

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: Peter Newton
Minutes: Z.Diyaljee-
Date: 27-Feb-14
Time: 8:00 AM
Location: Willowbrook Board Room

Purpose: JHSC Meeting, Bombardier Transportation

Reference: Occupational Health and Safety Act, Union Agreement, JHSC Terms of Reference

Attendees PRESENT
 Darren Hager
 Tim Steenkist
 Peter Newton
 Ted Hargrave

ABSENT
 David Gilman
 Tim Staples

GUEST
 Zahrah Diyaljee-Audit
 Ethan Lo
 Nadia Dawe

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 January 2014 meeting were accepted as written.	JHSC	
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<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.</p>	<p>D. Gilman M. DiGirolamo Z. Diyaljee</p>	<p>OPEN</p>
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<p>28.09.11-008 <i>Canopy Ground Air Hoses</i></p>	<p>Potential for yard ground air hoses to release energy if accidentally disconnected. Recommend to GO to install safety chain from the loco to the air hose. October 19 - Proposal in progress to be brought to GO Transit. November 17 - In progress. February 14 - modifications pending. April 10 - GO has an issue with installation of ground hoses. Chris to bring issue to T. Cattani. May 15 - In progress. June 20 - In progress. July 17 - In progress. August 21 - Chris Johnston will speak to Stephen Choy. September 17 - Chris Johnston to meet with Stephen Choy for possible solution. October 24 - Stephen Choy to address this week. November 19 - In progress with Stephen Choy. December 20 - In progress with Stephen Choy; he needs to look further into possible solutions with Chris Johnston. January 22 - In progress with Stephen Choy. February 19 - In progress with Stephen Choy. March 20 - Follow-up with Stephen Choy. April 16 - In progress with Stephen Choy. May 14 - Email sent to Stephen Choy for follow-up. June 27 - Ethan Lo to send an email to follow-up with Stephen Choy. July 30 - Readdress with Stephen Choy about the issue. Aug 20 - Mike Romano to readdress the issue Stephen Choy. Sept 19 - Need update from Stephen Choy. Oct 31 - Stephen Choy has addressed that by adding a chain, it introduces more potential hazards; the air hose could potentially be yanked off from pipe line and that, it will add unnecessary steps from the original procedure. Committee recommends that a Safety Talk needs to be created to remind workers to 1) not drive between the loco and the canopy post where the air hose is situated 2) place the air hose in between the track when is connected to the loco 3) if a worker must drive between the loco and the canopy post, they must release the pressure from the bleed valve first. Dec 05 - In progress. Dec 19 - Pictures need to be taken to accompany the Safety Talk. Jan 30 - Ethan working on safety talk and Ted to provide pictures to Ethan. Job Aid to be done by training department. Safety Talk and Job aid to be delivered together. Feb 27 - Safety Talk will be created for the month of March.</p>	<p>C. Bradley T. Hargrave E. Lo & Training Department</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.</p>	<p>D. Gilman E. Lo</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.</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.</p>	<p>E. Lo</p>	<p>OPEN</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 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.</p>	<p>D. Gilman</p>	<p>OPEN</p>
<p>17.09.13-002 <i>Labelling of Materials</i></p>	<p>A concern over the lack of labeling of materials (including chemical drums) around the entire shop; Tim Steenkist to conduct an inspecton. Oct 31 - List has been created for DS. Ted Hargrave to follow up with this list. Dec 05 - In progress. Dec 19 - Tim Steenisk will continue to identify the necessary labels in other departments; Ted Hargrave will continue to follow up with the list. Jan 30 - Tim suggested having aluminum tags with common name and uses, This tag should be attached to pump (Diesel shop, PM, Killfrost, Biocide). Tim Steenkist to work with Jim Salemi. Feb 27 - In progress.</p>	<p>T. Steenkist T. Hargrave</p>	<p>OPEN</p>
<p>17.09.13-003 <i>Smoking Area</i></p>	<p>Workers are not using the designated smoking area to smoke; communication to be sent out as a reminder to where the location is when taking smoke breaks. Oct 31 - Communication to be sent out by end of month. Dec 05 - Safety talk of the month will focus on this item. Dec 19 - Will be January 2014's Safety Talk. Jan 30 - Will be the February or March 2014 safety talk focus. Feb 27 - Safety Talk was sent out.</p>	<p>E. Lo</p>	<p>CLOSED</p>
<p>31.10.13-004 <i>Outpost Inspections</i></p>	<p>Scheduling of the outpost inspections. Dec 05 - Zahrah to schedule outpost inspections. Dec 19 - Near completion. Jan 30 - Schedule Kitchener. Feb 27 - In progress.</p>	<p>Z. Dyaljee</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.</p>	<p>D. Gilman T. Staples</p>	<p>OPEN</p>

19.12.13-001 <i>Blue Tag Re-training Course</i>	Due to a blue tag incident, a joint statement report from the Union has asked all JHSC committee members, Supervisors, and Management to be retrained on the 1) corrective procedure when applying blue tags/flags 2) in the event that a blue tag is still on the blue tag board before a move and an individual cannot be located, what the correct actions/procedures that needs to be followed. Jan 30 - December 2013 safety talk done on blue signal protection. another safety talk in May 2014. Feb 27 - Another Safety Talk will be sent out for the proper use for blue tags at Willowbrook in May 2014.	Z. Diyaljee E. Lo	CLOSED
19.12.13-002 <i>Research New Method for Applying Blue Tags</i>	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.	T. Hargrave	OPEN
19.12.13-004 <i>JHSC Involvement for New SYOP's</i>	A confirmation from Training Dept. as to how they get notify of new equipments being brought into the facility. Going forward, the JHSC would like to be part of the review process for new SYOP before it is rolled out. Jan 30 - Nadia - New committee to look at new equipment and processes and the documentation that follows. Supervisors and any person can bring up the issue to the training department and they will follow up. JHSC to be involved in new and existing SYOPs. Feb 27 - Nadia Dawe will now attend the monthly meeting to bring up any outstanding SYOP's that needs to be updated.	JHSC N.Dawe	CLOSED
19.12.13-005 <i>Commercial Vehicle Operator's Registration</i>	The JHSC is interested in knowing if any of the company vehicles need to be in compliance with the Commercial Vehicle Operator's Registration (CVOR) in Ontario. Jan 30 - In progress. Feb 27 - Check with Ken Shiels.	E. Lo	OPEN
19.12.13-006 <i>Risk Assessment for Loco 657</i>	A risk assessment needs to be conducted for the T3 inspections for loco 657 at DS (a new condenser has been modify and workers are in an awkward position when completion this inspection.) Jan 30 - In progress 659 is in the diesel shop. Feb 27 - Will be completed by next meeting for the JHSC review.	E. Lo	OPEN
19.12.13-008 <i>"PPE Free Zone" Outside of PM Office</i>	The “PPE Free Zone” outside of PM office has been brought to the attention of the JHSC. Jan 30 - Recommend that GO Transit remove the PPE free zone as it sets a bad example. Feb 27 - Communications have been sent to GO Transit.	JHSC Z.Diyaljee-Audit	CLOSED
19.12.13-009 <i>Identification of Track Numbers in Yard</i>	The JHSC suggested putting identification numbers beside each tracks out in the Yard – easier for workers to quickly identify which track is which. Jan 30 - ID numbers to be placed on blue flags for east and west. Feb 27 - JHSC agrees this is a compliance issue.	JHSC	CLOSED

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.	E. Lo	OPEN
30.01.14-001 <i>Proper Hygiene in the Workplace</i>	Worker found removing Tyvec suit in the washroom. Ted to bring up proper hygiene at the pre-shift meeting for Supervisors. Feb 27 - Ted Hargrave spoken with the staff about this issue.	T.Hargrave	CLOSED
30.01.14-002 <i>Diesel Shop (outside DS)</i>	Shed is inadequate, needs replacement and proper signage as the fuel is not protected from the elements. Re-evaluation. Feb 27 - GO Transit will provide a new shed and signage as required.	Z.Diyaljee-Audit	OPEN
30.01.14-003 <i>Stouffville Shed</i>	Shed currently being used is not large enough for storage. Requires adequate and appropriate storage for chemicals and supplies. Feb 27 - Contact Evan from GO Transit.	E. Lo	OPEN
4 New Business			
27.02.14-001 <i>Invite GO Transit to Willowbrook's</i>	The JHSC suggest GO Transit to quarterly participate in Willowbrook's committee meeting.	E. Lo	OPEN
27.02.14-002 <i>Smell from Toyota &</i>	Exhaust smell from Toyota & Daewo	E. Lo	OPEN
27.02.14-003 <i>MU Cables & 575V Cables Between</i>	Cables need to be removed prior to repair.	P. Newton	OPEN
27.02.14-004 <i>Chemical: Vertrel XM</i>	During a workplace inspection, a box of chemical (Vertrel XM - Stock#: 47-25-001) was sitting outside of the DS office.	E. Lo	OPEN
5 Accident/Incident	Reviewed Accident/Incident Reports.	JHSC	
6 JHSC Inspection	Reviewed Workplace Inspection Reports.	JHSC	
7 Procedure Review	Feb 27 - Reviewed SYEOP - 035 (Vestibule Curtains).	JHSC	OPEN
8 Procedure Review Update			
<i>SYEOP 018 Wayside Application</i>	Reviewed procedure on Aug 20/2013. Feb 27 - Was discussed in 19.12.13-004 (JHSC Involvement for New SYOP's)	Training Dept.	CLOSED
<i>OP-W-11-006 Lockout Tagout</i>	Reviewed procedure on Aug 20/2013. Feb 27 - Was discussed in 19.12.13-004 (JHSC Involvement for New SYOP's)	H&S	CLOSED
<i>EHSPPS-017 Power Lift Trucks</i>	Reviewed procedure on Sept 19/2013. Feb 27 - Was discussed in 19.12.13-004 (JHSC Involvement for New SYOP's)	H&S	CLOSED
9 Hazard Identification & Risk Assessments			

10	Close Meeting	Meeting closed @ 3:00 p.m.		
	Next Meeting Date	Thursday, March 27, 2014 @ 8:00 a.m.		

Darren Hager for
Tim Staples, Certified Worker Representative

Ted Hargrave, Certified Management Representative