



KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

Date: June 27, 2008
Time: 9:00 A.M.
Co-Chairs: Ron Pearson, Darlene Wilson
Present: Rick Lonergan, Phil Mayberry, Dave Smith, Dan Steinman, Randy Steckly
Guest: Cindy Blair, Corporate H&S,

NOTES: Concerns or Comments regarding minutes, contact: **Darlene Wilson** 7wilsons@rogers.com
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"> ○ The hoists will be maintained and repaired as needed 		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"> ○ New staff are being trained on the natural gas alarm procedures ○ The natural gas buses will be gone within one year but in the meantime the natural gas tanks need to be re-inspected 		Ongoing

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H&S 03	Request To Have Cameras Installed In Conventional Buses <i>(issue raised June 2 , 2006)</i>	<ul style="list-style-type: none"> ○ Peter Mercado has the risk assessment and recommendations report and will be forwarding to Senior Transit Management 		Ongoing
H&S 04	Lug Lock Installation <i>(issue raised June 2 , 2006)</i> Code: 1	<ul style="list-style-type: none"> ○ Parts are on order ○ Remainder of low floors to be done by end of August ○ Completion date changed to September, 2008 	R. Steckly	Ongoing, Completion Date, Sept/08
H&S 05	Mold Concerns On Buses <i>(issue raised September 6 , 2006)</i> Code: 3	<ul style="list-style-type: none"> ○ Meeting has taken place ○ Darlene read the report to the Committee outlining the most important parts ○ Dave Frey cleans the area of concern once a year ○ It is impossible to go in to scrub the area ○ Randy has an instructional video on this 		Ongoing
H&S 06	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 07	Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Noise testing to include buses as well as the Fleet area, which should be set up sometime in September 	C. Blair	Open
H&S 08	Fire Plan Update For 250 Strasburg <i>(issue raised February 22, 2007)</i>	<ul style="list-style-type: none"> ○ Fire plan for 250 Strasburg is complete and signed ○ Cindy to get copies for the building 	C. Blair	Ongoing
H&S 09	Front Exit Door Lights In Annex <i>(issue raised May 23, 2007)</i>	<ul style="list-style-type: none"> ○ If there is no power to the doors, the lights will not work ○ The procedure requires a green light. Randy to ensure service attendants do not shut off main power 	R. Steckly	Ongoing
H&S 10	Backing Up Procedure For Buses <i>(issue raised November 8 , 2006)</i>	<ul style="list-style-type: none"> ○ Training date has been set for July 30 ○ All new operators are being trained on the backing up procedure ○ Dave to follow-up regarding Mobility PLUS doing backing up training 	D. Smith	Open
H&S 11	Emergency Alarm Response	<ul style="list-style-type: none"> ○ Ron and Rick to meet to do up a formal concerns sheet then will forward to management 	R. Pearson R. Lonergan	Open

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	Recommendations / Management Response <i>(issue raised June 26 , 2007)</i> Code: 1	<ul style="list-style-type: none"> ○ Emergency alarm testing has been done for the Mobility PLUS vehicles ○ Dave to modify the emergency procedures for Mobility PLUS 	D. Smith	
H&S 12	Bike Rack Work Refusal <i>(issue raised June 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Meeting to be set up between Rick and Sandra regarding this issue 	R. Lonergan S. Kane	Ongoing
H&S 13	Fender Flare Part <i>(issue raised October 23, 2007)</i> Code: 2	<ul style="list-style-type: none"> ○ The fender flares have arrived ○ Waiting to be installed 	R. Steckly	Open, Completion September 2008
H&S 14	Violence In Workplace Recommendation <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> ○ signed copies have been given to Eric and Peter ○ Darlene discussed the recommendations that were put forward ○ The recommendations should focus on the operator assaults from customers ○ Working committee should be set up with members of the H&S Committee and some operators ○ Other transit companies may have beneficial information on this issue 		Open
H&S 15	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"> ○ This issue is currently closed but will be re-visited in the fall ○ The JHSC will play a more active role regarding the snow removal contract 		Ongoing
H&S 16	Service Attendants Sharps Training <i>(issue raised November 27, 2007)</i> Code: 1	<ul style="list-style-type: none"> ○ Sharps training has been done for service attendants ○ Sharps training is not needed for terminal clerks because they do not handle sharps ○ Cindy to bring in finished copy of safe handling of sharps procedure when it is complete 	C. Blair	Open
H&S 17	Reducing Assaults On Our Operators	<ul style="list-style-type: none"> ○ This is part of the list of recommendations from the threat risk assessment 		Ongoing

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	<i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ All recommendations to be looked at with the final report 		
H&S 18	Reducing Threats/Assaults on Operators <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Supervisors are 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 ○ This has been addressed at the last supervisors' meeting 		Closed
H&S 19	Communication With Police <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Supervisors to ask the police where they want the operators to wait ○ This has been addressed at the last supervisors' meeting 		Closed
H&S 20	Co-Operation During Work Refusals <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ CSA has posted work refusal flow chart 		Open
H&S 21	Security Cannot Be Called <i>(issue raised January 9, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ Security channel has been re-installed 		Closed
H&S 22	All In One Radio Channel <i>(issue raised January 9, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Review of all radio procedures are taking place 	R. Pearson	Closed
H&S 23	MSDS Sheets Not Updated <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Cindy to talk to Stores about updating the MSDS sheets and labels 	C. Blair	Open
H&S 24	First Aid Washroom Being Used <i>(issue raised January 9, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ Room was locked in June, issues arose, room is now unlocked ○ The JHSC agreed to re-lock room which has not happened as of these minutes ○ All supervisors have a key except there is currently no supervisor on the weekends 	R. Pearson	Open

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H&S 25	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 <ul style="list-style-type: none"> - Nov 4 11:00 am Meeting Rooms A&B ○ Oktoberfest Meeting <ul style="list-style-type: none"> - September 4 11:30 am Meeting Room C 		
H&S 26	Work Refusal Regarding Driver Seats <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Instructional diagrams are available for the Recaro seats ○ Copies were distributed to the H&S Committee ○ Copy is attached to minutes and will be posted in various areas of the GRT buildings 	R. Pearson	Open
H&S 27	Bomb Threat On Buses <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ This is one of the items that is being discussed with the police ○ Darlene to e-mail bomb threat procedures from other transit areas to Ron (completed by Darlene in May) 	R. Pearson D. Wilson	Open
H&S 28	Blue Tube Covers for 2700 Buses <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ New buses are coming in with lights already pre-programmed ○ Other buses to still be programmed 	R. Steckly	Open
H&S 29	Contacting Security For Lost Items <i>(issue raised February 22, 2008)</i>	<ul style="list-style-type: none"> ○ Supervisors were advised not to tell the operators to contact security for lost items 		Closed
H&S 30	H&S Inspections Update From January, 2008 <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ Outstanding issues from the January, 2008 H&S Inspections: <ul style="list-style-type: none"> - garage doors are not marked properly, some are marked inside but not outside; should be solved once doors are painted, <i>which Facilities are scheduling to do</i> 	Facilities	Open
H&S 31	Lost Time Injuries Report <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> ○ The Lost Time Injuries reports were reviewed at the meeting 		Open
H&S 32	Restrooms On Route 5 <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> ○ This is being worked on ○ Changed status to ongoing 	R. Pearson	Ongoing
H&S 33	Bus Stalling On 401 <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> ○ Rick working on writing up a recommendation, then will meet and discuss with Ron 	R. Lonergan R. Pearson	Open

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H&S 34	H&S Inspections Update From April, 2008 <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Some outstanding items from the April H&S inspection of 250 Strasburg Road: <ul style="list-style-type: none"> - Urinal in men's washroom is still not flushing properly; Facilities has the work order; Facilities says they are working but the inspection shows they are not working, <i>Facilities to be shown</i> 	D. Steinman	Open
H&S 35	Air Quality In Mobility PLUS Dispatch <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Air quality testing was done in Mobility PLUS dispatch and everything checked out okay ○ Dave to send a copy of the air quality testing report to the H&S Committee members ○ Concern brought up that Mobility PLUS dispatch needs to be cleaned, Facilities has been contacted 	D. Smith	Open
H&S 36	Some 9200 Buses Do Not Have Blinds On Them <i>(issue raised April 29, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ These are being installed as the Quality Assurances' (QA) are done ○ The status was changed to ongoing ○ The bus numbers include; 9203, 9206, 9207, 9208, 9210 		Ongoing
H&S 37	Forest Glen Plaza Salt Bins <i>(issue raised April 29, 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Ron e-mailed Cheryl regarding the salt bin for Forest Glen Plaza ○ Will be in place for next winter 		Closed
H&S 38	Missing Bus Manuals <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Manuals for the 2600 & 2700's should be kept for the Committee level ○ Randy has copies of all of the manuals in his office ○ Randy and Gerry are given copies of the manuals and the rest are given to Operations ○ Check with Operations to see if they have the rest of the manuals 	R. Pearson	Open
H&S 39	FMS Enhancement <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Fleet Management System (FMS) enhancement are coming 		Open

Item #	Issue	Actions to be taken	Assigned To	Status
H&S 40	Water Around Hydro Panel <i>(issue raised April 29, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ There is currently a mat on the floor under the panel ○ The transformer and hydro panels are beside eachother ○ There is a problem when water builds up on the floor ○ Cindy to talk to Facilities 	C. Blair	Open
H&S 41	Parking Issues At Grand River Hospital <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Hospital security was contacted but there has not been a response ○ Dave to contact them again 	D. Smith	Open
H&S 42	Soap And Water Stains Near Electrical Items <i>(issue raised April 29, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Randy to check out this area ○ This is linked with the transformer and hydro panel 	R. Steckly	Open
H&S 43	Incident/Injury Report For Assaults <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Supervisors were instructed to tell the operators to fill out an incident/injury report when they get assaulted 		Closed
H&S 44	Alarm Testing <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Ron to contact Bruce Boshart regarding the emergency alarm being put on the pre-trip inspection form ○ Randy has placed print order for forms and will try to get it added 	R. Pearson	Open
2.0 Agenda				
2.1	H&S Inspections Update From May, 2008 For 250 Strasburg Rd.	<ul style="list-style-type: none"> ○ Some outstanding items from the May H&S inspection of 250 Strasburg Road: <ul style="list-style-type: none"> Bus Wash <ul style="list-style-type: none"> - no visible warning signs; chain should be put up in the entrance and exit Wash Lane <ul style="list-style-type: none"> - no guard rail outside doorway; only one guard rail is there, 2 doors do not have guard rail - a guard rail should installed 	R. Steckly Facilities	

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		<p>911 Sign in Coin Room</p> <ul style="list-style-type: none"> - a "9-911" sign should be posted near the phone <p>Steam and Grease Room</p> <ul style="list-style-type: none"> - hoses lying around the drain and all over the floor - this is a house keeping issue <p>Loading Docks</p> <ul style="list-style-type: none"> - there is no guard rail by door #3 of the loading dock - this is the Stores area - because it is a loading dock, there is no need to guard it - Cindy to look at this area today <p>Outside Door #12 Wash Bay</p> <ul style="list-style-type: none"> - City of Kitchener vehicles are parking the vehicles beside the door and obstructing view for attendants while backing buses out of the bay - This will be more of a concern in winter - Look at this issue in winter <p>First Aid Room Supplies</p> <ul style="list-style-type: none"> - this has not been checked for several months and there is missing stock and no visible blankets - Phil does the inventory of supplies and anything that needs to be ordered Phil asks Randy to order - Cindy to look at the number of people in the building to determine if the first aid room needs to be upgraded <p>MSDS Sheets for Fleet</p> <ul style="list-style-type: none"> - has been addressed in the above minutes 	<p>B. Liesemer</p> <p>R. Steckly</p> <p>C. Blair</p> <p>R. Steckly</p> <p>P. Mayberry</p> <p>C. Blair</p>	

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		<p>No MSDS Sheets In Janitor Room</p> <ul style="list-style-type: none"> - this is the responsibility of Linda Ertel of Facilities <p>Air Ducts</p> <ul style="list-style-type: none"> - air ducts filters outside second floor lunch room are ripped and need to be replaced <p>Gate Number 4</p> <ul style="list-style-type: none"> - a rag was found on the sensor for gate number 4 in order to keep gate open - City of Kitchener is responsible for doing this and need to be reminded not to do this <p>Urinals</p> <ul style="list-style-type: none"> - this has been discussed in the above minutes <p>Dirty Coin Room</p> <ul style="list-style-type: none"> - coin room is very dusty and dirty and is not being cleaned - this has been taken care of since walk around 	<p>Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>B. Liesemer</p>	
2.2	<p>H&S Inspections Update From May, 2008 For Charles Street Terminal</p>	<ul style="list-style-type: none"> o Some outstanding items from the May H&S inspection of Highland Hills Mall (HHM): <ul style="list-style-type: none"> - first aid kit and fire extinguisher needed at HHM terminal 	C. Blair	
2.3	<p>H&S Inspections Update From June, 2008 For 250 Strasburg Rd.</p>	<ul style="list-style-type: none"> o Some outstanding items from the June H&S inspection of 250 Strasburg Road: <p>Dead Birds</p> <ul style="list-style-type: none"> - a lot of dead and decaying birds by wall 7A - these should be removed by Facilities 	Facilities	

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2.4	WHMIS Training <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ WHMIS training is not required annually but a refresher is done annually ○ Suggestion for H&S Committee to look at this further 		Open
2.5	Safety Program <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ There is a corporate safety program within the Region ○ There are too many different areas to have it in writing ○ The policy gets reviewed every year ○ Cindy to look into this further 	C. Blair	Open
2.6	Bus 2300 On Route 15 <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ The corner of Queen and Lancaster, this is very unsafe when turning left because there is a large blind spot so the bus must go into the intersection to check for traffic first before make the turn ○ Suggestion to restrict 2300 buses from this route ○ This to be looked into further 	R. Pearson	Open
2.7	Protective Equipment <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ It has been noted that personnel from About Town Transfers wear protective equipment to handle certain people but Mobility PLUS do not ○ This should be looking into further 	D. Smith	Open
3.0 No New Business				
4.0 Information				
4.1	New H&S Co-Chair	<ul style="list-style-type: none"> ○ Darlene Wilson is now the Co-Chair of the H&S Committee in the KWSA 		

Next Meeting:

Thursday September 4, 2008 Grand River Transit Meeting Room A 250 Strasburg Road, Kitchener **1:00 PM**

Meeting Adjourned:

3:19 pm

Minutes accepted by:

Ron Pearson, Management Co-chair

Darlene Wilson, 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
<p>FOB Update <i>(issue raised October 23, 2007)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ All FOB's have bee distributed
<p>Bike Rack Concerns <i>(issue raised June 26 , 2007)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ Bike rack notice was posted and was brought up at last CSA H&S meeting
<p>Accident Not Reported <i>(issue raised November 27, 2007)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ 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 ○ Rick confirmed he is receiving these e-mails

<p>Police Requested To Be Called <i>(issue raised January 9, 2008)</i> <i>(issue closed April 1, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Ron e-mailed the supervisors and also brought this up at the supervisors' training regarding this issue
<p>Lock Out / Tag Out System <i>(issue raised January 9, 2008)</i> <i>(issue closed April 1, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Randy gave procedure to Rick to look at
<p>Training Needed Regarding Work Refusals <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ It was brought to attention that training may be needed for Fleet workers and supervisors as to what constitutes a work refusal ○ Supervisors have had this training ○ There was no safety hazard in this case and it was not a work refusal
<p>Lost Time Injuries <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ Sometimes the supervisors don't know where to put some of the information ○ Nancy will check these and fix them if necessary
<p>Work Refusal Procedure <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 1, 2008)</i></p>	<ul style="list-style-type: none"> ○ Training has been done
<p>Remove GRT Buses In Bad Weather <i>(issue raised November 27, 2007)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ 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
<p>Pushing Buses With Vans <i>(issue raised January 9, 2008)</i> <i>(issue closed April 29, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ It was decided not to push buses with vans any more ○ Ron to send out a notice regarding this
<p>Parking Buses Behind Annex <i>(issue raised January 9, 2008)</i> <i>(issue closed April 29, 2008)</i> Code: 3</p>	<ul style="list-style-type: none"> ○ 3 buses are leaving the property, this should free up some spots
<p>MSDS Sheets Before Work Starts <i>(issue raised January 9, 2008)</i> <i>(issue closed April 29, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ GRT should be getting the MSDS sheets before any work commences

<p>Code Status To Be Changed <i>(issue raised January 9, 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<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
<p>Walk-Around Form <i>(issue raised January 9, 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ Copy of Work Place Inspection form given to Dan and Rick ○ Copy attached to the minutes
<p>Evacuation of Charles Street Terminal <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 29, 2008)</i> Code: 3</p>	<ul style="list-style-type: none"> ○ Pull Stations notice was sent ○ Copy attached to the minutes
<p>Towing Procedure <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ Towing procedure is being worked on ○ 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
<p>2008 GRT Inspection Dates</p>	<ul style="list-style-type: none"> ○ GRT inspection dates for 250 Strasburg Rd: <ul style="list-style-type: none"> - Jan 15 - Feb 12 - Mar 11 - Apr 8 - May 13 - June 10 - July 8 - Aug 19 - Sept 9 - Oct 14 - Nov 18 - Dec 9
<p>Unmarked Supervisor Vans <i>(issue raised February 22 , 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ A new van has been ordered ○ In the meantime, the supervisors should be advised to use the rental van as least as possible

<p>Bus Stops On Route 16 <i>(issue raised April 1, 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ At Pioneer and Bechtel on Route 16, there are two bus stops that are too close together ○ Sticker on sign was incorrect and has been removed
<p>Pot Hole By St. Mary's High School <i>(issue raised April 1, 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ Pot hole has been repaired
<p>Core H&S Committee Meeting <i>(issue raised April 1, 2008)</i> <i>(issue closed April 29, 2008)</i></p>	<ul style="list-style-type: none"> ○ Meeting took place
<p>Fire Exit Access Request <i>(issue raised July 12 , 2006)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ Work is complete
<p>H&S Binders For All Committee Members <i>(issue raised Sept 5, 2007)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ All copies are completed and distributed
<p>Chairs In Mobility PLUS Dispatch Office <i>(issue raised October 23, 2007)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ Three chairs were purchased for Mobility dispatch
<p>Unclaimed Bicycles <i>(issue raised November 27, 2007)</i> <i>(issue closed June 27, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Bikes have been moved to another area of the terminal
<p>Lock On Operator's Lunch Room Door <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ Keypad has been installed
<p>Fumes Coming Into Building <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Air quality testing was done in the area of the conventional dispatch ○ Keeping the doors closed helps with the smell

<p>Snowplows Pulled Off Road <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ During last major snowstorm, snowplows were pulled off the road but the buses were not ○ The reason why snowplows were pulled was due to rest period need by the plow operators
<p>Stop Signs Being Ignored <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ Vehicles are ignoring the stop signs along ring road and are entering the wrong way ○ Signs have been posted but are being ignored
<p>Dirty Operator Seats <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> ○ Dirty conventional operator's seats, operators are complaining about how dirty the seats are ○ The seats are cleaned every 4 months
<p>Fuel Pumps Leaking <i>(issue raised April 29, 2008)</i> <i>(issue closed June 27, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Fuel pumps are leaking after re-fueling ○ Seals are replaced as needed



MINUTES DISTRIBUTION

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Jean Bourdon and Serge Ianni for Supervisors

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