

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: Peter Newton
Minutes: Zahrah D. Audit
Date: 26-May-16

Purpose: JHSC Meeting, Bombardier Transportation

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

Time: 8:00 AM

Location: Willowbrook Boardroom

Attendees: PRESENT

Tim Staples
 Darren Hager
 Anthony Ratneiya
 Zahrah D. Audit

Drew Primrose
 Peter Newton
 Adam Frenza
 Kamran Ahmad

ABSENT

GUEST

GROUND RULES

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

# Point	Outcomes/Actions/Decision/Comments	Responsible	Status
1	Open Meeting		
2	Acceptance of Previous	JHSC	
3	New Business		
28.10.15 -007	Coach Shop Lifting device	K.Ahmad Staples	T. OPEN
26.02.16 -008	S. East Corner	D. Primrose	OPEN
23.12.15	Wheel Bay	T.Staples P.Newton	CLOSED

Meeting called to order at 8:00am.
 Minutes of April 2016 meeting were accepted as written.

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. **May 26** - Modification required on lifting device (T.Staples to discuss with K. Ahmad)

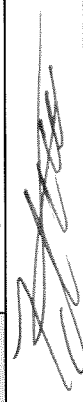
Need a mirror at the south east corner for sharp and sudden turns and visibility. **Mar 31** - Exact locations were identified. Loco wash S/E, Consist wash S/E, 6 East Building, PM 3 & 4 Stores. **Apr 28** - To discuss it with GO Transit. **May 26** - GO Transit does not agree with recommendation. GO Transit JHSC also has this issue recorded in their minutes. D. Primrose has sent request to GO Transit (S. Choy). Track 16 & 17 near the bridge also requires a mirror.

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. **May 26** - **Closing solution:** All brake tests to be performed on the outside of the East door as RA tracks cannot be locked out. A. Frenza discussed with R. Earls to communicate procedure to employees (will also sneak with J. Eldridge)

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 May 26 - Access requested from IT and will take approximately 1 month. Binders will be placed in the Managers office, Control Tower, TMC & PM 3&4.	K.Ahmad Z. D. Auitf	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 inspections shall be scheduled and executed within May. May 26 - Schedule created.	D. Primrose K.Ahmad	OPEN
26.05.16 Sander Testing Procedure	Only an REO should be carrying out this task as they are the only one permitted to remove the interrupter. This needs to be communicated and enforced.	A.Frenza	OPEN
26.05.16 Workplace Labels	Employees decanting SafZol into Spray Nine bottles and not placing a workplace label. Remind Supervisors regarding workplace labels and supply supervisors with labels.	HSE	OPEN
4 JHSC Inspection	Completed	JHSC	
5 Procedure Review			
	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. May 26 - Review of procedure approved and released (shared with Operations). D. Primrose to send new policy & procedure to Supervisors and R. Robinson to be communicated to all employees. A. Frenza to send procedure to Training for integration with train rider procedures.	D. Primrose K.Ahmad A. Frenza	OPEN
6 Hazard Identification, Risk Assessments & Safety Observation Cards			
	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. May 26 - Roll out plan developed and shared with GO Transit. Action items (signage etc) still outstanding.	D. Gilman K.Ahmad	OPEN
7 Incident Report	1 Restricted Duty		
8 Close Meeting	Meeting closed at 3:55PM		
9 Next Meeting Date	Thursday, June 30, 2016		



Drew Primrose, Certified Management Representative



Tim Staples, Certified Worker Representative

Tim STEENKIST