

**JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES**

<b>Co-Chairs:</b> Adam Frenza and Tim Staples	<b>Purpose:</b> JHSC Meeting, Bombardier Transportation
<b>Minutes:</b> Mansur Pathan	<b>Reference:</b> Occupational Health and Safety Act, Union Agreement, JHSC Terms of Reference
<b>Date:</b> 31-May-18	
<b>Time:</b> 9:30 AM	
<b>Location:</b> Board Room	

Attendees:	PRESENT	Guest	Absent	GROUND RULES	
	Anthony Ratneiya Peter Newton Mansur Pathan	Adam Frenza Scott English Darren Hager		Tim Staples	<ul style="list-style-type: none"> <li>• Read the minutes</li> <li>• Accomplish your task</li> <li>• Prepare your issue for the next meeting</li> </ul>

#	Point	Outcomes/Actions/Decision/Comments	Responsible	Status
1	Open Meeting	The committee met at 10:00 AM to begin our meeting.		
2	Acceptance of Previous	April 2018 meeting minutes were accepted as written.	JHSC	
3	<b>New Business</b>			
	28.10.15 -007 Coach Shop Lifting device	Job aid to be created for lifting device/ Motor lifter as well as a risk assessment. <b>Nov 26</b> - Nadia and manufacturer to develop a procedure followed by training to the operator. <b>Dec 23rd</b> - Training department still in process of developing it. <b>Jan 28</b> - No update yet <b>Feb 25</b> - Job aid developed and communicated. Risk assessment to be carried out in March. <b>April 28</b> - Shall be completed within a week. <b>May 26</b> - Modification required on lifting device (T.Staples to discuss with K. Ahmad) <b>June 30</b> - lifting device prototype requires certain safety features to be used and further models will be built according to need. <b>July 27</b> - to be remodified for use. Meeting done with Ross and expectations provided. <b>Aug 25</b> - New tool is scheduled to be ready before the next meeting <b>Sep 29</b> - The tool was prepared but was removed from the floor due to technical fault. Will review it once ready and delivered to the shop floor approximately 2 weeks. <b>Oct 27</b> - Redesign complete. Supplier waiting on final parts. <b>Nov 24</b> - No update. Still waiting parts. Tim will contact Ross and provide an update next month. <b>Dec 22</b> - Transicor can't certify the integrity of the cable. Bombardier should be able to do this as long as there is a locking feature on the cable. Tim will follow up on the locking feature. <b>Jan 31, 2017</b> - JHSC recommends bringing modification ideas to Bombardier's engineering team. Jim Salemi to review and move forward. <b>Mar 27</b> - Transicor has identified an appropriate solution to lock the cable and are installing a new cable. <b>Apr 27</b> - Modification complete and too be tested. Risk assessment to be conducted. <b>May 30</b> - On First use, the cable was run out and the lifting platform dropped with no load. Limit switch to be installed before the device can be put back to use. <b>Jun 29</b> - No Update. <b>Jul 27</b> - Abandoned old one, outsourcing a new lifting device. <b>Aug 31</b> - Drew will be looking into this. <b>Oct 26</b> - Drew looking into a new vendor. <b>Nov 30v</b> - Lifting device sent out for repairs and improvements. <b>Feb 22</b> - Waiting on New Design <b>Mar 29</b> - In development <b>Apr 26</b> . Reaching out to suppliers <b>May 31</b> - Brian Carroll has sourced and ordered a unit to test this month.	T. Staples A. Frenza B. Carroll	OPEN
	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 (Diesel Shop), 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. <b>June 30</b> - D. Primrose has sent request to GO Transit (S. Choy). Track 16 & 17 near the bridge also requires a mirror. <b>July 27</b> - Adam has communicated with Ian once again. Anthony to accompany Adam and Ian once there is an agreed date. <b>Aug 25</b> - Ian Massi on vacation. Schedule to be established with GO Transit once he is back. <b>Sep 29</b> - Ian Massi is back from vacation and a schedule will be developed and communicated soon. <b>Oct 27</b> - Anthony has agreed to use Simon to access Ian Massi. Simon will help facilitate their meeting. When the walk takes place, the idea of a stop sign will be explored at the consist wash where vehicles enter from gate number 1. Anthony is aware of the concerning location. <b>Nov 24</b> - Anthony met with Ian and he would not entertain a walk around to discuss possible future mirror location. Instead he asked again that we send him a list of locations. JHSC recommends going above Ian and speak to his superior, K. Lam's successor. <b>Dec 22</b> - Matthew Strecker has taken over for Ka Lam. Adam has met with him and explained the reporting process as the JHSC knows it. Matt is now familiar with the GO log book and Adam can escalate issues to him going forward. <b>Jan 31, 2017</b> - Adam will forward minutes to Matt. <b>Feb 23</b> - Issue has been raised to GO Transit's health and Safety meeting minutes. <b>Mar 27</b> - No update from GO at this time. Specific locations for requested mirrors or signs was given to GO. Adding a request for an "6" marker in addition to the "10 and 12" markers for clearing the 10W switch Westbound. <b>Apr 27</b> - No update from Matt. Adam will request a meeting to walk the yard and review the areas requested. <b>May 30</b> - Matt has accepted a proposal to walk the yard and explore the proposed areas. Adam will schedule with Matt in June. <b>Jun</b> - Adam to reach out Paul Proc to attend yard walkabout. Mirrors are on his committee agenda as well. <b>Jul 27</b> - Adam to go for a walk with Matt 1st week of August. <b>Aug 31</b> - Walk completed between Adam & Matt. Matt agreed but can not make it high priority. Currently in the hands of GO Transit. <b>Jan 25 2018</b> - Caution signs and mirrors are being recommended (not enough clearance for fouling point). <b>Feb 22</b> - Under GO Transit <b>Mar 29</b> - No update from GO transit. <b>May 31</b> - GO Transit has refused to address the problem.	J. Eldridge A. Frenza A. Ratneiya	CLOSED
	24.11.16 -032 CEM hand brake.	<b>Dec 22</b> - CEM hand brake has no safe way to lock out. PM crew has tried multiple scenarios. Manual release requires second person, rather than LOTO. Confirm with PI if we are missing something. <b>Jan 31, 2017</b> - PI to work with Adam in the PM next week to determine a solution. <b>Feb 23</b> - PI met with Simon about the risk. Simon / Anthony to report back next meeting. <b>Mar 27</b> - Risk confirmed with PI. Two people are needed to complete this task. Adam will meet with PI and PM supervisor to discuss a potential modification so that the hand brake can be locked out. <b>Apr</b> - Brian will set up RA with PI now that PM supervisor and committee member are back from vacation. <b>May 30</b> - No update at this time. Anthony to apply best practice learned from CEM familiarization course and report back. <b>Jun 29</b> - To happen this month. <b>Jul 27</b> - To take place July 28th - Anthony/Alfred L. <b>Aug 31</b> - Training to write a procedure. <b>Jan 25</b> - Training to re-do procedure <b>Feb 22</b> - Training department handling procedure <b>Mar 29</b> - No update <b>Apr 26</b> . Procedure review scheduled on May 1st <b>May 31</b> - Job aid completed and approved.	T. Staples A. Ratneiya A. Frenza S. Casella	CLOSED
	31.08.17 - 039 Edges of PM Pits	<b>Aug 31</b> - Yellow Angle iron edges along PM tracks 1 and 2 are lifting, causing multiple hazards. <b>Sept 29</b> - Adam will inquire about potential timeline for PM Renovation Project. <b>Oct 26</b> - Have arrived in the PM. <b>Nov 30</b> - sent to GO Maintenance <b>Jan 25</b> - Take pictures for next JHSC inspections. <b>Feb 22</b> - Safety awareness around edges of PM pits. <b>Mar 29</b> - Planned under PM renovations <b>Apr 26</b> . GO Transit has been grinding down PM edges to remove tripping hazards, flourecent paint on areas that still need work. <b>May 31</b> - GO Transit has grinde down and marked down the tripping hazards.	A. Ratneiya A. Frenza	CLOSED
	26.10.17 - 041 DMU Toilet	<b>Oct 26</b> - DMU Toilet filling method not appropriate. Cannot be using red gas (jerry) cans - which is for fuel not chemicals. <b>Jan 25</b> - Alternative container to be issued. <b>Feb 22</b> - Alternative containers are being sourced. <b>Mar 29</b> - To be confirmed for next meeting. <b>Apr 26</b> . No update at this time <b>May 31</b> - Waiting on Fastenal	D. Hager Llyod M.	OPEN
	01.25.18 - PM 3 / 4 - Slippery paint on floor at large doors/man doors	<b>Jan 25</b> - Request sent to GO for grip paint (anti-slip) <b>Mar 29</b> - Anti-slip strip or mats as a temporary measure recommended near manddoors and train doors. Warning signs for first four doors, "Expect train movement" <b>Apr 26</b> . GO Transit facility looking into solution for anti-slip paint for PM 3 / 4 doors. Warning signs posted on PM man doors. <b>May 31</b> - GO Transit has put in anti-slip paint at PM 3 / 4 doors, need to verify effectiveness.	D. Hager A. Frenza	OPEN
	02.22.18 - Electrical Schematics (Safety Issue)	<b>Feb 22</b> - Verify all drawings are available for mods/refurbs and new CEM coaches. <b>Mar 29</b> - Vinny to upload schematics to kiosks. <b>Apr 26</b> . Coach shop and diesel shop updated on kiosk, verification needed. <b>May 31</b> - Schematics have been uploaded on to kiosks, thank you Vinny.	T. Staples A. Ratneiya A. Frenza	CLOSED

02.22.18- Outpost Inspection	<b>Oct 26</b> - No derails on the North end at the Bradford outpost. Switches locked by Crew, long walk out to switches. Both derails only in the South direction(Protects roll away, not workers). <b>Nov 30</b> - request sent to GO Facilities. <b>Feb 22</b> - Omni directional derails needed at Shirley Ave. Outpost. Kitchener yard has no security <b>Mar 29</b> - Two-way derails are being sourced. <b>Apr 26</b> . Go Transit has no update at this time. <b>May 31</b> - Derails are being put into place at outposts including two-way derails. Full survey of outposts underway.	A. Kurceba D. Robinson T. Staples	OPEN
03.29.18- test procedure	Brake <b>Mar 29</b> - Brake test procedure risk assessment on Wheel bay 1 (west end) and track 16/17 <b>Apr 26</b> . To be scheduled in May. <b>May 31</b> - Scheduled for next bi-weekly meeting	M. Pathan B. Smith T. Staples A. Ratneiya	OPEN
05.31.18- Restricted area - No personal electronic devices signage	<b>May 31</b> - Signs to be sourced	M. Pathan S. English	OPEN
4	<b>JHSC Inspection</b> <b>Mar</b> - Reviewed and items discussed or added to GO Log book. <b>Areas Inspected:</b> Warehouse 335, Stores 125, 50 Akron, TMC, PM1/2	JHSC	
5	<b>GO Book Items Logged - Email Requests</b> <b>2016</b> Dec 22 - Can't reach #1 Truck cut out on locos when spotted over wheel lathe in WB1. GO to provide a solution. Small mobile step doesn't work as a solution due to facility design. - <b>Closed/Not Resolved</b> <b>2017</b> Feb 23 - Wayside cables in the canopy are missing identifier tags - <b>Open</b> Mar 27 - F5/6 fire extinguisher decal faded beyond acceptable limit. - <b>Open</b> Mar 27 - Outdate or missing PPE signs on all exterior doors at 125 Judson. - <b>Open</b> Mar 27 - Remove sticker in consist wash control room "do not stop loco in house" as we are required to do this with the current wash operation. - <b>Need to check</b>  Dec 28 - DS2 phone at post D47 is not working - <b>Closed</b> <b>2018</b> Feb 22 - Trap door on table (CS3 - north west side) with broken spring - <b>Open</b> Mar 29 - North east side stair rail of locomotive wash building is bent - <b>Open</b> Mar 29 - Fire safety pins for parts washers (DS3 & DS2 drop table) Need fixed/replaced. - <b>Open</b> Mar 29 - DS2 track 2 table supporting jack not dropping when table parked. - <b>Open</b> Apr 26 - Oily rag disposal bin - chain missing in coach shop drop table area - <b>Open</b> Apr 26 - Concrete in DS2 by shop door uneven and falling apart (Shawn) - <b>Open</b>	GO	
6	<b>Procedure Review</b> Being done as needed on Bi-Weekly meetings. Hot work permit program procedure review. Rollout in June.		
7	<b>Risk Assessments &amp; Safety Observation Cards</b>		
	Safety Observation Card Winner: Cam Pernokes - Contractor using rope as rigging for overhead crane without hardhat.  Risk Assessment Reviews: Air Drier Change-out Risk Assessments: Wheel Bay loco nose wash, Brake test procedure risk assesment (Wheel bay)		
8	<b>Incident Report</b> Reviewed month to date		
9	<b>Safety Topic Selection</b> New initiative to delelop 52 safety topics with subtopics so that a annual schedule can be released. Future topics: PPE, tool safety.  Remaining to be selected in next Bi-Weekly Meeting and put in to a schedule.		
10	<b>Close Meeting</b> Meeting closed at 14:30.		
11	<b>Next Meeting Date</b> June 13, 2018 - Bi-Weekly JHSC Review Meeting June 28, 2018 - Monthly JHSC		

  
Tim Staples, Certified Worker Representative

  
Adam Frenza, Certified Management Representative