

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: David
Minutes: Zahrah
Date: 28-Aug-14
Time: 8:00 AM
Location: Willowbrook Boardroom

Purpose: JHSC Meeting, Bombardier Transportation
Reference: Occupational Health and Safety Act, Union Agreement, JHSC Terms of Reference

Attendees: PRESENT
 Ted Hargrave David MacLellan
 Tim Steenkist Darren Hager
 Peter Newton
 Tim Staples

ABSENT

GUEST
 Zahrah Diyaljee-Audit
 Mark Willer
 Pawel Waszcur

GROUND

- *Read the minutes*
- *Accomplish your task*
- *Prepare your issue for the next meeting*

#	Point	Outcomes/Actions/Decision/Comments	Responsible	Status
1	Open Meeting	Meeting called to order at 8:00 a.m.		
2	Acceptance of Previous Minutes	Minutes of July 2014 meeting were accepted as written.	JHSC	
3				

<p>16.03.10 -006 <i>Working Alone Device</i></p>	<p>Investigate working alone devices for the loco wash for safety and security purposes. *Minutes from April 2010 - Oct 2012 has been recorded. November 19 - Michelle Chilakos needs further information on the lone worker device before the purchase (ex. Is the device water resistance or water proof? How will the device be worn by the worker?); discussion to follow with Andrea Funnell. December 20 - Lone worker device has been ordered; need new procedure and need Michelle Chilakos to carry this out. January 22 - Training from blacklinegps for the lone device will commence on January 23 with Michelle Chilakos, Ethan Lo, Ricardo Puente, Duff Walkers, and Jim Salemi. February 19 - Ethan Lo to carry out lone device. March 20 - Procedure created by Laura Labriola and is awaiting approval; training to be conducted. April 16 - In Progress. May 14 - Training in progress, device to be in-service by June 1. June 27 - Device is not connecting to the server through the GPS system. Laura Labriola to contact blacklinegps and to get in touch with Mike DiGirolamo about the troubleshoot with the device. July 30 - Mike DiGirolamo will look into the GPS locator on the device. Aug 20 - In progress. Sept 19 - Michael DiGirolamo indicated that there is cellular interruption with the lone device. Rogers Inc. will come to test the transmitters in the building. Oct 31 - While this issue is being rectified by Michael DiGirolamo, the committee recommends that two people to work at the consist/loco wash for the time being. Dec 05 - Recommendation for two people still ongoing. Ethan Lo and Zahrah Diyaljee-Audit to check with Michael DiGirolamo regarding updates. Dec 19 - A business proposal has been sent to Rogers Inc. to have transmitter placed throughout the facility (no set date as of yet); recommendation from JHSC is not feasible. Jan 30 - In progress. Feb 27 - In Progress. Mar 27 - In Progress. Apr 24 - A temporary solution (employee to phone Control Tower periodically) has been identified with management while waiting for Rogers with the transmitter testing. May 29 – Michael DiGirolamo has informed the committee Rogers Inc. is in the process of sending technicians to come in and mark all the dead-zone areas throughout all buildings in Willowbrook. June 26 - In progress; awaiting for Rogers Inc. July 31 - In Progress. Aug 28 - Recommendation to look at temperature inside building as it poses a risk to an employee that must wear Tyvek suit and PPE. This should especially be considered during hot and humid days. Determine temperature range and amend SYEOP.</p>	<p>D. Gilman M. DiGirolamo Z. Diyaljee</p>	<p>OPEN</p>
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<p>20.06.12-001 <i>Walking on Top of Loco @ TMC</i></p>	<p>Look at solutions for a fall-arrest rescue plan and completion of risk assessment. July 17 - Risk assessment has been completed for roof work. Crane has been identified to be used during rescue plan. Quotes for fall protection system in progress. August 21 - Dave Gilman and Laura Labriola have been calling for quotes. September 17 - Further emails/calls have sent out and no response; Dave Gilman to follow-up. October 24 - Existing cage to be modified by MSR. Following modification, develop rescue plan. November 19 - Follow-up with Dave Gilman. December 20 - Currently, there is an adjustable ladder for workers at TMC to use; a fall arrest system needs to be modified for the MP40; still waiting on quotes from MSR. January 22 - Follow-up with Dave Gilman. February 19 - Still in progress for obtaining quotes from MSR. March 20 - To readdress with Dave Gilman. April 16 - Metal barricade needs to be modified for MP40; to be addressed by Dave Gilman. May 14 - Fall protection plan to be reviewed during May 15 management meeting. June 27 - Ross Rodgers, from Transicor, drew up a preliminary drawing plan. Dave Gilman and Ben Hendrik to review the drawing plan. July 30 - In progress. Aug 20 - Awaiting for delivery of cage. Sept 19 - Cage has been delivered to TMC – awaiting to be tested. Oct 31 - Created a draft procedure for the cage and is waiting for the arrival of the ladder. Ethan Lo to then revise the draft procedure and start creating the job aid for the cage. Dec 05 - Procedure drafted and awaiting confirmation of ladder from Dave Gilman. Dec 19 - Ladder had been order and has been assembled. Ethan Lo to schedule with Ross Roger to go back to TMC to revise the draft procedure. Jan 30 - Ladder ordered which completes roof cage and procedure to be finalized. Feb 27 - Specs have been measured with Chris Lewis, Zahrah Diyaljee, and Ethan Lo for the customized ladder for cage use. Mar 27 - Zahrah Audit/Ethan Lo/Chris Lewis went to TMC and measured the specifications for the costumed ladder; in process of being ordered. Apr 24 - Waiting for the proper engineering drawing from Chris Lewis so it can be stamped by the engineering group. May 29 – Still waiting for the engineering drawing. June 26 - Kenway is in the process of providing the certified engineering drawing and when that is complete, the ladder will take 4-6 weeks to be built. Aug 28 - Requested ladder is on site awaiting assembly.</p>	<p>D. Gilman</p>	<p>OPEN</p>
<p>22.01.13-004 <i>A/I Investigation of Near Miss</i></p>	<p>To review EHSPPS-008 (Employee Protection Outside Willowbrook) and A/I Investigation Report due to a Near Miss incident involving miscommunication between the ROCC and the Control Tower on January 11, 2013 at Union Station. February 19 - To review EHSPPS-008 (Employee Protection Outside Willowbrook) and Protection of Shop Personel Notice# TO-ON-13-011. An A/I Investigation Report to be complete by Chris Johnston. March 20 - A/I Investigation report has been completed. C. Johnston is in the process of reviewing the procedure. April 16 - Review of the policy has been completed by C. Johnston; Training Dept. to revise policy. May 14 - Document update in progress. June 27 - To get document approved and sign off. July 30 - Michelle Chilakos to address procedure update with Training Department. Aug 20 - In progress. Sept 19 - In progress. Oct 31 - Zahrah Diyaljee in progress with updating of the procedure. Dec 05 - Copies of existing procedures given to JHSC members for review. Dec 19 - JHSC and Paul Gudason (Legislative Representative of Division 660) will review the procedure for next month's meeting. Jan 30 - Ted reviewed, Zahrah to follow up with Paul Gudason by e-mail. In progress. Ted to speak with Kevin Simard. Feb 27 - Ted to speak with Kevin Simard. Mar 27 - In progress. Apr 24 - In progress. May 29 – In progress. June 26 - Zahrah D. will update and incorporate the TO-ON-13-011 (Protection of Shop Personnel) into the EHSPPS-008. July 31 - In progress. Aug 28 - In progress.</p>	<p>Z. Diyaljee JHSC T. Hargrave</p>	<p>OPEN</p>

	<p>27.06.13-001 <i>Wayside Application in CS</i></p>	<p>Identification tags are not consistent at the CS wayside cables. Bring to GO Transit's attention. July 30 - Need update from Stephen Choy. Aug 20 - Require update from Stephen Choy. Sept 19 - Need update from Stephen Choy. Oct 31 - GO Transit has placed yellow (left) and red (right) tapes around the cable bundles in CS. Tags have yet to be placed on the post. Dec 05 - In progress. Dec 19 - Ask for progress update from Stephen Choy. Jan 30 - Stephen Choy has placed item on his list but no timeline provided. Will check to see if done. Feb 27 - In progress. Mar 27 - Need update from GO Transit. Apr 24 - In progress with GO Transit. May 29 - In progress with GO Transit. June 26 - Asked Stephen Choy of the status and he informed that it is currently in the works. July 31 - In progress with GO Transit August 28 -</p>	<p>Z. Diyaljee</p>	<p>CLOSED</p>
	<p>27.06.13-002 <i>Uneven Surface at ES3WP, Track 6W</i></p>	<p>Uneven surface at ES3WP (beside track 6W) – ballast are scattered all over the pavement; needs to be cleaned up by GO Transit. July 30 - Dave Gilman to review adding a 90° elbow to the sand nozzle underneath the coaches to avoid ballast being shot to the side of the pavement. Aug 20 - GO Transit gave permission to test run this idea. Sept 19 - Need update from Dave Gilman. Oct 31 - Modification in progress. Dec 05 - Need progress update from Dave Gilman. Dec 19 - GO Transit is in the progress to test a new style blow down; allow 1-2 months for GO Transit to follow through with this item. Jan 30 - Dave Trevors has new blow downs and will trial them for GO Transit approval. Alternative is to modify piping so they do not blow ballasts. Feb 27 - In progress. Mar 27 - In progress with Dave Trevors. Apr 24 - Require update from Dave Trevors. May 29 - In progress with GO Transit. June 26 - Asked Dave Trevor of the progress and was informed the nozzle he is working on for GO Transit is to reduce noise (change in pressure) and not to reduce the blow down; will speak to Dave Gilman and Pouyan Pourjam in regards to this matter. July 31 - Pouyan Pourjam is providing reengineering work for the nozzle and it will subsequently reduce the blow down. August 28 - in progress.</p>	<p>D. Gilman Z. Diyaljee</p>	<p>OPEN</p>
	<p>28.11.13-001 <i>Lanka Battery Charger & Motor</i></p>	<p>Recommendation to look into Lanka battery charger and motor installation procedures. Dec 19 - Dave Gilman and Tim Staples will complete the modification. Jan 30 - Ongoing. Feb 27 - In progress. Mar 27 - In progress. Apr 24 - Zahrah Diyaljee will look into a roofer ladder (or a similar system) for this process. May 29 - In progress. June 26 - In progress. July 31 - Tim Staples will speak with Dave Gilman for the modification. August 28 - In progress.</p>	<p>D. Gilman T. Staples</p>	<p>OPEN</p>
	<p>19.12.13-002 <i>Research New Method for Applying Blue Tags</i></p>	<p>To research a new method in applying blue tags – instead of having the current blue tag system where there is a potential of being removed by anyone, to have a mechanism to physically lock a blue tag in its place. By doing so, 1) only one individual, who has ownership of that specific blue tag, can remove it off the board 2) to reinforce the notion of the severity of not removing a blue tag when not working on the track or removing someone else's blue tag (as this “physical lock” can only be removed by cutting it.) Jan 30 - In progress and highly recommended by the committee. Feb 27 - Ted Hargrave to bring up in the MOR meeting. Mar 27 - In progress. Apr 24 - Zahrah Diyaljee will speak with Michelle Chilakos in regards to a new system. May 29 - In progress. June 26 - Currently, an automated system is in the works at Ordan, the head office. July 31 - While PI are currently working on the new system, the JHSC recommends a personal lock tag with the worker's name at Willowbrook. August 28 - Met with reps Pawel Waszczyk and Mark Willer about</p>	<p>D. Gilman Z. Diyaljee</p>	<p>OPEN</p>

19.12.13-010 <i>Fall Arrest Rescue @ PM1&2</i>	Currently, the rescue system at PM is to utilize a rolling ladder. Research in portable fall arrest posts to be placed throughout PM in lieu of rolling ladder. Jan 30 - In progress Feb 27 - In progress. Mar 27 - In progress. Apr 24 - Contacted Highwork Limited in regards to a possible solution. May 29 - In progress. June 26 - Highwork Limited is unable to provide a rescue plan solution for PM1&2. Ethan Lo will speak with GO Transit in regards to the current rescue plan from GO Transit's end. July 31 - Follow-up with GO Transit. Aug 28 - Recommend using genie boom	Z. Diyaljee	OPEN
24.04.14-004 <i>Wheel Bay Protection</i>	A light indicator/system track protection is required at the new Wheel Bay. Zahrah Diyaljee will bring this to the GO Transit meeting. May 29 – Hazard has been identified and Zahrah Diyaljee will bring this information to the GO Transit meeting. June 26 - Craig Mackenzie, WB supervisor, is in the process of creating a plan/system to bring to the next CIC meeting. July 31 - In progress with Wheel Bay supervisor. Aug 28 - In progress.	Z. Diyaljee	OPEN
24.04.14-005 <i>Contractor Misusing The Blue Tag</i>	It has been noted that contractors are misusing the blue tag board (not taking blue tags off or they are not placing a name on the blue tag itself when it is hung on the board). Committee suggest a system with security where the contractors are require to go up to security to have a blue tag issue under their names. May 29 - In progress. June 26 - Committee has suggested taking all extra blue tags back and only H&S will have access/permission to give out extra blue tags. July 31 - All spare blue tags will be collected by the H&S Advisor from supervisors and only the H&S Advisor, Control Tower, and Security will have permission to sign out blue tags; a sign in/out sheet will be created for tracking blue tags that are lend out. Aug 28 - Closed.	Z. Diyaljee	CLOSED
26.06.14-002 <i>Halcon's JHSC Meeting</i>	The Union representing Willowbrook suggest that Halcon to have their own separate JHSC meeting, as the growing numbers of Halcon staff are increasing with Bombardier's (their concerns/needs are different and might not be fully represented). July 31 - David MacLellan will suggest this recommendation to Halcon's new H&S Advisor. Aug 28 - Issue has been brought to	D. MacLellan	CLOSED
31.07.14-001 <i>Trip Hazard at Warehouse</i>	During a workplace inspection, water was dripping inside the loading dock - the dock plate is operating incorrectly, potentially creating a tripping hazard. Tim Steenkist will take picture and forward it to Zahrah Diyaljee. Aug 28 - In progress.	T. Steenkist	OPEN
31.07.14-002 <i>Weight of The Battery Box at Coach Shop</i>	Battery Boxes (at Coach Shop) are too heavy to slide out and can potentially cause back injury. Tim Steenkist and Ted Hargrave will provide possible solution for next meeting. Aug 28 - Supervisors to have employees identify which coaches have seized battery boxes.	T. Steenkist T. Hargrave	OPEN
31.07.14-003 <i>Pipelines at PM B08</i>	During a workplace inspection, at PM Post B08, it was noted that new pipe lines were reconfigure and is sticking out; a forklift can potentially damage the pipelines (not enough space). Aug 28 - To be reported in GO log book and safety observation card.	Z. Diyaljee	OPEN
4 New Business			
28.28.14-001 <i>PM3&4 Southside of Building Proposed Guardrail</i>	Northside of roadway has a steep drop into a ditch. Possibility of a vehicle rolling over off of road.	Z. Diyaljee	OPEN
28.28.14-002 <i>E-Cigarettes</i>	Policy to be developed for Willowbrook as recommended by the committee.	Z. Diyaljee	OPEN

	28.28.14-003 <i>Smoking Near Entranceways</i>	Employees have observed smoking outside of designated smoking areas. Recommended that management enforce more closely.	Z. Diyaljee T. Hargrave	OPEN
	28.08.14-004			
	28.08.14-005			
5	Accident/Incident	Reviewed Accident/Incident Reports.	JHSC	
6	JHSC Inspection	Reviewed Workplace Inspection Reports.	JHSC	
7	Procedure Review			
8	Procedure Review Update	Feb 27 - Reviewed SYEOP - 035 (Vestibule Curtains). Mar 27 - In progress. June 26 - In progress. July 31 - In progress.	JHSC Nadia Dawe	OPEN
		Feb 27 - Reviewed SYEOP - 017 (Oil & Check Engine). Mar 27 - In progress. May 29 - Reviewed again with Committee and Sergio Casella. June 26 - In progress. July 31 - In progress.	JHSC Nadia Dawe / Sergio Casella	OPEN
		May 29 - Reviewed SYEOP - 040 (Hose Bag Change Out). June 26 - In progress. July 31 - In progress.	JHSC Sergio Casella	OPEN
		June 26 - Reviewed SYEOP - 035 (Crew Locker Cleanout) & SYEOP - 041 (Lost & Found). July 31 - In progress.	JHSC Nadia Dawe / Sergio Casella	OPEN
9	Hazard Identification & Risk Assessments			
		May 29 - An operational risk has been identified at the renovated Consist Wash with the "twin line". A risk assessment has been completed and was reviewed by the committee – it will be sent to GO Transit. June 26 - GO Transit has identified the problem with the twin line and will be installing a noise and light system to indicate the movement of the pillars. July 31 - In progress with GO Transit. Aug 28 - In progress.	Z. Diyaljee	OPEN
	Close Meeting	Meeting closed		
10	Next Meeting Date	Thursday, September 25, 2014 @ 8:00 a.m.		

Tim Staples, Certified Worker Representative

Ted Hargrave, Certified Management Representative