

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES



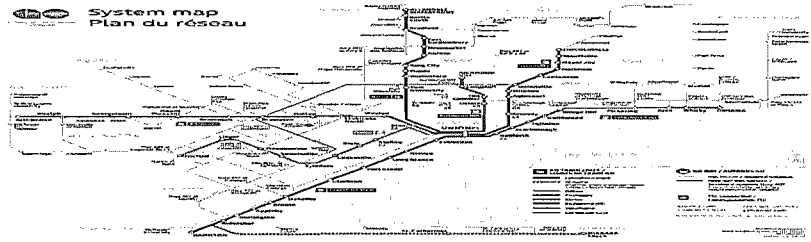
Chair: Matt Rirodan & Kevin O'Connor **Purpose:** JHSC Meeting, Bombardier Transportation GO Transit Operations
Minutes:
Date: 15-Aug-17 **Reference:** Occupational Health and Safety Act, Union Agreement, JHSC Terms of Reference
Time: 11:00
Location: 91 Judson St - Training Room

Attendees:

Members	Guests	
Paul Gudnason	Mike Moore	Don Mitchell
Sheryl MacKay	Aaron Wong	
	Kevin O'Driscoll	
	Tony Elder	
	Tracy Harris	
	Francis Koutsaris	
	Chris Kane	

GROUND RULES

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

#	Point	Outcomes/Actions/Decision/Comments	Responsible	Status
	Location	91 Judson St - Training Room	JHSC	
1	Open Meeting	Yes	JHSC	
2	Acceptance of Previous	accepted minutes from previous meeting	JHSC	
3	Body Count	11	Aaron Wong	
4	911 call	Yes	Aaron Wong	
5	CPR/AED	Yes	Matt Riordan	
6	Territory			
7	Outstanding Items			
	Add territory	None for July	Committee	Ongoing
	Incidents/Accidents/ Discussion	CRV CIS: July 9 - West of Guildwood; July 10 - Mile 62.08 on Guelph Sub; July 13 - Mile 26.95 on Oakville Sub; July 27 - McNaughton Rd./Maple Station Incidents: July 13 - Report Only - Diesel Fume inhalation causing headache and vomiting; August 3 - Employee injured shoulder while moving from one side of 5A coach to another while train was moving; August 4 - Employee strained shoulder closing hatch on van.	Committee/Rob D/Aaron W	Ongoing
	Water Storage	<i>Initial introduction of issue, January 2013.</i> Jan 29/2015- lan to look into the vending machine pricing. Shed building is postponed by GO. March 26, 2015- leave the process as is. Crews continue to get water. Possibly get the first taxi bring water to an outpost. Possibly look into larger bottles (12 packs) to prevent waste. On going looking to trailer for Oshawa. June 10, 2015 - Looking into if shed at Oshawa is a water shed pad. Also, e-mail Shawn regarding a small test sample to use bigger bottles to limit waste. June 25, 2015 - Arun to look into why/if maintenance cannot stock trains with water, waiting for response by Al Cociba regarding water delivery to Henry St.. Lika to inquire about climate controlled storage via e-mail. July 22 -		

	<p>maintenance shed at Oshawa designated for storage, looking into climate control for room. Oct 1, 2015- request to be submitted re maintenance to store extra water in the cab car. Nov 5 - Look into storage of water in the shed and in the cab car. No individual responsible for the department inside the maintenance shop. STO office is contacted if crew members need water and will be delivered. Dave Gilman will be contacted regarding this issue. Communicated that water is put in the truck prior to start; form to indicate whether or not crew members have "picked up their water"; December - Paul spoke with David Gilman - Shop has no problem implementing, will need GO ok - Can we put water in the Cab Car? Water is stored at 125, where the cab cars are. December 23, 2015 -Ongoing; load trains with water instead of crew centre - Would it be possible to move it to the departure yard (1 case in locomotive, 1 case inside cab car). Apr 21, 2016, shop supervisor Judy Cavanaugh given proposed water stocking of train, 4 on the engine, 1 in the 5A coach and 4 in the cab car. Judy wanted to know which trains would need the water, the committee would like all trains to receive it. Shop to advise on feasibility. June 2, 2016 - Agreement has been reached with the maintenance shop regarding water supply. However, for the time being, crews will still have to stock their trains and grip with water. July 28, 2016 - Don Mitchell to follow up with Judy Cavanaugh, if issue is not resolved, escalate the issue to Maintenance GM. September 1 - Ongoing; October 20 - Ongoing - Intention to develop a procedure to have 2 cases of water placed in the 5A coach and then distributed amongst the crews; November 3 - P. Gudnason has contacted Maintenance (D. Gilman) for a response on putting water on trains. Nov. 28, 2016 - GO Transit authorizes Bombardier to manage water, committee recommends Bombardier stop storing water at 123 Judson St and just stock the trains in the yard directly. Company has not responded. Ongoing . Feb 17 2017 - Don Mitchell and Paul Gudnason to meet to discuss requirements for water procurement on March 23, 2017; March 23 - Meeting postponed, and will be occurring on March 27. Paul G provided statistics regarding water procurement. May 11 2017 - Calculated that 10 cases are needed for every consist. The East facility will be able to hose water and be a drop off point.; June 8 - Vans used occasionally to bring water to outposts. The water currently provided isnt monitored as some employees take water and some do not. Maintenance can request that their technicians in carrying water to outposts, and put them in the engines when they go to outposts to service them. July 6 - Rob D and Graham B to develop action plan in conjunction with Maintenance. Outposts could supply water, as well as Don yard and BNY. It has been determined that more water will be required to refill trains. There is a focus on weekend Barrie trains as they regularly run out of water. However, there is no progress at this time on adding more cases of water at WB, which is the current refill location. August 15 - Rob Doan continue to look into solution with MOE</p>	Don M/Paul G	Ongoing
8 Procedure/Protocol/Forms Review			
Protection of Maintenance workers working outside WB:	<p>December 3, 2015 - Maintenance has procedure that protects employees who work away from the maintenance centre on the line - under the supervision of Operations. Only communication is through radio. Operations have not been made aware of the procedures, employees unsure that they have to protect the maintenance crew as well - Union/Oshawa/Aldershot. December 23, 2015 - Ongoing - Requested procedures from maintenance HS Advisor; to have update by next meeting. Find notice released approximately 2 years ago. Kamran Ahmad asked to advise committee on current procedure for protecting workers outside WB, might be a disconnect between procedure as written and current practice. Crews are currently provided radio protection from WOCC, where the procedure states that crew members must keep shop staff within visual contact at all times during repairs. June 2, 2016 - Procedures to be sent to JHSC, as well as the driving policy regarding the maintenance/cleanliness of the fleet vehicles. Confirm policy with Ben Smoke. July 28, 2016 - Paul asked if the policy in the shop should be communicated to Operations people, since the Maintenance policy maintains that the CTO stay in visual contact with technicians working on the train. Kevin asked if three point protection would be appropriate, since we do not require it to date. Lika said we need a RA to review the Maintenance policy, in order to develop a policy for ourselves. Paul asked to expand the definition of head end crew in the Maintenance policy so that the CSA could maintain eye contact as well. Sept 1 - Ongoing; Policy for GO Ops employees will be drafted regarding contact with Techs; October 20 - Ongoing. November 3 - Aaron/Graham/Rob to review policies to ensure that they are consistent and crews are aware of the responsibilities. November 28, 2016 - Maintenance is in the process of hiring a new Health and Safety advisor. Follow up for procedure to come. Ongoing. Feb 17, 2017 - procedure provided to committee, agreement that an improvement in protection to technicians under trains online. There should be an adoption model of direct supervision; March 23 - Confirm that it is happening with Maintenance. Develop and post notice to notify crews regarding this change in procedure when technicians are working on trains at Union Stations and outposts. May 11, 2017 - Request sent to Maintenance for clarification; will be discussed during maintenance JHSC meeting; June 8, 2017 - Update GO Operations policy to match MOE policy. Once this is confirmed, a notice will be sent out by management team to ensure communication is consistent throughout crew base. July 6 - Confirmed policy with MOE, and notice will be sent out before next meeting.; August 15 2017 - Draft notice sent to Rob and Graham for approval.</p>	Aaron W./Chris K.	Ongoing

9	Risk Assessments:	Etobicoke South Yard - restricted clearance at the 5mph slow order. There are no switch locks, and required to be consistent with the rest of the network. As well, location of derails need to be determined to protect against grade. Crews expressed concern that the regular handbrake policy may not be adequate to hold trains. As well, there is a 2 foot drop across the edges in the roadway, and will require guardrails. Targets on switches are occasionally reversed when they must be normal. August 15, 2017 - Risk Assessment closure scheduled with GO Transit (Kevin O'Driscoll)	STO/Chris K.	Ongoing
12 Monitoring				
	JHSC Inspection	June 2, 2016 - Inspections continue to be done; issues being sent to GO Transit. Lincolnville, Richmond Hill, Kitchener, Allandale, Georgetown, Willowbrook Crew Center completed thus far. Sept 1 - JHSC Employee members have requested time to complete site inspections - will complete more in upcoming months. October 20 - Members given time for inspections on November 3, 2016; November 3 - Inspections completed, Inspections of sites to continue with schedule. November 3 - Site Inspections to be completed - Milton and Oshawa. November 28, 2016 - Inspection of Kitchener yard, Henry street yard and Oshawa. Kitchener yard did not have adequate walk ways, Henry Street yard had potholes that need to be filled North of west tracks in walkway. Both yards have tripping hazards. Turnstile at Kitchener has been installed backwards, no fire extinguisher has been installed yet. No telephone line available. Need to direct crews to start using west end access only. Feb 17, 2017 - New schedule developed by Aaron, sent to employee members of JHSC; March 23 - Ongoing - Focus on switches and mechanical aspects of outposts and yards. Continue to provide full day for employee members to conduct site inspections prior to JHSC meeting. May 11, 2017 - Site Inspections of Barrie, Lewis Rd., and Willowbrook Yard was conducted prior to this meeting by the JHSC Employee members and submitted to HSE Advisor for documentation and actions. June 8, 2017 - Lincolnville - Switch 1 and 5 require lubrication, the derails are good. New mini ramp being built and will be completed shortly.. Richmond Hill Stn switch into yard - 2 tracks requires lubrication and maintenance. Fire extinguisher needs to be inspected for both locations - haven't been done so since April and January 2017. There are bolts at Danforth Station on Platform 3. Obico Yard - North switch from North Track to the yard - Switch from T1 to T2. Previously was spiked, no longer spiked. Kitchener - Storage of rails on the north side of the employee walkway. July 6 - MSY is non-operational, there is no safety equipment, fire extinguisher or first aid kit. The trailer is not yet open to crews. As well, there may need a phone for alternative methods of contact. The fence that has been installed does not go far enough to protect vehicles from leaving the roadway and falling 2 ft. Lincolnville track 1 requires maintenance as both the derail and the switch are difficult to operate	JHSC	Ongoing
	5A doors	July 6 - 2 accessibility coaches have been modified, monitor until complete. August 15 - Kevin O'Driscoll to follow up	Aaron W/GO Transit	Ongoing
	Cab Car Seating	Cab car seating in 254 is higher. Only has 2 seats. Looking into where the trainee supposed to sit. July 22, 2015 - Risk Assessment for Cab Car scheduled for August. Oct 1 - no update. Lika to share the cab car RA w the committee Nov 5 - August 21 RA provided to the JHSC; they are review it and provide concerns to Lika and Aaron; December 3, 2015 - No 3rd seat for a supervisor/trainer to sit on; speak with GO regarding modifications. April 2016, GO to conduct study of design of additional seating in 2 seat cab cars, to advise committee on the possibility. June 2, 2016 - Ongoing. July 28, 2016 - no response from GO, waiting for feedback, ongoing; Sept 1 - 75% in service, will continue to monitor. Oct 20 - Ongoing. November 3 - May not be possible due to space constraints, but alternatives will be looked at. Nov. 28, 2016 - GO acknowledges that seating is inadequate, but there does not appear to be a way to modify 300 series cabs to install a third seat. JHSC would like to investigate whether a cushion could be installed in the closet. Feb 17, 2017 - Meeting set up with GO Transit, JHSC Members to review the possibilities on Feb 28, 2017.; March 23 - Modification proposal presented by Aaron W to the JHSC - Shift back storage cabinet, removes support bar, and remove a portion of support wall. Write up proposal sent to JHSC members. May 11, 2017 - Ongoing - Monitor until complete. June 8, 2017 - Monitor until closed.	GO Transit	Ongoing
	Aldershot Station	July 28, 2016 - Track 3 at Aldershot, pictures provided to Aaron, to be passed onto GO. Height issue at mini ramp, bridge is not secure. Ongoing. Sept 1 - Ongoing; Oct 20 - Issue sent to GO Transit - Included Agincourt Station (Kevin O'Driscoll). Nov. 28, 2016 - GO to assign Melanie Morris to address 3 stations with platform height issues: Aldershot, Oakville and Agincourt. West harbour also has serious grade embankment at engine, difficult to climb up. Feb 17, 2017 - Communication with GO Transit regarding progress; March 23 - GO Requesting further information regarding problems. Kris M to provide further information and with pictures. May 11, 2017 - CSA department to confirm that issue has been resolved. June 8, 2017 - Information has been passed to GO Transit, and PM has been assigned to job. Will monitor until resolved/closed. July 6 - Aaron W to survey ramps throughout network and provide report to GO Transit. No update from GO Transit regarding Aldershot Station. August 15, 2017 - Issue has been forwarded to Station Stops West to determine solution	Aaron W/Kevin O'Driscoll/GO Transit	Ongoing
	Hazard Identification Forms	Formal process to be implemented in order to improve tracking of hazard identification. June 8, 2017 - In late stages of development. July 6 - Aaron W to complete hazard identification form and submit to Corporate HSE for approval. August 15, 2017 - Ongoing	Aaron W	Ongoing

Ergonomist	Contact various companies for an ergonomist to review job procedures and work areas. July 6 - Medisys contacted regarding Ergonomist at the time being. Full wellness package not beneficial to crew base. August 15, 2017 - Waiting for Medisys to send proposal for ergonomist - review UPE CTO seat	Aaron W	Ongoing
Vigilance Box	Look into removing policy of the vigilance box if we do not use. July 6 - Need to remove reference to it in GO manual	Aaron W/Management	Ongoing
Obico Yard	No fence underneath Queensway bridge resulting in potential for trespassers. July 6 - Operational, in good condition. August 15 - Matt Riordan, Aaron Wong, Chris Kane, and Kevin O'Driscoll to inspect	Aaron W/GO Transit	Ongoing
Crew Center/Equipment Maintenance	Communication to employes to keep vans clean, and to clean up after themselves when at the crew center. Reports of sheets left in trailer. Use as a topic for footboard meeting. July 6 - Footboard meeting to occur in September with topics including hygiene and safe operation of Vans as some crews have been reported to be speeding and leaving garbage behind. As well, crew cleanliness in the crew center a concern, focus on STOP, REPORT, RESOLVE, and the requirement to report injuries as soon as practicable.	Aaron W/Management/JHSC	Ongoing
Door Override in UPE	When activated, it does not extinguish green door lights which is the case not GO Trains - Should be consistent. August 15, 2017 - Formally advanced to MOE for further information/troubleshooting. It is currently inconsistent between GO Trains and UPE, with no change in the manuals.	Tony Elder and Paul Gudnason	Ongoing
10 New business			
Visors in Cab Cars	Windshield visor defective - and repaired with bolt and ball joint. New Cab Car has new design where the visor does not fall and could be retrofitted into old cab cars. The joint in the old cab cars do not hold the visors in place		Next Meeting
Breaker panel door	Check status of modification	Aaron W.	Next Meeting
Winter plan	Sweep of all switches in the network to be conducted in the fall to determine if they will be sufficient for the winter. Provide feedback to Aaron W regarding what concerns to forward over to GO Transit's vendors prior to einwter.		Next Meeting
Distorted Glass	Distorted glass reported to MOE via EDR - Engine 615 on the QCTO side	Aaron W.	Next Meeting
Working safely may get old, but so do those who practice it!			
14 Close Meeting	13:30		
15 Next Meeting	26-Sep-17		

We should all remind ourselves that no employee should start work under unsafe conditions, no supervisor should tolerate unsafe behavior, and all employees should speak up if they have doubts regarding safe working conditions. Under no circumstances will any deviation from essential safety rules be tolerated.


Paul Gudnason, Certified Worker Co-Chair


Kevin O'Connor, Certified Management Co-Chair

Scheduled Inspections				
#	Month	Location	Responsible	Date
1	February	Georgetown	Paul Gudnason	Feb 16/17
2	February	Henry St.	Alan Ghazal	Feb 16/17
3	February	Oshawa	Alan Ghazal	Feb 16/17
4	February	Obico	Paul Gudnason/Lee Mackey	Feb 16/17
5	March	Richmond Hill	Matt Riordan	23-Mar-17
6	April	Willowbrook Crew Center	Kris Mintz	
7	April	Allandale Yard	Matt Riordan	11-May-17
	April	Lewis Rd.	Paul Gudnason	11-May-17

8	May	<i>Lincolntonville</i>	Matt Riordan	23-Mar-17
9	June	<i>Kitchener (King St.)</i>	Matt Riordan	8-Jun-17
10	June	<i>Kitchener (Shirley St.)</i>	Matt Riordan	8-Jun-17
11	July	<i>Georgetown</i>	Paul Gudnason	
12	August	<i>Hamilton</i>	Lee Mackey	
13	September	<i>Milton</i>	Matt Riordan	
14	October	<i>Bathurst North Yard</i>	Kris Mintz	
15	November	<i>Don Yard</i>	Kris Mintz	
16	December	<i>Henry St.</i>	Matt Riordan	