

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: Tim Staples
Minutes: Kamran Ahmad
Date: 28-Apr-16
Time: 8:00 AM
Location: Willowbrook Boardroom
Attendees: PRESENT
 Tim Staples Drew Primrose
 Darren Hager Peter Newton
 Anthony Ratneiya

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

GROUND RULES

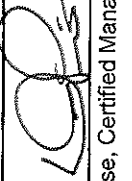
- Read the minutes
- Accomplish your task
- Prepare your issue for the next meeting

ABSENT Adam Frenza
GUEST John Eliseo

#	Point	Outcomes/Actions/Decision/Comments	Responsible	Status
1	Open Meeting	Meeting called to order at 8:00am.	JHSC	
2	Acceptance of Previous	Minutes of March 2016 meeting were accepted as written.		
3	Employee Protection outside	Willowbrook will be revisited if required		
New Business				
4	28.10.15 -007Coach Shop Lifting device	Job aid to be created for lifting device/ Motor lifter as well as a risk assessment. Nov 26 - Nadia and manufacturer to develop a procedure followed by training to the operator. Dec 23rd - Training department still in process of developing it. Jan 28 - No update yet Feb 25 - Job aid developed and communicated. Risk assessment to be carried out in March. April 28 - Shall be completed within a week.	N. Dawe F. Matadar K.Ahmad	OPEN
5	26.02.16 -008:S East Corner	Need a mirror at the south east corner for sharp and sudden turns and visibility. Mar 31 - Exact locations were identified. Loco wash S/E. Consist wash S/E, 6 East Building, PM 3 & 4 Stores. Apr 28 - To discuss it with GO Transit	D. Karren T. Staples K.Ahmad	OPEN
6	Discussed Items			
	23.12.15 Wheel Bay	Wheel Bay 1, South Side - Pinch point between coaches and handrail. Recommend cutting off handrail and re welding to give more width The gap needs to be reduced and no break test to be performed beyond this point. Jan 28 - Feedback provided to GO transit. Waiting for response. Feb 26 - Follow up with GO Transit to get a specific date. Mar 31 - Go Transit has notified that raling is mandatory to have and will create a worse risk hazard than the current one. Cant be done. Apr 28 - Continue the same way with caution.	J.Salemi D. Primrose	CLOSED
	23.12.15 Wheel Bay	North run around tracks and WB1 tracks west of WB are very close together and promote a danger when brake testing or doing repairs. Recommend not to perform repairs or brake testing in that area. Jan 28 - Current procedure of informing control tower before doing any repairs or brake tests to continue. Feb 26 - Peter Newton and Tim Staples to perform a review on the existing process by putting a lock and seeing if that works. Report to JHSC in the next meeting. Mar 31 - To be reviewed in next meeting. Apr 28 - Peter Newton advised that switch can be locked and the process of informing control tower about it shall continue. Also, conduct break tests towards the East end as far as possible. To forward recommendation to Russel Earls for implementation and verify if we can line and lock both ends of run around track.	T.Staples P.Newton	OPEN

26.02.16 Risk Assessments	Risk Assessment Central Database to be created for access to all employees. Also, ensure all supervisors have access to Risk Assessments in G drive. Mar 31 - Action plan created, approved and uploaded on GRACIS. Will be done before the end of June 2016 as per the requirements of system audit. Apr 28 - Agreed by JHSC	K.Ahmad D. Gilman	OPEN
26.02.16 Outpost Inspections	Complete all outpost inspections by May 2016. Mar 31 - Develop a schedule with Robert Robinson in next meeting for completing the outposts inspections. Apr 28 - Robby could not make it to the meeting to develop a schedule. However, Drew will get in touch with him and inspectors shall be scheduled and executed within May.	D. Primrose K.Ahmad	OPEN
7 JHSC Inspection	Completed	JHSC	
8 Procedure Review			
9 Hazard Identification, Risk Assessments & Safety Observation Cards	Dec 23 - To review maintenance procedures to protect employees who work away from maintenance center. Feb 25 - Could not locate the "in process" procedure. Will review it in next meeting. March 31 - Same status. Will try retrieving the reviewed procedure for the next meeting else will review it form start. Apr 28 - Procedure reviewed. To forward procedure to Judy for verification of correctness followed by Dave's approval in order to issue it officially.	D. Gilman / J.Cavanaugh K.Ahmad	OPEN
10 Incident Report	Hard hat risk assessment. Nov 26 - Completed by BT to be discussed with GO for implementation. Jan 28 - Hard hat risk assessment for yard conducted with GO Transit employees. Findings forwarded to GO and Toronto Maintenance Senior Management for implementation. Feb 25 - Action plan developed for smooth transition to the new policy. In process of completion Mar 31 - Await approval on action plan April 28 - Procedure developed, signage ordered. Approval received.	D. Gilman K.Ahmad	OPEN
11 Close Meeting	2 First aid cases.		
12 Next Meeting Date	Meeting closed Thursday, May 26, 2016		


 Tim Staples, Certified Worker Representative


 Drew Primrose, Certified Management Representative