



GRAND RIVER TRANSIT

HEALTH & SAFETY COMMITTEE

Date: February 22, 2008
Time: 10:00 a.m.
Co-Chairs: Ron Pearson, Rick Lonergan
Present: Maurice Levesque, Phil Mayberry, Dave Smith, Randy Steckly, Dan Steinman
Guest: Cindy Blair, Corporate H&S

NOTES: Concerns or Comments regarding minutes, contact: **Rick Lonergan** 519-574-9170 or president@caw4304.ca
Ron Pearson ext. 7273 or e-mail pron@region.waterloo.on.ca

Health & Safety Issues

Item #	Issue	Actions to be taken	Assigned To	Status
1.0 Review of Previous Minutes				
H&S 01	Leaking Hoists <i>(issue raised September 8, 2005)</i>	<ul style="list-style-type: none"> ○ Facilities meeting to take place next Monday, more information will be available after meeting ○ Will advise status at next meeting 	R. Steckly	Ongoing Completion, June, 2008
H&S 02	Compressed Natural Gas Evacuation Procedures <i>(issue raised January 18, 2006)</i>	<ul style="list-style-type: none"> ○ Three quotes are needed for the installation of the blue lights, these are to be looked at in 2008 		Ongoing
H&S 03	FOB Update <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> ○ Writing for FOB's complete, waiting to activate them, which should take place after next week's meeting 	R. Pearson	

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H&S 04	Request To Have Cameras Installed In Conventional Buses <i>(issue raised June 2 , 2006)</i>	<ul style="list-style-type: none"> ○ Meeting regarding the risk assessment has taken place ○ Will have the risk assessment and recommendations report within the next couple of months 		Ongoing
H&S 05	Lug Lock Installation <i>(issue raised June 2 , 2006)</i> Code: 1	<ul style="list-style-type: none"> ○ 26 lug locks left to be installed 	R. Steckly	Ongoing, Completion Date, February, 2008
H&S 06	Fire Exit Access Request <i>(issue raised July 12 , 2006)</i>	<ul style="list-style-type: none"> ○ Spoke to Derek from Facilities, work still is not complete 	R. Steckly	Open
H&S 07	Mold Concerns On Buses <i>(issue raised September 6 , 2006)</i>	<ul style="list-style-type: none"> ○ Original meeting took place ○ Committee to be set-up within GRT including Cindy, Rick, Randy, Ron, and Dave Frey ○ Committee to come up with a plan of how to clean the existing mold, find a way for the pan not to collect and hold standing water, as well as where to proceed from this point ○ A consultant from Pinchin should attend a meeting with committee to discuss how to deal with the mold ○ Idea to contact manufacturer to see how they suggest the coils should be cleaned 	C. Blair R. Lonergan R. Steckly R. Pearson	Ongoing
H&S 08	Shielding Issues <i>(issue raised October 12, 2006)</i>	<ul style="list-style-type: none"> ○ Maurice took a look at the pictures Randy sent ○ It was agreed to leave on H&S minutes for now 		Ongoing
H&S 09	Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Planning meeting took place ○ Testing to follow on the bus with Maurice 	C. Blair	Open
H&S 10	Fire Plan Update For 250 Strasburg <i>(issue raised February 22, 2007)</i>	<ul style="list-style-type: none"> ○ Cindy received updated drawings from Facilities ○ Will submit to Fire Department ○ Status changed to ongoing 	C. Blair	Ongoing
H&S 11	Front Exit Door Lights In Annex <i>(issue raised May 23, 2007)</i>	<ul style="list-style-type: none"> ○ Wait until nicer weather to see if manually opening the doors works ○ Status changed to ongoing 		Ongoing

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H&S 12	Backing Up Procedure For Buses <i>(issue raised November 8, 2006)</i>	<ul style="list-style-type: none"> ○ Another training date to be scheduled sometime in April for anyone who missed the original training, Randy to contact Bruce regarding date ○ Employees should be reminded to use the back up guide when they are not doing so 	R. Steckly	Open
H&S 13	Emergency Alarm Response Recommendations / Management Response <i>(issue raised June 26, 2007)</i> Code: 1	<ul style="list-style-type: none"> ○ Meeting took place and some concerns were expressed ○ Management were told about the concerns but there has been no response as of yet ○ Ron and Rick to meet to do up a formal concerns sheet then will forward to management 	R. Pearson R. Lonergan	Open
H&S 14	Bike Rack Concerns <i>(issue raised June 26, 2007)</i>	<ul style="list-style-type: none"> ○ Ron sent copy of bike rack notice to Jean, she will bring this issue up at next CSA H&S meeting ○ Ron will follow-up with Jean after CSA's H&S meeting next week 	R. Pearson	Open
H&S 15	Bike Rack Work Refusal <i>(issue raised June 26, 2007)</i>	<ul style="list-style-type: none"> ○ Ron and Cindy working on this issue ○ Issue status changed to ongoing 	C. Blair R. Pearson	Ongoing
H&S 16	H&S Binders For All Committee Members <i>(issue raised Sept 5, 2007)</i>	<ul style="list-style-type: none"> ○ Maurice to finish dividing the binder and will give to Cathy Clayton to complete the rest 	M. Levesque	Open
H&S 17	Fender Flare Part <i>(issue raised October 23, 2007)</i> Code: 2	<ul style="list-style-type: none"> ○ The fender flares have been ordered for the Orion 07's 	R. Steckly	Open, Completion Date, December, 2007
H&S 18	Violence In Workplace Recommendation <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> ○ Ron printed good copy and received the signatures ○ Ron forwarded copy to CSA H&S for their approval 	R. Pearson	Open
H&S 19	Chairs In Mobility PLUS Dispatch Office <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> ○ One chair is currently being sampled in Mobility dispatch 		Open

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H&S 20	Remove GRT Buses In Bad Weather <i>(issue raised November 27, 2007)</i>	<ul style="list-style-type: none"> ○ Ron to follow-up with Peter Mercado regarding this issue 	R. Pearson	Open
H&S 21	Unclaimed Bicycles <i>(issue raised November 27, 2007)</i> Code: 1	<ul style="list-style-type: none"> ○ As of last Charles Street Terminal (CST) inspections, the bikes were still there ○ Ron to follow-up on this issue 	R. Pearson	Open
H&S 22	Snow Clearing At GRT Terminal / Current Work Refusals <i>(issue raised November 27, 2007)</i> <i>(issue raised February 22, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Two work refusals took place due to the fact that the operator did not feel the snow was cleared sufficiently ○ MOL was contacted ○ The snow clearing contract was looked at and it states that snow is to be cleared so that bare pavement is showing ○ Will be holding the contractor to what the contract states 		Open
H&S 23	Sharps Training At Charles Street Terminal <i>(issue raised November 27, 2007)</i> Code: 1	<ul style="list-style-type: none"> ○ Cindy to contact Sharen regarding staff needing sharps training ○ Randy sent list to Ann for the service attendants that need training 	C. Blair	Open
H&S 24	Accident Not Reported <i>(issue raised November 27, 2007)</i>	<ul style="list-style-type: none"> ○ Meeting took place with the Ministry of Labour (MOL) ○ Within 4 days of an accident/incident, the Union and Co-Chairs of the H&S Committee are to receive the details ○ Regional e-mail address to use is: <ul style="list-style-type: none"> - KWSA GRT ○ Ron sent address to Maurice to use 		Open
H&S 25	Pushing Buses With Vans <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Question as to whether the Supervisor vans still push buses out of intersections etc. when needed ○ Assistant managers/supervisors meeting to take place next week, Ron to discuss this at that time 	R. Pearson	Open

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H&S 26	Parking Buses Behind Annex <i>(issue raised January 9, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ Buses are being parked by door number 5 & 6 which makes it difficult to get into, but is only temporary 		Open
H&S 27	MSDS Sheets Before Work Starts <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Cindy contacted Facilities/Engineering management ○ MSDS sheets will be forwarded to co-chairs before any work starts 		Open
H&S 28	Reducing Assaults On Our Operators <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Request to have security ride buses occasionally to create a passenger awareness of security presence ○ Ron to speak with Peter Mercado regarding this 	R. Pearson	Open
H&S 29	Reducing Threats/Assaults on Operators <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Ron spoke to Jim regarding requesting to tell customers who call in or write in complaints that it is the supervisor's responsibility to inform the operator and to make sure the customer does not approach the operator directly ○ Ron to work further on this issue 	R. Pearson	Open
H&S 30	Communication With Police <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Ron to e-mail supervisors for them to ask the police where they want the operators to wait 	R. Pearson	Open
H&S 31	Police Requested To Be Called <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Ron to e-mail supervisors to let them know to call police when an operator requests them to do so 	R. Pearson	Open
H&S 32	Co-Operation During Work Refusals <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Maurice spoke to employees to explain how a work refusal is to take place and now they understand ○ Cindy distributed work refusal flow chart to Committee members ○ copy is to attach to the H&S minutes ○ Work refusal flow chart should be reviewed with the supervisors ○ Flow chart to be posted throughout GRT ○ Copy to be sent to CSA 	R. Pearson R. Lonergan R. Pearson	Open

Item #	Issue	Actions to be taken	Assigned To	Status
H&S 33	Code Status To Be Changed <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> ○ Maurice to forward ABC code definitions to Rick ○ Committee agreed to continue to use number codes for the H&S minutes 	M. Levesque	Open
H&S 34	Security Cannot Be Called <i>(issue raised January 9, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ Operators cannot call security through the radio, they have to go through the supervisor first ○ Rick to check with Jim 		Open
H&S 35	All In One Radio Channel <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ In the case where some supervisors were not answering calls if an operator was not using assigned call process, tapes were listened to and the call was answered in this case ○ Review of all radio procedures are taking place ○ Meeting to take place soon 	R. Pearson	Open
H&S 36	MSDS Sheets Not Updated <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Randy spoke with Charles regarding this, will take appropriate action to fix this problem 		Open
H&S 37	First Aid Washroom Being Used <i>(issue raised January 9, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ 1st aid room/washroom is not locked yet ○ Cindy to send summary of what other Regional buildings are doing regarding the 1st aid room ○ Key should be kept in Fleet office ○ Randy to do work order to replace the lock on the door ○ Ron and Randy to discuss procedure 	R. Steckly R. Pearson R. Steckly	Open
H&S 38	Lock Out / Tag Out System <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Randy gave procedure to Rick to look at 	R. Lonergan	Open
H&S 39	Walk-Around Form <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> ○ Cindy to send copy of Work Place Inspection form to Dan and Rick 	C. Blair	Open
H&S 40	2008 Joint H&S Meetings (KWSA & CSA) <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> ○ Joint H&S Meetings (KWSA & CSA), Ron to contact CSA Co-Chairs regarding meetings - May 6 11:00 am 	R. Pearson	

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		<ul style="list-style-type: none"> - November 4 11:00 am o Oktoberfest Meeting - September 4 11:30 am 	R. Pearson	
H&S 41	2008 GRT Inspection Dates	<ul style="list-style-type: none"> o Maurice to forward CST inspection dates to Angela so they are included in the minutes o Dan to set up dates for inspection for 250 Strasburg 	M. Levesque D. Steinman	Open
2.0 Agenda				
2.1	Work Refusal Regarding Driver Seats <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> o Problems regarding the suspension for the driver's seats on the 2700's o No shocking action in the seats o There is a red button on the side of the seat to stiffen or loosen the suspension o A lot of operators cannot find the red button or do not know that there is one o All operators from 2000 and on are being trained on the operation of the driver's seats o Randy to check into the seats and will e-mail Phil and Rick the results o Rick to check for the red button in the meantime o Until a solution is found, the operator will be accommodated o Cindy to forward information regarding the recaro seats to Ron 	R. Steckly R. Lonergan C. Blair	Open
2.2	Training Needed Regarding Work Refusals <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> o It was brought to attention that training may be needed for Fleet workers and supervisors as to what constitutes a work refusal o Supervisors have had this training o There was no safety hazard in this case and it was not a work refusal 		Open
2.3	Evacuation of Charles Street Terminal <i>(issue raised February 22 , 2008)</i> Code: 3	<ul style="list-style-type: none"> o Recently there was a fire at the CST and the building was evacuated o Clerk could not find a pull station when they noticed smoke o Cindy to post notice of where the pull stations are 	C. Blair	Open

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		located		
2.4	Bomb Threat On Buses <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Improvement is needed to deal with how bomb threats on buses are handled ○ It didn't run smoothly when the threat came in ○ Supervisors had to contact all of the buses that did not respond ○ Ron will assign a person to review/develop bomb threat procedures to determine effectiveness ○ Operators need to keep trying and not give up when they are calling and checking in 	R. Pearson	Open
2.5	Blue Tub Covers for 2700 Buses <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ Request for blue tube covers to be put over florescent lights in 2700 buses to reduce the glare in the dark ○ These lights will be re-programmed ○ Maurice to communicate this to the operator 	R. Steckly M. Levesque	Open
2.6	Lost Time Injuries <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ Vehicle type is showing up blank on the lost time injuries form ○ Cindy to check the Park Lane forms to make sure they are picking up this information 	C. Blair	Open
2.7	Towing Procedure <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ There is a lack of consistency regarding the towing procedures being followed ○ Sometimes the buses are being driven when the air pressure is going up and down ○ It was agreed that the minimum limit a bus can be driven with the air pressure dropping is 80 PSI, after this, the buses need to be towed back to the garage 		Open
2.8	Work Refusal Procedure <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ A work refusal was done on a particular bus and the bus ended up not being towed and was given to another operator to use ○ Ron will be setting up a training for Supervisors in Mobility, Fleet and Operations training ○ Work refusal procedure will be reviewed 	R. Pearson	Open

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		He played an integral role in many positive changes and new programs put in place in the area of Health and Safety for GRT.		

Next Meeting:

Please note date change for next meeting

Thursday, March 27, 2008 Grand River Transit Meeting Room A 250 Strasburg Road, Kitchener **1:00 PM**

Meeting Adjourned:

12:10 pm

Minutes accepted by:

Ron Pearson, Management Co-chair

Rick Lonergan, CAW Local 4304, Co-chair

2008 H&S ITEMS WHICH ARE NOW CLOSED

Issue	Actions Taken
<p>Bus Operator Did Not Feel Safe Operating Bus During Storm <i>(issue raised January 26 , 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Maurice gave copy of Eric's response to Rick
<p>Portable Oxygen Tanks <i>(issue raised January 26 , 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Ron distributed to the Committee information regarding oxygen tanks ○ Will ask Ministry of Labour for direction if a work refusal takes place
<p>Highland Hill Mall Water Turned Off <i>(issue raised February 22, 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Work was proceeding before the last H&S meeting in November
<p>Supervisors Should Know All Certified H&S Members <i>(issue raised March 27, 2007)</i></p>	<ul style="list-style-type: none"> ○ Andrew has sent all of the dates to Fleet in Cambridge
<p>Bus Put Into Service With Expired Sticker <i>(issue raised October 23, 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Reminder notice posted ○ Nightly inventory of buses to be done to make sure correct buses are at correct area
<p>Bus Headlights Aiming Pointing Down <i>(issue raised November 27, 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Question brought up as to when headlights are re-aimed, sometimes they end not straight ○ They are re-aimed at each inspection ○ Maurice to note the bus number if he notices this again

<p>Poor Lighting At University of Waterloo <i>(issue raised November 27, 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Lighting problem is fixed, a row of lights were out
<p>Stop Signs On Ring Road <i>(issue raised November 27, 2007)</i> <i>(issue closed January 9, 2008)</i></p>	<ul style="list-style-type: none"> ○ Stop sign by main entrance has been lowered
<p>Storage Of Brake Chambers Work Refusal <i>(issue raised June 26 , 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ SOP done ○ Walter and Phil plan to cut a bunch at once
<p>City Of Kitchener Vehicle Hit <i>(issue raised Sept 5, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ City of Kitchener is aware of the problem and is making sure their vehicles are not parked near the moving buses
<p>Parking Brake Issue On 2700 Buses <i>(issue raised October 23, 2007)</i> <i>(issue closed February 22, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ All are complete
<p>Cleaning Staff Not Following Procedure <i>(issue raised October 23, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ Meeting took place ○ Cleaning is now being scheduled around operator's lunches
<p>Doors Installed By Mobility PLUS Dispatch <i>(issue raised October 23, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ Spoke to Mobility dispatch employees, noise is not much of a problem
<p>Police Liaison Officers <i>(issue raised November 27, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ Ron had meeting with Peter Mercado ○ Person was charged and banned for one year
<p>Diesel Electric Hybrid Buses <i>(issue raised November 27, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ Specs for the hybrid buses were forwarded to Maurice and Phil

<p>Fumes At Charles Street Terminal <i>(issue raised November 27, 2007)</i> <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> ○ WHMIS sheets were giving to Maurice after the work had started ○ It would be better to receive the information before the work starts so employees are aware of the chemicals being used
<p>Mirror Outside of Doors 7,8,9 <i>(issue raised January 9, 2008)</i> <i>(issue closed February 22, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ The second mirror outside of doors 7, 8, 9 has been fixed
<p>Bus With Too Wide Turning Radius <i>(issue raised January 9, 2008)</i> <i>(issue closed February 22, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ Bus 8505 has been taken out of service
<p>2008 H&S Meetings</p>	<ul style="list-style-type: none"> ○ H&S Meeting have been set for 2008 ○ Please note, all meetings are scheduled for 1:00 pm except for the ones noted <ul style="list-style-type: none"> - February 13 9:00 am - March 19 - April 29 - May 28 - June 18 - September 4 - October 8 - November 12 - December 10



MINUTES DISTRIBUTION

Eric Gillespie	Director Transit Services
Peter Zinck	Assistant Director Transit Services
John Cicuttin	Manager Transit Development, 5 th Floor, 150 Frederick
Ron Pearson	Manager, Transit Services
Serge Ianni	Assistant Manager Control Dispatch
Jim Ioannou	Assistant Manager
Randy Steckly	Manager Fleet North
Dave Smith	Assistant Manager, Mobility PLUS
Sharen Robinson	Assistant Manager, Terminals
Dan Steinman	Mobility PLUS
Cheryl McGill	Operational Designer – 250 Strasburg Rd
Phil Mayberry	Grand River Transit – Fleet
Rick Lonergan	Grand River Transit – Operations
Cindy Blair	Corporate Health & Safety, Human Resources
Michael McMullen	Facilities Operations, 6 th Fl, 150 Frederick
John Livingstone	Grand River Transit – Operations, Cambridge
Blair Allen	Principal Planner, Transit Development

Jean Bourdon and Serge Ianni for Supervisors

Fleet Supervisors; Ray Arsenault, Nial Bermingham, Dave DeGouveia, Walter Jadro, Gerry Lefler, Dan Moser, Ozzie Resendes

Dennis Meyer - City of Kitchener dennis.meyer@city.kitchener.on.ca

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Union Website c/o e-mail to Rick Lonergan

Kitchener Terminal	Posting Board
Fleet	Posting Board
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