

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Chair: Paul Gudnason & Kevin O'Connor **Purpose:** JHSC Meeting, Bombardier Transportation GO Transit Operations

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

Date: 22-Feb-18
Time: 13:00
Location: PM 4

Attendees: **Members**
 Kris Mintz

Guests
 Kevin O'Driscoll
 Reena Ghai
 Tyler Petrie
 Ken Geogeiff
 Chris Kane
 Don Mitchell

Regrets
 Matt Riordan
 Al Ghazal
 Lee Mackey

- 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 PM 4	JHSC	
1	Open Meeting	Yes	JHSC	
2	Acceptance of	accepted minutes from previous meeting	JHSC	
18	Body Count	8	Chris Kane	
4	911 call	Yes	Kevin O'Connor	
5	CPR/AED	Yes	Paul Gudnason	
6	Territory			
7	Outstanding Items			
	Add territory	No new territory since last meeting.	Committee	Ongoing

Incidents/Accidents/CRV Discussion	Injuries: review of recordable injuries in 2018 to date and discussion. No CRV's since last meeting.	C. Kane	Ongoing
Water Storage - Previous	<p>Initial introduction of issue, January 2013. Jan 29/2015- Ian 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 - 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.</p> <p>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</p>		
20130101-50 - Water Storage	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	Don M/Paul G	Ongoing

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; September 26 - Rob Doan continue to work with maintenance on improvements of water delivery and storage on the trains. Improvements have been noted by the crew members. October 24 - Aim is to replenish at outposts and Mimico Stn. Don yard is hard to get to because of the equipment. Suggested that the water be placed under the 3rd seat in the cab car and 2 cases in the 5A coach. Adam Frenza to explore at maintenance shop. Feb 22/18: No update from Adam Frenza, Don Mitchell said that the current system of water delivery is not going to work, need to change it. Doan and Blackwell to advise committee on solution.

8 Procedure/Protocol/Forms Review

20151203-18 - Protection of Maintenance workers working outside WB:

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. September 26 - Rule of the Week was issued, and to be removed next meeting. October 24 - Shift to Bulletin - Rob and Graham. Nov 22, 2017: Still awaiting bulletin, Paul to follow up with Rob Doan for completion. Feb 22/18 - issue has been escalated to Rob Andrews

Aaron W./Chris K.

closed - remove

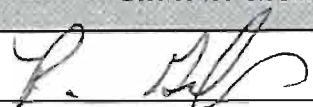
9	Risk Assessments:	Feb 22/18: Mimico South Yard - extending fence on roadway. Fire hydrant markings/ID for when snow piles up.	Kevin O'Driscoll	Ongoing
12	Monitoring			
	JHSC Inspection - January	Matt inspections from January - need to get Kitchener, Milton, Georgetown reports.	Matt Riordan	Ongoing
	JHSC Inspection - February	Allandale - south end track 3 there is a hole in the ground. Lincolnville - issue with notices/EDR's, 2 whistle posts missing on Uxbridge (westbound McNicoll mile 56.61, eastbound Finch), printer not working, snow on N side track 1 not cleared E end of platform where crews walk, Red fire hose box leaning against pole - track 6-7 W end of platform. Crew Centre - no dish soap available.	Paul Gudnason/ Kris Mintz	
	20150204 - 30 - 5A doors	July 6 - 2 accessibility coaches have been modified, monitor until complete. August 15 - Kevin O'Driscoll to follow up; September 26 - Work in Progress. Nov 22, 2017: Only new 5A coaches have been modified. Feb 22/18: update requested from GO.	Kevin O'Driscoll	Ongoing
	20150605-25 - 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. Nov 22, 2017: no update, need to get information on the status of this equipment modification. Feb 22/18 K. O'Driscoll update that new models will come with seat. Mod of existing being costed out.	K. O'Driscoll	Ongoing

20160728-14 - Aldershot Station - ramp height	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; September 26 - Work in Progress. Nov. 22, 2017: Committee inspected the track, problem still exists, ramp is definitely not secure. Need to escalate issue. Feb 22/18 Each station ramp being measured and adjustments to roadbed - will be recurring inspection. list to be provided of stations where ramp height adjustment needed.	K. O'Driscoll	Ongoing
20170605-06 - 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. September 26 - Ergonomist to conduct assessment on all roles in October. October 24 - Ongoing. Nov 22, 2017: physical demands analyses have been updated for CTO and CSA on GO trains. Feb 22/18: need to address PDAs for UPE service, especially the seating on UPE trains.	Chris Kane	Ongoing
20170605-06 - 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. September 26 - Ongoing due to regulations and change needed to the GO Manual. October 24 - Regulation change needed as it was designed for single operator model. (Milton). GO Transit will advance to determine. Nov 22, 2017: Ask regulatory affairs to consider options. can the reference be removed from the GO manual? Feb 22/18 If CSA added to Milton line then vigilance box not needed.	Chris Kane	Ongoing
20170605-06 - Crew Center/Equipment Maintenance	Communication to employees 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. September 26 - Need to settle on date for footboard meeting. October 24 - Set for November 1. Nov 22, 2017: Meeting was completed, the committee met with 40 employees in the afternoon. Don Mitchell asked the committee how to best keep the vans and workplace clean, Paul Gudnason suggested the company better follow up on the vehicle inspection forms. Feb 22/18 Transportation office responds to concerns about van cleanliness. Crews asked to report issue to Transportation office.	Aaron W/Management/JHSC	Closed. remove
20170926-03 - HVAC System - Trailer	Room 39 in Trailer 4 - HVAC system needs replacement as indicated by employees and site inspection. October 24 - GO transit looking to replace all HVAC units in the near future. Inspections completed by contractor for mould. Units were removed and temporary closed with plywood. Renovations and mould treatment completed as much as possible on October 21. Feb 22/18: all AC units have been replaced. Closed.	Kevin O'Driscoll	Closed. remove

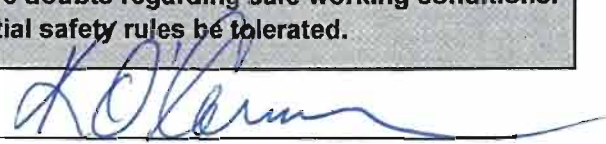
20171024-02 - Signal 118A Investigation	On Oct. 5, 2017, there was an alleged Rule 439 violation that occurred within the USRC at Bathurst Street. The signal passed was 118A and both crew members involved claimed that this light was displaying a permissive signal. This controlled light governs authority for trains in opposing directions. Any confusion in its indication could result in a catastrophic collision. Russ Archibald is determining which level of government is responsible for conducting the investigation. Nov 22, 2017: Russ Archibald said that Transport Canada has written to Metrolinx, informing them that signal 118A could be a liability. There has not been a response from Metrolinx yet. Feb 22/18 - item has been sent to signals. Signal has been modified by signals and communication Dept, crew was reinstated.	Archibald/GOT ransit	Closed. remove
10 New business			
20171024-02 - Quiet Room	Lay-Z-Boys have been purchased to replace existing ones. Nov 22, 2017: Chairs are ordered, once they are delivered, old chairs will be thrown out. 6 chairs are being replaced, please report any others that are no longer safe to use. Feb 22/18 Chair have been replaced.	Don Mitchell	Closed. remove
20171122-01 - Terms of reference	Greg Vaughan raised the issue that parts of the terms of reference have not been followed, such as getting minutes out to the committee in a timely manner and itemizing issues to better identify how long they have been on the minutes. The committee co-chairs agreed to meet to address the requirements of the terms of reference. Going forward, minutes will be updated on-screen, at the meeting so that there will no longer be a waiting period for them to be produced.	Paul Gudnason	Closed. remove
20171122-01 - Flashlights	Employees would like flashlights to be issued, many do not have a company issued light.	Chris Kane	Next Meeting
20171222-01 Fatigue management committee	Russ Archibald raised as issue regarding fatigue. The fatigue management committee should meet to review the fatigue management plan and address whether fatigue is an issue with injuries and violations.	Chris Kane	Next Meeting
20180222-01 Fentanyl	Procedures for dealing with fentanyl/biohazard 10-33.	Reena Ghai	
20180222-02 Noise	Engine 647: very noisy, need to conduct sound testing. Crews report difficulty operating with constant noise.	Chris Kane	
20180222-03 bump caps	Policy to be developed on where exactly bump caps need to be worn. RA to be completed.	Chris Kane	
20180222-04 mouldy fridge 557	EDR for mouldy fridge Feb 20 EDR A102929. Brian Baker submitted.	Chris Kane	

20180222-05 bus fire	Rock salt got caught in heating system and made odour - not a fire. Bus taken out of service and all buses checked for this issue.	Paul Gudnason	Closed. remove
	Working safely can be the difference between life and death. Your life is worth it!		
Close Meeting	14:45		
Next Meeting	March 22, 2018 13:00 PM 4		

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
February	Georgetown	Paul Gudnason	Feb 16/17
February	Henry St.	Alan Ghazal	Feb 16/17
February	Oshawa	Alan Ghazal	Feb 16/17
February	Obico	Paul	Feb 16/17
March	Richmond Hill	Matt Riordan	23-Mar-17
April	Willowbrook Crew Center	Kris Mintz	
April	Allandale Yard	Matt Riordan	11-May-17
April	Lewis Rd.	Paul Gudnason	11-May-17
May	Lincolville	Matt Riordan	23-Mar-17
June	Kitchener (King St.)	Matt Riordan	8-Jun-17
June	Kitchener (Shirley St.)	Matt Riordan	8-Jun-17
July	Georgetown	Paul Gudnason	
August	Hamilton	Lee Mackey	24-Oct-17
September	Milton	Matt Riordan	26-Sep-17
September	Mimico South Yard	Kris Mintz	26-Sep-17
October	Bathurst North Yard	Kris Mintz	
October	Allandale Yard	Paul Gudnason	24-Oct-17
November	Bradford	Paul Gudnason	24-Oct-17