



## KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

**Date:** September 4, 2008  
**Time:** 1:00 P.M.  
**Co-Chairs:** Ron Pearson, Darlene Wilson  
**Present:** Rick Lonergan, Phil Mayberry, Dave Smith, Dan Steinman, Randy Steckly  
**Guest:** Andrew Scheifele, 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

<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>Compressed Natural Gas Evacuation Procedures</b> <i>(issue raised January 18 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Natural gas alarm is also used to detect methane gas</li> <li>○ When the natural gas alarm goes off, Facilities is called</li> <li>○ Andrew to e-mail a copy of the updated procedure to the H&amp;S Committee members</li> </ul>	A. Scheifele	Ongoing
H&S 02	<b>Request To Have Cameras Installed In Conventional Buses</b> <i>(issue raised June 2 , 2006)</i>	<ul style="list-style-type: none"> <li>○ This is tied in with the violence in the workplace issue</li> </ul>		Ongoing

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H&S 03	<b>Lug Lock Installation</b> <i>(issue raised June 2 , 2006)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Remainder of low floors to be completed by end of September</li> </ul>	R. Steckly	Ongoing, Completion, September, 2008
H&S 04	<b>Mold Concerns On Buses</b> <i>(issue raised September 6 , 2006)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Randy has a video on what happened during the mold inspection</li> <li>○ Darlene to e-mail Randy some recommendations on dealing with the mold</li> </ul>	D. Wilson	Ongoing
H&S 05	<b>Shielding Issues</b> <i>(issue raised October 12, 2006)</i>	<ul style="list-style-type: none"> <li>○ It was agreed to leave on H&amp;S minutes for now</li> </ul>		Ongoing
H&S 06	<b>Noise Exposure Limits Lowered</b> <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> <li>○ Areas that have not been tested before are higher priority than the ones that have been tested; such as the Fleet area (Dept 2) but was agreed GRT will get done as previously agreed upon (Oct '08)</li> <li>○ Darlene reported that there were buses that were above the 85db limit during last testing (will e-mail results to Andrew)</li> <li>○ Since buses have been tested before, they are a medium priority</li> <li>○ Andrew to check with Cindy with regards to the noise testing of buses being done in September</li> <li>○ Darlene to confirm with Cindy which bus numbers should be tested</li> <li>○ Completion date set for the end of October, 2008</li> </ul>	D. Wilson  A. Scheifele  D. Wilson	Open, Completion, October, 2008
H&S 07	<b>Fire Plan Update For 250 Strasburg</b> <i>(issue raised February 22, 2007)</i>	<ul style="list-style-type: none"> <li>○ Andrew to follow-up with Cindy to double check that the updated copies were sent</li> </ul>	A. Scheifele	Ongoing
H&S 08	<b>Backing Up Procedure For Buses</b> <i>(issue raised November8 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Training was done for employees to teach them how to avoid backing up</li> <li>○ all new employees are being trained on this</li> <li>○ Mobility PLUS has requested mirrors on back of their vehicles to help when they are backing up</li> <li>○ This issue is being moved to Labour Mgmnt Comm</li> </ul>		Open

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H&S 09	<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>○ Ron and Rick met</li> <li>○ Recently an emergency alarm went off and the supervisors were calling on a different channel</li> <li>○ When emergency alarm goes off, the bus automatically flips to the emergency channel</li> <li>○ The supervisor's radio should automatically switch to the emergency channel as well, Ron to check this out</li> </ul>	R. Pearson	Open
H&S 10	<b>Bike Rack Work Refusal</b> <i>(issue raised June 26 , 2007)</i>	<ul style="list-style-type: none"> <li>○ Meeting to be set up between Rick and Sandra regarding this issue</li> </ul>	R. Lonergan S. Kane	Ongoing
H&S 11	<b>Fender Flare Part</b> <i>(issue raised October 23, 2007)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Parts are being installed</li> <li>○ Should be complete by end of September</li> </ul>	R. Steckly	Open, Completion September, 2008
H&S 12	<b>Violence In Workplace Recommendation</b> <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> <li>○ Secondment position to set up a committee to deal with violence in the workplace</li> </ul>		Open
H&S 13	<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>○ The Operations Committee is currently dealing with this issue</li> <li>○ Ron to review with Cheryl what has been discussed on this issue on the Operations Committee</li> </ul>	R. Pearson	Ongoing
H&S 14	<b>Service Attendants Sharps Training</b> <i>(issue raised November 27, 2007)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Copy of the sharps procedure is attached to the H&amp;S minutes</li> </ul>		Open
H&S 15	<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> <li>○ All recommendations to be looked at with the final report</li> </ul>		Ongoing

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H&S 16	<b>MSDS Sheets Not Updated</b> <i>(issue raised January 9, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Updating of the MSDS sheets are being worked on</li> <li>○ There should be only one binder of MSDS sheets which should be located by the stock room</li> <li>○ Randy to e-mail Charles and will cc a copy to Darlene and Rick</li> <li>○ During the monthly H&amp;S inspections, products should be randomly chosen to make sure they have a MSDS sheet</li> <li>○ Procedure should be developed to ensure that every product that comes into GRT have a MSDS sheet</li> <li>○ Mississauga transit makes notes on their H&amp;S minutes of all new products that are being used and if they have an MSDS sheet or not</li> </ul>	R. Steckly	Open
H&S 17	<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>○ First aid washroom is to be locked as soon as possible</li> <li>○ Make sure the key is clearly identifiable</li> </ul>	R. Steckly	Open
H&S 18	<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  - Nov 4            11:00 am    Meeting Rooms A&amp;B</li> </ul>		
H&S 19	<b>Bomb Threat On Buses</b> <i>(issue raised February 22 , 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ This is one of the items that is being discussed with the police</li> <li>○ Darlene e-mailed bomb threat procedures from other transit areas to Ron</li> </ul>		Open
H&S 20	<b>H&amp;S Inspections Update From January, 2008</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ Outstanding issues from the January, 2008 H&amp;S Inspections:  - <b>garage doors are not marked properly</b>; some are marked inside but not outside; should be solved once doors are painted, <i>painting still to be completed</i></li> </ul>	Facilities	Open
H&S 21	<b>Restrooms On Route 5</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>○ Scheduling has been made aware of this situation and is working on this issue, in the meantime, operators are to let a supervisor know before they use the Tim Horton's at Bridgeport and Weber</li> </ul>		Ongoing

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		<ul style="list-style-type: none"> <li>○ Ron to confirm place then will post notice for operators</li> </ul>	R. Pearson	
H&S 22	<b>Bus Stalling On 401</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>○ Rick wrote up a recommendation and will e-mail copy to Ron for review</li> </ul>	R. Lonergan	Open
H&S 23	<b>H&amp;S Inspections Update From April, 2008</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Some outstanding items from the April H&amp;S inspection of 250 Strasburg Road: <ul style="list-style-type: none"> <li>- 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></li> </ul> </li> <li>○ Action item for Ron to follow-up with Facilities</li> </ul>	R. Pearson	Open
H&S 24	<b>Air Quality In Mobility PLUS Dispatch</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Dave sent copies of the air quality testing report to the H&amp;S Committee members</li> <li>○ Mobility PLUS dispatch is now being cleaned and the carpets will be cleaned shortly</li> </ul>		Open
H&S 25	<b>Some 9200 Buses Do Not Have Blinds On Them</b> <i>(issue raised April 29, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ These are being installed as the Quality Assurances' (QA) are done</li> <li>○ The status was changed to ongoing</li> <li>○ The bus numbers include; 9203, 9206, 9207, 9208, 9210</li> <li>○ Completion date set for December, 2008</li> </ul>		Ongoing, Completion December 2008
H&S 26	<b>Missing Bus Manuals</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Check in operations area by storage 26 &amp; 27 for the old bus manuals</li> <li>○ Randy keeps a copy of the bus manuals in his office</li> </ul>		Open
H&S 27	<b>FMS Enhancement</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Fleet Management System (FMS) enhancement are coming</li> </ul>		Open
H&S 28	<b>Water Around Hydro Panel</b> <i>(issue raised April 29, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ There is currently a mat on the floor under the panel</li> <li>○ The transformer and hydro panels are beside eachother</li> <li>○ There is a problem when water builds up on the floor</li> </ul>		Open

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		<ul style="list-style-type: none"> <li>○ Randy to follow-up with Facilities to fix this problem</li> </ul>	R. Steckly	
H&S 29	<b>Parking Issues At Grand River Hospital</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ This issue is also with the Operations Committee</li> <li>○ Security at the hospital have been contacted</li> <li>○ Mobility PLUS supervisor will call GR Hospital security if no security is available at the time</li> </ul>		Open
H&S 30	<b>Soap And Water Stains Near Electrical Items</b> <i>(issue raised April 29, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ This is linked with the transformer and hydro panel</li> <li>○ Randy to follow-up with Facilities to fix this problem</li> </ul>	R. Steckly	Open
H&S 31	<b>Alarm Testing</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ No changes were made for the current order of the pre-trip inspection forms</li> <li>○ Before the next order goes out, another box should be added under the radio regarding alarm testing, Ron to look at this</li> </ul>	R. Pearson	Open
H&S 32	<b>H&amp;S Inspections Update From May, 2008 For 250 Strasburg Rd.</b>	<ul style="list-style-type: none"> <li>○ Some outstanding items from the May H&amp;S inspection of 250 Strasburg Road: <ul style="list-style-type: none"> <li><b>Bus Wash</b> <ul style="list-style-type: none"> <li>- no visible warning signs; chain should be put up in the entrance and exit, as well as 2 signs on either side of the bus wash</li> </ul> </li> <li><b>Wash Lane</b> <ul style="list-style-type: none"> <li>- no guard rail outside doorway; only one guard rail is there, 2 doors do not have guard rail</li> <li>- a guard rail should installed</li> <li>- Ron read e-mail from Facilities but this issue was not addressed</li> <li>- Randy to send work order to Facilities</li> </ul> </li> <li><b>911 Sign in Coin Room</b> <ul style="list-style-type: none"> <li>- a “9-911” sign should be posted near the phone, still needs to be done</li> </ul> </li> <li><b>Steam and Grease Room</b></li> </ul> </li> </ul>	R. Steckly Facilities  Facilities R. Steckly B. Liesemer	



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		number 4 in order to keep gate open - City of Kitchener as well as GRT employees are responsible for doing this <b>Urinals</b> - this has been discussed in the above minutes - Ron to contact Facilities <b>Dirty Coin Room</b> - this has been taken care of	R. Pearson	
H&S 33	<b>H&amp;S Inspections Update From May, 2008 For Charles Street Terminal</b>	○ Some outstanding items from the May H&S inspection of Highland Hills Mall (HHM): - <b>First Aid Kit and Fire Extinguisher Needed at HHM terminal</b> ; work order has been issued - <b>Temperature of Water at HHM is too Hot</b> ; Ron to address with Facilities - <b>Fire Extinguishers on Buses</b> ; are being inspected every 3-4 months but should be checked every month, Randy to make sure this is being done	C. Blair R. Pearson R. Steckly	
H&S 34	<b>WHMIS Training</b> <i>(issue raised June 27, 2008)</i>	○ Cindy to develop a WHMIS refresher	C. Blair	Open
H&S 35	<b>Safety Program</b> <i>(issue raised June 27, 2008)</i>	○ There is a corporate safety program within the Region ○ If GRT wants one specifically for their program, it is up to GRT to develop it		Open
H&S 36	<b>Protective Equipment</b> <i>(issue raised June 27, 2008)</i>	○ Spoke to personnel from About Town Transfers regarding wearing protective equipment to handle certain customers ○ Information states that wearing of gowns is not necessary, that using alcohol hand sanitizer is		Open

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		sufficient ○ Dave will e-mail copy of the response to H&S Committee members	D. Smith	
<b>2.0 Agenda</b>				
<b>2.1</b>	<b>H&amp;S Inspections Update From August, 2008 For 250 Strasburg Road</b> <b>Code: 2</b>	○ Some outstanding items from the August H&S inspection of 250 Strasburg Road: - pipe in ceiling leaking outside bus wash; Randy to check into this	R. Steckly	
<b>2.2</b>	<b>Ashtrays At Charles Street Terminal</b> <b>Code: 2</b> <i>(issue raised September 4, 2008)</i>	○ Ashtrays at the Charles Street Terminal are located in the middle of the no smoking area ○ These need to be moved	S. Robinson	Open
<b>2.3</b>	<b>Electric Bikes</b> <i>(issue raised September 4, 2008)</i> <b>Code: 3</b>	○ Electric bikes are too heavy for the bike racks on the buses ○ This is a safety issue for the operator because the bikes are too also heavy to hold onto if they are brought onto the buses ○ Operators should be told that electric bikes are not to be put in the bike racks ○ Ron to check and see if Operations Committee is working on a notice to be posted	R. Pearson	Open
<b>2.4</b>	<b>Snow Removal On Activa</b> <i>(issue raised September 4, 2008)</i> <b>Code: 3</b>	○ Parking on both sides of Activa is a problem in the winter ○ Is it possible to talk to the city to make no parking on Activa ○ The problem is similar near the bend on Hoffman Street		Open
<b>2.5</b>	<b>AAS Involved In Work Refusals</b> <i>(issue raised September 4, 2008)</i>	○ Situation where an AAS was involved in a work refusal ○ Ron addressed situation to prevent re-occurrence		Open

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2.6	<b>Interlock Brakes</b> <i>(issue raised September 4, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ The interlock brakes have been switched from the brake pedal to the gas pedal</li> <li>○ Operators were not made aware of this change</li> <li>○ Randy to look at his previous Operations Committee notes to see what was discussed</li> <li>○ Notice should be posted to make operators aware of this change</li> <li>○ Was agreed to switch them back to brake to have all the buses operating in a similar fashion</li> </ul>	R. Pearson	Open
2.7	<b>Hybrid Hazards</b> <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> <li>○ Question raised; are there any hazards operators should be made aware of regarding the hybrids</li> <li>○ There is the situation regarding roll back, Fleet is working with Alison Drive regarding this</li> </ul>	R. Steckly	Open
2.8	<b>Recommendation For Pre-Testing Of New Buses</b> <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> <li>○ Suggestion to have pre-testing of buses</li> <li>○ Darlene to discuss further with Andrew</li> </ul>	D. Wilson	Open
2.9	<b>Rubber On Fare Boxes</b> <i>(issue raised September 4, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Request for rubber to be put on side of fare boxes because of operator injuries</li> <li>○ Ron to look at this issue further</li> </ul>	R. Pearson	Open
2.10	<b>Continued Problems With Cleaning Staff Schedule</b> <i>(issue raised September 4, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Cleaning staff are not adhering to the operators' schedules as discussed at the meeting a few months ago</li> <li>○ Need to know the days and times this is happening</li> <li>○ Issue needs to be addressed with Facilities and the cleaning company</li> </ul>	D. Steinman	Open
<b>3.0 New Business</b>				
3.1	<b>MSDS Labels On Products</b> <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> <li>○ There are problems with MSDS labels appearing on products</li> <li>○ Some have the incorrect label, and some have no label at all</li> <li>○ Request to have a completion date for the MSDS labels – Oct 4/08</li> </ul>		Open

**Next Meeting:**

Wednesday, October 8, 2008

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

**1:00 PM**

**Meeting Adjourned:**

3:40 pm

**Minutes accepted by:**

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Ron Pearson, Management Co-chair

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Darlene Wilson, 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>
<p><b>Remove GRT Buses In Bad Weather</b>  <i>(issue raised November 27, 2007)</i>  <i>(issue closed April 29, 2008)</i></p>	<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>
<p><b>Pushing Buses With Vans</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 29, 2008)</i>  <b>Code: 2</b></p>	<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>
<p><b>Parking Buses Behind Annex</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 29, 2008)</i>  <b>Code: 3</b></p>	<ul style="list-style-type: none"> <li>○ 3 buses are leaving the property, this should free up some spots</li> </ul>
<p><b>MSDS Sheets Before Work Starts</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 29, 2008)</i>  <b>Code: 2</b></p>	<ul style="list-style-type: none"> <li>○ GRT should be getting the MSDS sheets before any work commences</li> </ul>

<p><b>Code Status To Be Changed</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 29, 2008)</i></p>	<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>
<p><b>Walk-Around Form</b>  <i>(issue raised January 9, 2008)</i>  <i>(issue closed April 29, 2008)</i></p>	<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>
<p><b>Evacuation of Charles Street Terminal</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 29, 2008)</i>  <b>Code: 3</b></p>	<ul style="list-style-type: none"> <li>○ Pull Stations notice was sent</li> <li>○ <b>Copy attached to the minutes</b></li> </ul>
<p><b>Towing Procedure</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 29, 2008)</i></p>	<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>
<p><b>2008 GRT Inspection Dates</b></p>	<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>
<p><b>Unmarked Supervisor Vans</b>  <i>(issue raised February 22 , 2008)</i>  <i>(issue closed April 29, 2008)</i></p>	<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>

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

<p><b>Snowplows Pulled Off Road</b>  <i>(issue raised April 29, 2008)</i>  <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ During last major snowstorm, snowplows were pulled off the road but the buses were not</li> <li>○ The reason why snowplows were pulled was due to rest period need by the plow operators</li> </ul>
<p><b>Stop Signs Being Ignored</b>  <i>(issue raised April 29, 2008)</i>  <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Vehicles are ignoring the stop signs along ring road and are entering the wrong way</li> <li>○ Signs have been posted but are being ignored</li> </ul>
<p><b>Dirty Operator Seats</b>  <i>(issue raised April 29, 2008)</i>  <i>(issue closed June 27, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Dirty conventional operator's seats, operators are complaining about how dirty the seats are</li> <li>○ The seats are cleaned every 4 months</li> </ul>
<p><b>Fuel Pumps Leaking</b>  <i>(issue raised April 29, 2008)</i>  <i>(issue closed June 27, 2008)</i>  <b>Code: 1</b></p>	<ul style="list-style-type: none"> <li>○ Fuel pumps are leaking after re-fueling</li> <li>○ Seals are replaced as needed</li> </ul>
<p><b>Leaking Hoists</b>  <i>(issue raised September 8, 2005)</i></p>	<ul style="list-style-type: none"> <li>○ All hoists have been repaired</li> <li>○ Hoists will be maintained until they are replaced during the garage expansion in 2011</li> </ul>
<p><b>Front Exit Door Lights In Annex</b>  <i>(issue raised May 23, 2007)</i></p>	<ul style="list-style-type: none"> <li>○ There does not seem to be a problem with the lights anymore</li> </ul>
<p><b>Reducing Threats/Assaults on Operators</b>  <i>(issue raised January 9, 2008)</i>  <b>Code: 2</b></p>	<ul style="list-style-type: none"> <li>○ 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</li> <li>○ This has been addressed at the last supervisors' meeting</li> </ul>
<p><b>Communication With Police</b>  <i>(issue raised January 9, 2008)</i>  <b>Code: 2</b></p>	<ul style="list-style-type: none"> <li>○ Supervisors to ask the police where they want the operators to wait</li> <li>○ This has been addressed at the last supervisors' meeting</li> </ul>
<p><b>Co-Operation During Work Refusals</b>  <i>(issue raised January 9, 2008)</i>  <b>Code: 1</b></p>	<ul style="list-style-type: none"> <li>○ CSA has posted work refusal flow chart</li> </ul>

<b>Security Cannot Be Called</b> <i>(issue raised January 9, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Security channel has been re-installed</li> </ul>
<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>○ Review of all radio procedures are taking place</li> </ul>
<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>○ Copies have been posted</li> </ul>
<b>Blue Tube Covers for 2700 Buses</b> <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> <li>○ All programming is complete</li> </ul>
<b>Contacting Security For Lost Items</b> <i>(issue raised February 22, 2008)</i>	<ul style="list-style-type: none"> <li>○ Supervisors were advised not to tell the operators to contact security for lost items</li> </ul>
<b>Lost Time Injuries Report</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>○ The Lost Time Injuries reports were reviewed at the meeting</li> </ul>
<b>Forest Glen Plaza Salt Bins</b> <i>(issue raised April 29, 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Ron e-mailed Cheryl regarding the salt bin for Forest Glen Plaza</li> <li>○ Will be in place for next winter</li> </ul>
<b>Incident/Injury Report For Assaults</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Supervisors were instructed to tell the operators to fill out an incident/injury report when they get assaulted</li> </ul>
<b>H&amp;S Inspections Update From June, 2008 For 250 Strasburg Rd.</b>	<ul style="list-style-type: none"> <li>○ Some outstanding items from the June H&amp;S inspection of 250 Strasburg Road:  <b>Dead Birds</b>  - The birds are gone</li> </ul>
<b>Bus 2300 On Route 15</b> <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> <li>○ 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</li> </ul>



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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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