

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: Tim Staples
Minutes: Z.Diyaljee-Audit
Date: 30-Jan-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
 Tim Staples
 Peter Newton
 Ted Hargrave

ABSENT
 Ethan Lo
 Michelle Adams

GUEST
 Zahrah Diyaljee-Audit
 David Gilman
 Nadia Dawe

GROUND

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

#	Point	Outcomes/Actions/Decision/Comments	Responsibl	Status
1	Open Meeting	Meeting called to order at 8:00 a.m.		
2	Acceptance of Previous Minutes	Minutes of December 2013 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 Dyaljee-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.</p>	<p>D. Gilman M. DiGirolamo</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</p>	<p>C. Bradley T. Hargrave E. Lo & Training Department</p>	<p>OPEN</p>
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<p>17.11.11-006 <i>Kubota Noise</i></p>	<p>4-Door Kubota is loud when driving. Chris to look into installing a dampening blanket to reduce noise in the cab. December 20 - to be followed up. February 14 - Hearing protection to be worn when using Kubota. April 10 - Ask Kubota for noise dampening solutions. May 15 - In progress. June 20 - Still in progress. July 17 - Mike has noise reduction blanket; need to try it out. August 21 - In progress. September 17 - Performance Improvement has a new noise blanket; Mike Romano will follow-up. October 24 - Design gap. Mike to arrange to modify with rubber to seal doors. November 19 - Four door Kubota was not available; in progress. December 20 - Kubota is not back yet; modification to the door. January 22 - Kubota is still in the shop. February 19 - Kubota is still in shop. March 20 - Still in shop. April 16 - Rubber strip applied on the sides of Kubota for testing; to be reviewed. May 14 - Noise assessment to be conducted once Kubota returns from service. June 27 - Kubota has returned back to shop; noise assessment to be completed for all four Kubotas. July 30 - Mike Romano and Tim Staples to conduct noise assessments with the four Kubotas with sound level meter. Aug 20 - SLM out for calibrations. Sept 19 - In progress. Oct 31 - Ethan Lo to complete by end of month. Dec 05 - In progress. Dec 19 - Noise testing has been complete and no significant finding has been found in respect to the eight hour time-weight average (TWA) and with the total amount of time a worker is in each of the Kubota. A memo will be sent out to all Supervisors to advise all workers. Ted Hargrave will look into handsets (external microphone) for better communications when driving in the Kubota's. Jan 20 - Memo to be sent out. Not many choices in</p>	<p>E. Lo T. Hargrave</p>	<p>CLOSED</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</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</p>	<p>Z. Diyaljee- Audit JHSC Paul Gudason</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</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 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.</p>	<p>D. Gilman</p>	<p>OPEN</p>
<p>17.09.13-001 <i>Honey Lube at PM2E (Beside Gate)</i></p>	<p>Suggestion from the JHSC (temporary solution): communicate to be sent out on the proper handling of the containment/barrel. Oct 31 - Talks of a permanent installment pipe in the tank for the honey lube. To follow up with Dave Gilman and Stephen Choy. Dec 05 - Pipe has been installed and need confirmation from Management. Dec 19 - New system has been installed; piping will eventually be in place as the work continues at PM2. Jan 30 - Pipe has been installed.</p>	<p>D. Gilman E. Lo</p>	<p>CLOSED</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 inspection. Oct 31 - List has been created for DS. Ted Hargrave to follow up with this list. Dec 05 - In progress. Dec 19 - Tim Steenkist 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.</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.</p>	<p>E. Lo</p>	<p>OPEN</p>

31.10.13-002 <i>Emergency Exit Signs Lights in the CS</i>	During a Workplace Inspection, it has been noted that some of the emergency exit signs in the CS are not working. Ask GO Transit to follow up. Dec 05 - In progress. Dec 19 - Stephen Choy has indicated the lights in CS are in correct condition. Peter Newton will inspect one last time during his night shift. Jan 30 - Peter reported that all	E. Lo	CLOSED
31.10.13-003 <i>Brazing A/C Unit</i>	When brazing A/C unit, the ladder that is currently used is not adequate for the job task; there is a constant over shoulder reach and when the metal panel is taken off from the underside of the A/C, it is extremely heavy. Suggestion from the committee is to create a proper stepping ladder for this job task. Dec 05 - There is a ladder in the coach shop that may be used to safely do the task. Tim Steenisk and Ted Hargrave to investigate with Jim Salemi and determine if this is an option. Dec 19 - The committee is satisfied with the ladder that is being used. Jan 30 - Completed.	T. Steenisk T. Hargrave	CLOSED
31.10.13-004 <i>Outpost Inspections</i>	Scheduling of the outpost inspections. Dec 05 - Zahrah to schedule outpost inspections. Dec 19 - Near completion Jan 30 - Schedule Kitchener.	Z. Diyaljee	OPEN
28.11.13-001 <i>Lanka Battery & Motor</i>	Recommendation to look into Lanka battery and motor installation procedures. Dec 19 - Dave Gilman and Tim Steenkist will complete the modification. Jan 30 - Ongoing	D. Gilman	OPEN
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.	Z. Diyaljee E. Lo	OPEN
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.	JHSC	OPEN
19.12.13-003 <i>Bathurst - Track 4</i>	On track 4 east, at Bathurst outpost, it is the only blue flag that covers both east and west side of both side of the track. JHSC suggest that the on track 4 west, a spike or a blue flag should be in placed. Jan 30 - Blue flag given to Bathurst yard and installed.	E. Lo	CLOSED

19.12.13-004 <i>JHSC Involvement for New SYOP's</i>	A confirmation from Training Dept. as to how they get notified 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.	JHSC N.Dawe	OPEN
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.	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 modified and workers are in an awkward position when completion this inspection.) Jan 30 - In progress 659 is in the diesel shop.	E. Lo	OPEN
19.12.13-007 <i>Main Engine Oil Fuel</i>	DS2 main engine oil fuel nozzle is malfunction. Awaiting for repair of the nozzle; JHSC wants update as to when it will be repaired. Jan 30 - Fixed by GO Transit.	E. Lo	CLOSED
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.	JHSC Z.Diyaljee- Audit	OPEN
19.12.13-009 <i>Identification of Track Numbers in Yard</i>	The JHSC suggested putting identification numbers beside each track 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.	JHSC	OPEN
19.12.13-010 <i>Fall Arrest Rescue @ Stouffville</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	E. Lo	OPEN
4 New Business			
30.01.14-001 <i>Proper Hygiene in the Workplace</i>	Worker found removing Tyvek suit in the washroom. Ted to bring up proper hygiene at the pre-shift meeting for Supervisors.	T.Hargrave	OPEN
30.01.14-002 <i>Diesel Shop (outside)</i>	Shed is inadequate, needs replacement and proper signage as the fuel is not protected from the elements. Re-evaluation.	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.	Z.Diyaljee- Audit	OPEN
5 Accident/Incident	Reviewed Accident/Incident Reports.	JHSC	
6 JHSC Inspection	Reviewed Workplace Inspection Reports.	JHSC	
7 Procedure Review			
8 Procedure Review Update			

	<i>SYEOP 018 Wayside Application</i>	Reviewed procedure on Aug 20/2013	Training Dept.	OPEN
	<i>OP-W-11-006 Lockout Tagout</i>	Reviewed procedure on Aug 20/2013	H&S	OPEN
	<i>EHSPPS-017 Power Lift Trucks</i>	Reviewed procedure on Sept 19/2013	H&S	OPEN
9	Hazard Identification & Risk Assessments			
	<i>Winch Operation</i>	Review of Risk Assessment for Winch Operation due to multiple incidences related to the use of winch in the Wheel Bay. February 19 - Risk assessment and Winch Operation Procedure to be reviewed by Colin Bradley and Ethan Lo. March 20 - In progress. April 16 - In progress. May 14 - In progress. June 27 - Bring the risk assessment to next month's meeting for review by the JHSC. July 30 - In progress. Aug 20 - Re-examine the risk assessment (WB-01) that was completed on July 18/2012 - needs to be categorized correctly. Sept 19 - New risk assessments have been completed; in progress in completion. Oct 31 - Committee has reviewed the risk assessment. To be revised and completed. Dec 05 - In progress. Dec 19 -	E. Lo	CLOSED
10	Close Meeting	Meeting closed @ 3:00 p.m.		
	Next Meeting Date	Thursday, February 30, 2014 @ 8:00 a.m.		

Tim Staples, Certified Worker Representative

Dave Gilman, Certified Management Representative