CLC).

At each stage of the process, a report in a form agreed upon between CPC and CPAA, is to be completed and submitted as soon as possible to the Branch-Director Health and Safety Committee. The Health and Safety Representative completes the initial form. The Corporation's representative completes the form at all further stages.

### **Health and Safety Representatives**

#### **Supervisor Accident Investigation Report (SAIR)**

When an accident or injury occurs in the workplace, a Supervisor Accident Investigation Report (SAIR) must be completed by the **Supervisor (i.e. Local Area Manager)**. The Health and Safety Representative and the Postmaster are not considered as the Supervisor in this instance. It is **not** their responsibility to complete this form.

The Health and Safety Representative or Postmaster may be required to provide information to assist the Manager to complete the investigation for the SAIR. Be sure to keep any records you feel necessary should a situation arise in your office that could be a health and safety issue.

### **Reminder:**

- Complete your Monthly Inspection Checklist and escalate as needed for any health and safety issues.

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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