



## KWSA HEALTH & SAFETY COMMITTEE

**Date:** April 1, 2008  
**Time:** 10:00 a.m.  
**Co-Chairs:** Ron Pearson, Rick Lonergan  
**Present:** Phil Mayberry, Randy Steckly,  
**Guest:** Andrew Scheifele, Corporate H&S  
**Absent:** Dave Smith, Dan Steinman

**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

<b>Health &amp; Safety Issues</b>
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Item #	Issue	Actions to be taken	Assigned To	Status
<b>1.0 Review of Previous Minutes</b>				
H&S 01	<b>Leaking Hoists</b> <i>(issue raised September 8, 2005)</i>	<ul style="list-style-type: none"> <li>○ Replacements of current hoists must go to council for approval, to be included with the future expansion plans</li> <li>○ The current hoists will be re-painted and repaired as needed</li> </ul>		Ongoing Completion, June, 2008
H&S 02	<b>Compressed Natural Gas Evacuation Procedures</b> <i>(issue raised January 18, 2006)</i>	<ul style="list-style-type: none"> <li>○ Facilities will take care of the blue lights</li> <li>○ Contractors were in and quotes were updated</li> </ul>		Ongoing

<b>Item #</b>	<b>Issue</b>	<b>Actions to be taken</b>	<b>Assigned To</b>	<b>Status</b>
H&S 03	<b>Request To Have Cameras Installed In Conventional Buses</b> <i>(issue raised June 2 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Meeting regarding the risk assessment has taken place</li> <li>○ Will have the risk assessment and recommendations report within the next couple of months</li> </ul>		Ongoing
H&S 04	<b>Lug Lock Installation</b> <i>(issue raised June 2 , 2006)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ 10 lug locks left to be installed, some by contractors</li> </ul>	R. Steckly	Ongoing, Completion Date, February, 2008
H&S 05	<b>Fire Exit Access Request</b> <i>(issue raised July 12 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Signs are complete but still waiting for arrows to be painted correctly on the floor</li> </ul>	R. Steckly	Open
H&S 06	<b>Mold Concerns On Buses</b> <i>(issue raised September 6 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Ron to set up meeting to include Cindy, Rick, Randy, Ron, and Dave Frey</li> <li>○ 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</li> <li>○ A consultant from Pinchin should attend one of the meetings with committee to discuss how to deal with the mold</li> <li>○ Idea to contact manufacturer to see how they suggest the coils should be cleaned</li> </ul>	R. Pearson	Ongoing
H&S 07	<b>Shielding Issues</b> <i>(issue raised October 12, 2006)</i>	<ul style="list-style-type: none"> <li>○ Maurice took a look at the pictures Randy sent</li> <li>○ It was agreed to leave on H&amp;S minutes for now</li> </ul>		Ongoing
H&S 08	<b>Noise Exposure Limits Lowered</b> <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> <li>○ Quote received from Pinchin, testing dates to be arranged</li> <li>○ 5 buses to be tested</li> <li>○ H&amp;S Committee Members agreed to have Maurice participate in the noise testing</li> </ul>	C. Blair	Open
H&S 09	<b>Fire Plan Update For 250 Strasburg</b> <i>(issue raised February 22, 2007)</i>	<ul style="list-style-type: none"> <li>○ Cindy received updated drawings from Facilities, will submit to Fire Department</li> <li>○ Status changed to ongoing</li> </ul>	C. Blair	Ongoing

<b>Item #</b>	<b>Issue</b>	<b>Actions to be taken</b>	<b>Assigned To</b>	<b>Status</b>
H&S 10	<b>Front Exit Door Lights In Annex</b> <i>(issue raised May 23, 2007)</i>	<ul style="list-style-type: none"> <li>○ Wait until nicer weather to see if manually opening the doors works</li> <li>○ Status changed to ongoing</li> </ul>		Ongoing
H&S 11	<b>Backing Up Procedure For Buses</b> <i>(issue raised November 8, 2006)</i>	<ul style="list-style-type: none"> <li>○ Waiting until all new Fleet staff are hired before training is set up</li> <li>○ Randy to contact Bruce regarding date</li> </ul>	R. Steckly	Open
H&S 12	<b>Emergency Alarm Response Recommendations / Management Response</b> <i>(issue raised June 26, 2007)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Meeting took place and some concerns were expressed</li> <li>○ Management were told about the concerns but there has been no response as of yet</li> <li>○ Ron and Rick to meet to do up a formal concerns sheet then will forward to management</li> </ul>	R. Pearson R. Lonergan	Open
H&S 13	<b>Bike Rack Work Refusal</b> <i>(issue raised June 26, 2007)</i>	<ul style="list-style-type: none"> <li>○ Ron and Cindy working on this issue</li> <li>○ Issue status changed to ongoing</li> </ul>	C. Blair R. Pearson	Ongoing
H&S 14	<b>H&amp;S Binders For All Committee Members</b> <i>(issue raised Sept 5, 2007)</i>	<ul style="list-style-type: none"> <li>○ Ron to follow up with Maurice to see if he met with Cathy Clayton to complete the rest of the binders</li> </ul>	R. Pearson	Open
H&S 15	<b>Fender Flare Part</b> <i>(issue raised October 23, 2007)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ The fender flares have arrived</li> <li>○ Waiting to be installed</li> </ul>	R. Steckly	Open, Completion December 2007
H&S 16	<b>Violence In Workplace Recommendation</b> <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> <li>○ Ron received copy back from CSA's H&amp;S Committee</li> <li>○ Ron to forward signed copies to Eric and Peter</li> </ul>	R. Pearson	Open
H&S 17	<b>Chairs In Mobility PLUS Dispatch Office</b> <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> <li>○ One chair is currently being sampled in Mobility dispatch and another one is to arrive today</li> </ul>	D. Smith C. Blair	Open
H&S 18	<b>Remove GRT Buses In Bad Weather</b> <i>(issue raised November 27, 2007)</i>	<ul style="list-style-type: none"> <li>○ Ron spoke with the Waterloo Regional Police (WRP) and they are aware that they are to let GRT know if the buses should be pulled from the road in bad weather</li> </ul>		Closed

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H&S 19	<b>Unclaimed Bicycles</b> <i>(issue raised November 27, 2007)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ An e-mail was sent from Sharen Robinson regarding this issue</li> </ul>		Open
H&S 20	<b>Snow Clearing At GRT Terminal / Current Work Refusals</b> <i>(issue raised November 27, 2007)</i> <i>(issue raised February 22, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Two work refusals took place due to the fact that the operator did not feel the snow was cleared sufficiently</li> <li>○ MOL was contacted</li> <li>○ The snow clearing contract was looked at and it states that snow is to be cleared so that bare pavement is showing</li> <li>○ Will be holding the contractor to what the contract states</li> <li>○ Status changed to ongoing</li> </ul>		Ongoing
H&S 21	<b>Sharps Training At Charles Street Terminal</b> <i>(issue raised November 27, 2007)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Dates for Service Attendants sharps training have been set for:  - Apr 9, 15, 16, 22</li> </ul>		Open
H&S 22	<b>Pushing Buses With Vans</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ It was decided not to push buses with vans any more</li> <li>○ Ron to send out a notice regarding this</li> </ul>	R. Pearson	Closed
H&S 23	<b>Parking Buses Behind Annex</b> <i>(issue raised January 9, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ 3 buses are leaving the property, this should free up some spots</li> </ul>		Closed
H&S 24	<b>MSDS Sheets Before Work Starts</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Andrew and Cindy to review the sheets before work any work is to start</li> <li>○ Sharen has been posting the MSDS sheets at the terminal</li> </ul>	A. Scheifele C. Blair	Open
H&S 25	<b>Reducing Assaults On Our Operators</b> <i>(issue raised January 9, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ This is part of the list of recommendations from the threat risk assessment</li> </ul>		Ongoing

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H&S 26	<b>Reducing Threats/Assaults on Operators</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ 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</li> <li>○ Ron to work further on this issue</li> </ul>	R. Pearson	Open
H&S 27	<b>Communication With Police</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Ron to e-mail supervisors for them to ask the police where they want the operators to wait</li> </ul>	R. Pearson	Open
H&S 28	<b>Co-Operation During Work Refusals</b> <i>(issue raised January 9, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Ron reviewed flow chart at the supervisors' training</li> <li>○ Andrew to check to see if this has been posted in the CSA</li> </ul>	A. Scheifele	Open
H&S 29	<b>Code Status To Be Changed</b> <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> <li>○ Maurice to forward ABC code definitions to Rick</li> <li>○ Committee agreed to continue to use number codes for the H&amp;S minutes</li> </ul>	M. Levesque	Open
H&S 30	<b>Security Cannot Be Called</b> <i>(issue raised January 9, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Operators cannot call security through the radio, they have to go through the supervisor first</li> <li>○ Rick to check with Jim</li> </ul>	R. Lonergan	Open
H&S 31	<b>All In One Radio Channel</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ This is an ongoing issue</li> <li>○ Meeting to still take place</li> <li>○ 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</li> <li>○ Review of all radio procedures are taking place</li> </ul>	R. Pearson	Open
H&S 32	<b>MSDS Sheets Not Updated</b> <i>(issue raised January 9, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Randy to speak with Charles to update all expired MSDS sheets</li> </ul>	R. Steckly	Open
H&S 33	<b>First Aid Washroom Being Used</b> <i>(issue raised January 9, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Work order sent to Facilities to install a lock on the 1<sup>st</sup> aid room door</li> <li>○ Cindy to send summary of what other Regional</li> </ul>	C. Blair	Open

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		<ul style="list-style-type: none"> <li>○ buildings are doing regarding the 1<sup>st</sup> aid room</li> <li>○ Ron and Randy to discuss procedure</li> </ul>	R. Pearson R. Steckly	
H&S 34	<b>Walk-Around Form</b> <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> <li>○ Copy of Work Place Inspection form given to Dan and Rick</li> <li>○ <b>Copy attached to the minutes</b></li> </ul>		Open
H&S 35	<b>2008 Joint H&amp;S Meetings (KWSA &amp; CSA)</b> <i>(issue raised January 9, 2008)</i>	<ul style="list-style-type: none"> <li>○ Joint H&amp;S Meetings (KWSA &amp; CSA), Ron to contact CSA Co-Chairs regarding meetings <ul style="list-style-type: none"> <li>- May 6 11:00 am Conestoga Classroom</li> <li>- Nov 4 11:00 am Meeting Rooms A&amp;B</li> </ul> </li> <li>○ <b>Request for both KWSA &amp; CSA to come up with agenda items for the May 6<sup>th</sup> meeting</b></li> <li>○ Oktoberfest Meeting <ul style="list-style-type: none"> <li>- September 4 11:30 am Meeting Room C</li> </ul> </li> </ul>	R. Pearson	
H&S 36	<b>2008 GRT Inspection Dates</b>	<ul style="list-style-type: none"> <li>○ GRT inspection dates for 250 Strasburg Rd: <ul style="list-style-type: none"> <li>- Jan 15</li> <li>- Feb 12</li> <li>- Mar 11</li> <li>- Apr 8</li> <li>- May 13</li> <li>- June 10</li> <li>- July 8</li> <li>- Aug 19</li> <li>- Sept 9</li> <li>- Oct 14</li> <li>- Nov 18</li> <li>- Dec 9</li> </ul> </li> </ul>	D. Steinman S. Robinson	Open
H&S 37	<b>Work Refusal Regarding Driver Seats</b> <i>(issue raised February 22 , 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Problems regarding the suspension for the driver's seats on the 2700's</li> <li>○ Free kits are available but they might only be for the 2700's, Randy to check with Recaro on this</li> <li>○ Rick to check for the button on the driver's seats</li> <li>○ Until a solution is found, the operator will be accommodated</li> </ul>	R. Steckly R. Lonergan	Open

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		<ul style="list-style-type: none"> <li>○ Cindy to forward information regarding the recaro seats to Ron</li> <li>○ Randy to check with Recaro to see if posters are available</li> </ul>	C. Blair R. Steckly	
H&S 38	<b>Evacuation of Charles Street Terminal</b> <i>(issue raised February 22 , 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Pull Stations notice was sent</li> <li>○ <b>Copy attached to the minutes</b></li> </ul>		Open
H&S 39	<b>Bomb Threat On Buses</b> <i>(issue raised February 22 , 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Ron spoke to assistant managers to get the police involved when there is a bomb threat</li> <li>○ Ron to talk to WRP regarding this</li> <li>○ Peter Mercado should be included in the meeting</li> </ul>	R. Pearson	Open
H&S 40	<b>Blue Tube Covers for 2700 Buses</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ The lights have been re-programmed</li> <li>○ All new buses will already come with the lights this way</li> </ul>		Open
H&S 41	<b>Towing Procedure</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ Towing procedure is being worked on</li> <li>○ Ron is working on a notice of when a bus is to be towed, including when the air pressure drops to 80 lbs per square inch</li> </ul>	R. Pearson	Open
H&S 42	<b>Contacting Security For Lost Items</b> <i>(issue raised February 22, 2008)</i>	<ul style="list-style-type: none"> <li>○ Supervisors are requesting operators to contact security for lost items</li> <li>○ Ron to investigate this further</li> </ul>	R. Pearson	Open
H&S 43	<b>Unmarked Supervisor Vans</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ A new van has been ordered</li> <li>○ In the meantime, the supervisors should be advised to use the rental van as least as possible</li> </ul>	R. Pearson	Open
H&S 44	<b>H&amp;S Inspections Update</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ Dan let the Committee know of issues from the H&amp;S Inspections of Strasburg Road; here are a couple noted: <ul style="list-style-type: none"> <li>- shower curtain in woman's washroom is full of mold <b>New Shower Curtain Installed</b></li> <li>- loading dock is still full of clutter</li> <li>- garage doors are not marked properly, some</li> </ul> </li> </ul>		Open

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		<ul style="list-style-type: none"> <li>- are marked inside but not outside</li> <li>- some of the speakers in the building are plugged up and some are taped</li> <li>- speaker is able to be disconnected provided it is not connected to the fire alarm</li> </ul>		
<b>2.0 No Agenda Items</b>				
<b>3.0 New Business</b>				
<b>3.1</b>	<b>Lost Time Injuries Report</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o The area on the Lost Time Injuries Report where the supervisor fills out “how to prevent a re-occurrence” are being filled out poorly</li> <li>o H&amp;S Committee should look at some of the reports that have issues regarding this area</li> <li>o Ron to print these reports off for the Committee to review</li> </ul>	R. Pearson	Open
<b>3.2</b>	<b>Restrooms On Route 5</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o There are no restrooms on route 5</li> <li>o Ron to have a supervisor check this out and will report back to the Committee</li> </ul>	R. Pearson	Open
<b>3.3</b>	<b>Bus Stops On Route 16</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o At Pioneer and Bechtel on Route 16, there are two bus stops that are too close together</li> <li>o Ron to have Cheryl check this out and change this</li> </ul>	R. Pearson	Open
<b>3.4</b>	<b>Pot Hole By St. Mary’s High School</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o There is a pretty large pot hole by the back entrance to St. Mary’s High School</li> <li>o Ron to follow-up on this</li> </ul>	R. Pearson	Open
<b>3.5</b>	<b>Core H&amp;S Committee Meeting</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o All Co-chairs are invited to a meeting with all of the H&amp;S co-chairs within the Region</li> <li>o Meeting date set for Monday, April 21</li> <li>o Andrew to send out invitations</li> </ul>	R. Pearson R. Lonergan A. Scheifele	Open
<b>3.6</b>	<b>Bus Stalling On 401</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>o Buses that are regularly used on the highway and have problems with stalling, the bus should only be used for in town travel for a couple of days to see if</li> </ul>		Open

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		<p>the problem persists</p> <ul style="list-style-type: none"> <li>○ Currently the buses that have trouble with stalling, the bus is tested first before it is put back into service</li> <li>○ Rick to write up a recommendation, will meet and discuss with Ron then will forward signed copy to management</li> </ul>	<p>R. Lonergan R. Pearson</p>	
<b>4.0 Information</b>				
<b>4.1</b>		<ul style="list-style-type: none"> <li>○ Sandra Kane to work closely with Fleet</li> </ul>		

**Next Meeting:**

Tuesday, April 29, 2008

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

**1:00 PM**

**Meeting Adjourned:**

11:02 pm

**Minutes accepted by:**

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Ron Pearson, Management Co-chair

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Rick Lonergan, CAW Local 4304, Co-chair

## 2008 H&S ITEMS WHICH ARE NOW CLOSED

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

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

<p><b>Fumes At Charles Street Terminal</b>  <i>(issue raised November 27, 2007)</i>  <i>(issue closed February 22, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ WHMIS sheets were giving to Maurice after the work had started</li> <li>○ It would be better to receive the information before the work starts so employees are aware of the chemicals being used</li> </ul>
<p><b>Mirror Outside of Doors 7,8,9</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed February 22, 2008)</i>  <b>Code: 1</b></p>	<ul style="list-style-type: none"> <li>○ The second mirror outside of doors 7, 8, 9 has been fixed</li> </ul>
<p><b>Bus With Too Wide Turning Radius</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed February 22, 2008)</i>  <b>Code: 2</b></p>	<ul style="list-style-type: none"> <li>○ Bus 8505 has been taken out of service</li> </ul>
<p><b>2008 H&amp;S Meetings</b></p>	<ul style="list-style-type: none"> <li>○ H&amp;S Meeting have been set for 2008</li> <li>○ Please note, all meetings are scheduled for <b>1:00 pm</b> except for the ones noted <ul style="list-style-type: none"> <li>- February 13 9:00 am</li> <li>- March 19</li> <li>- April 29</li> <li>- May 28</li> <li>- June 18</li> <li>- September 4</li> <li>- October 8</li> <li>- November 12</li> <li>- December 10</li> </ul> </li> </ul>
<p><b>FOB Update</b>  <i>(issue raised October 23, 2007)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ All FOB's have bee distributed</li> </ul>
<p><b>Bike Rack Concerns</b>  <i>(issue raised June 26 , 2007)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Bike rack notice was posted and was brought up at last CSA H&amp;S meeting</li> </ul>
<p><b>Accident Not Reported</b>  <i>(issue raised November 27, 2007)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Within 4 days of an accident/incident, the Union and Co-Chairs of the H&amp;S Committee are to receive the details</li> <li>○ Regional e-mail address to use is: <ul style="list-style-type: none"> <li>- KWSA GRT</li> </ul> </li> <li>○ Rick confirmed he is receiving these e-mails</li> </ul>

<p><b>Police Requested To Be Called</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 1, 2008)</i>  <b>Code: 1</b></p>	<ul style="list-style-type: none"> <li>○ Ron e-mailed the supervisors and also brought this up at the supervisors' training regarding this issue</li> </ul>
<p><b>Lock Out / Tag Out System</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 1, 2008)</i>  <b>Code: 1</b></p>	<ul style="list-style-type: none"> <li>○ Randy gave procedure to Rick to look at</li> </ul>
<p><b>Training Needed Regarding Work Refusals</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ It was brought to attention that training may be needed for Fleet workers and supervisors as to what constitutes a work refusal</li> <li>○ Supervisors have had this training</li> <li>○ There was no safety hazard in this case and it was not a work refusal</li> </ul>
<p><b>Lost Time Injuries</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Sometimes the supervisors don't know where to put some of the information</li> <li>○ Nancy will check these and fix them if necessary</li> </ul>
<p><b>Work Refusal Procedure</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Training has been done</li> </ul>



## MINUTES DISTRIBUTION

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Peter Zinck	Assistant Director Transit Services
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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  
Union Website c/o e-mail to Rick Lonergan

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