



KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

Date: October 8, 2008, October 22, 2008
Time: 1:00 P.M., 9:00 A.M.
Co-Chairs: Ron Pearson, Darlene Wilson
Present: Rick Lonergan, Phil Mayberry, Dave Smith, Dan Steinman, Randy Steckly
Guests: Karen Dreher, Assistant Manager of Operations
 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	Request To Have Cameras Installed In Conventional Buses <i>(issue raised June 2 , 2006)</i>	<ul style="list-style-type: none"> ○ This is tied in with the violence in the workplace issue 		Ongoing
H&S 02	Mold Concerns On Buses <i>(issue raised September 6 , 2006)</i> Code: 3	<ul style="list-style-type: none"> ○ Randy has a video on what happened during the mold inspection ○ Darlene gave Randy the recommendations on dealing with the mold 	R. Steckly	Ongoing

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H&S 03	Shielding Issues <i>(issue raised October 12, 2006)</i>	<ul style="list-style-type: none"> ○ It was agreed to leave on H&S minutes for now 		Ongoing
H&S 04	Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Testing is planned for October ○ Darlene sent e-mail to Andrew to let her know which buses have been tested in the past ○ All testing to be done on the same day ○ No natural gas buses to be tested ○ Cindy to come up with a test date then will advise a couple days before so that operators are informed and that the necessary buses are available ○ Cindy to e-mail Ron testing date 	C. Blair C. Blair	Open, Completion, October, 2008
H&S 05	Backing Up Procedure For Buses <i>(issue raised November 8 , 2006)</i>	<ul style="list-style-type: none"> ○ This issue has been moved to Labour Management Committee ○ Issue has been changed to ongoing 		Ongoing
H&S 06	Bike Rack Work Refusal <i>(issue raised June 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Sandra still to meet with operator ○ Cindy to follow-up with Sandra 	C. Blair	Ongoing
H&S 07	Violence In Workplace Recommendation <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> ○ Secondment position to set up a committee to investigate and develop an action plan 	K. Dreher	Ongoing
H&S 08	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"> ○ Hand-out was distributed to H&S Committee members to read ○ Cindy and Sharen are involved with the snow clearing at the terminals ○ Suggestion to make sure the language is clear i.e. What clearing of lanes mean ○ Once contract has been awarded, meeting should take place and should include awarded company ○ Concern that when bus stops are being cleared, the snow is not being cleared by the front and back door, just in-between the doors ○ Ron to get this information to Cheryl and Peter Zinck for the Operations Committee 	C. Blair S. Robinson R. Pearson	Ongoing

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H&S 09	Reducing Assaults On Our Operators <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ This is part of the list of recommendations from the threat risk assessment ○ All recommendations to be looked at with the final report 		Ongoing
H&S 10	MSDS Sheets Not Updated <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ MSDS sheets in the binder are being updated ○ Binder is being moved to outside the stockroom for when the stockroom is locked up ○ Randy is doing an inventory of what products the mechanics have so that Stores has control of these products ○ When a new product is introduced, the product information will be brought to the H&S meeting, then a copy of the MSDS sheets can be added to the H&S minutes 	R. Steckly	Open
H&S 11	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 - Nov 4 11:00 am Meeting Rooms A&B 		
H&S 12	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 e-mailed bomb threat procedures from other transit areas to Ron 		Ongoing
H&S 13	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: - garage doors are not marked properly; some are marked inside but not outside; should be solved once doors are painted, <i>painting still to be completed</i> 	Facilities	Open
H&S 14	Bus Stalling On 401 <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> ○ Ron to make changes to the recommendation then will give copy to Rick and Darlene for signature ○ Will then be forwarded to management ○ Status changed to ongoing 	R. Pearson R. Lonergan D. Wilson	Ongoing

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		<p align="center">No MSDS Sheets In Janitor Room</p> <ul style="list-style-type: none"> - this is the responsibility of Linda Ertel of Facilities - Ron to contact Linda Ertel 	R. Pearson	
H&S 18	H&S Inspections Update From May, 2008 For Highland Hills Mall	<ul style="list-style-type: none"> o Some outstanding items from the May H&S inspection of Highland Hills Mall (HHM): Fire Extinguishers on Buses; any fire extinguishers that are expired, write them up 		
H&S 19	WHMIS Review <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> o Cindy brought sample of a WHMIS review sheet for the H&S Committee o Supervisors will distribute to the operators, make a list of who they gave them to and will also have the answer sheet o Operators are free to take them home to complete and then bring the completed sheet back o Suggestion to have the review sheets be workplace specific and maybe have the WHMIS review/training similar to the INIT training 		Open
H&S 20	Safety Program <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> o There is a corporate safety program within the Region o If GRT wants one specifically for their program, it is up to GRT to develop it 		Open
H&S 21	Protective Equipment <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> o Dave sent copy of e-mail from About Town to Ron o H&S Committee agreed the e-mail can be posted 	D. Smith	Open
H&S 22	Electric Bikes <i>(issue raised September 4, 2008)</i> Code: 3	<ul style="list-style-type: none"> o Operations Committee is working on a notice 		Open
H&S 23	Interlock Brakes <i>(issue raised September 4, 2008)</i> Code: 2	<ul style="list-style-type: none"> o Brake pedals have been programmed to the way they were before o Any buses not done, send the bus numbers to Randy o Notice should be posted in the meantime so operators know what to expect o Randy to forward notice to Jean and Serge for posting 	R. Steckly	Open

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H&S 24	Hybrid Hazards <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> ○ All hybrids are experiencing the same problem 		Open
H&S 25	Recommendation For Pre-Testing Of New Buses <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> ○ Suggestion to have pre-testing of buses ○ Status changed to ongoing 		Ongoing
H&S 26	Rubber On Fare Boxes <i>(issue raised September 4, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ Fleet feels this is not a problem ○ Numerous injury reports have been filled out due to this problem ○ Darlene to show Cindy the problem after the meeting 	D. Wilson	Open
H&S 27	MSDS Labels On Products <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> ○ There are still some unlabelled bottles around ○ Notice has been posted in the garage ○ Labels are handed out with the bottles 		Open
2.0 Agenda				
2.1	Speed Entering Garage Area <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Situation happened where a SA was driving a bus and entered the garage at a high rate of speed and a collision almost occurred ○ Buses exiting the bus wash should yield to the bus entering the garage ○ Both parties need to be cautious ○ Randy will monitor this to make sure buses are maintaining a safe speed ○ Ron and Randy to come up with a notice to be posted 	R. Steckly R. Pearson R. Steckly	Open
2.2	Fumes In Annex <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Fumes are entering the buses when the buses are warming up in the annex in the morning because the air in the bus comes from outside ○ Exhaust fans should be turned on in the annex to draw the fumes out ○ The fans are automatic, they turn on when the level of the fumes increase ○ Facilities is in charge of testing the fans in the annex ○ The re-circulation button has been disabled on the 		Open

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		<ul style="list-style-type: none"> buses ○ This is also a problem when there is a smell from outside, the bus draws in the stinky air ○ This is only happening on the Nova buses ○ Cindy to talk to Facilities regarding the exhaust fans 	C. Blair	
2.3	Bikes Dislodging Out Of Bike Racks <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ What happens if bus if bus is traveling on the 401 and a bike dislodges out of the bike rack ○ This is being discussed at the Operations Committee ○ The operators cannot see if the bikes are being put properly in the bike racks ○ Operators should be viewing the customer putting their bikes in the racks ○ Ron to forward the safety concern form to Peter 	R. Pearson	Open
2.4	Bus Will Not Release Washer Fluid <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ On bus number 2718, the bus will not release washer fluid while the bus is running ○ Updated pump will be replaced when the parts come in ○ This will take a couple of months to changes these on all of the buses 	R. Steckly	Open
2.5	Nauseating Odour On Bus <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ There was a nauseating odour on bus number 9611 that made three operators sick during the last couple of weeks ○ No incident reports were filled out, therefore, no one in Fleet were aware of the problem ○ Ron to review the procedure and responsibilities of the safety concern forms ○ Ron to do an e-mail to the supervisors to make sure they are filling out the accident/injury forms correctly 	R. Person R. Pearson	Open
2.6	Mold in Driver's Lunchroom <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ There is mold in the driver's lunchroom above the sink and in the hallway ○ Cindy to send in a work order 	C. Blair	Open
2.7	Conestoga Mall Signage <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Conestoga Mall will forward their master plan for signs before they actually do the permanent signs ○ Bus bays for route 7&9 should be changed due to 		Open

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		<ul style="list-style-type: none"> ○ parking issues, this is with the Operations Committee ○ Ron to send response e-mail from Cheryl to Darlene 	R. Pearson	
2.8	Issues With Hybrids <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ A number of hybrids are locked out ○ Adjustments have been done regarding the rolling back ○ There is an issue with propulsion, this is bad on dry pavement and will become more of a problem in the winter ○ Propulsion is controlled through the bus' computer system and the ABS system ○ This happens some of the time but not all of the time 		Open
2.9	Electrical Safety <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Corporate H&S has a committee set up for the electrical procedures for the hybrid buses ○ Protective equipment that needs to be worn for repairing the hybrids was also discussed ○ This committee includes a consultant who has previously worked on hybrid buses ○ Standard operating procedures (SOP) regarding shutting the system down and lock out/tag out procedures will be developed ○ The voltage is tested every 90 days ○ Kitchener and Waterloo Fire Departments have been trained on the hybrid buses ○ Darlene gave Cindy copy of the training of personnel on hybrids handout 		Open
2.10	Scent Free Policy <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Cindy distributed fragrance in the workplace fact sheet to the H&S members ○ Copy attached to the minutes ○ Copy to be put on the H&S bulletin board 		Open
2.11	Mobility PLUS Four Way Signals <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ On the Mobility PLUS vehicles, it is possible to use both the upper and lower four way signals ○ Suggestions to only have one switch to activate both signals, like Sunnyside vehicles do ○ The lower four ways are connected to the brakes, 		Open

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		<ul style="list-style-type: none"> when the brakes go on, the lower four ways stop flashing ○ Dave and Randy to look into this further 	D. Smith R. Steckly	
2.12	Oktoberfest Security <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ The first weekend of Oktoberfest, GRT was short security staff and no operators were called in to help but the second weekend, there were more security staff 		
2.13	Safety Concern Form <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Safety concern forms are good but the policy needs to be reviewed ○ A H&S Fact Sheet regarding the safety concern form was distributed at the meeting for the Committee to read ○ Changes to the fact sheet were discussed ○ Cindy will make changes then will forward to Ron ○ Once received, Ron will send updated copy to Darlene and the supervisors ○ H&S concern form binder, should the yellow copies be put in there for others to read? Might be okay if the names are whited out 	C. Blair R. Pearson	Open
2.14	Transit By-Laws <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Transit by-laws used to be posted behind the driver seat but are not there anymore ○ The established by-laws will be looked into and possibly be re-posted 	R. Pearson	Open
2.15	Bike Rack Deployment Indicator <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Suggestion that buses be fitted with bike rack deployment indicators so the operator know if the bike racks are down or not ○ This to be looked into further 	R. Steckly	Open
2.16	Confined Spaces Job Safety Analysis Designated Substances <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ These items to be addressed at a separate meeting ○ Ron, Darlene, and Cindy to meet to discuss 	R. Pearson D. Wilson C. Blair	Open

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3.0 New Business				
3.1	Horn Defect <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Question brought up, is a non-functioning horn an out of service defect? ○ Randy will check into this and will get back to Rick ○ Operator was requested to pull the wires from the horn 	R. Steckly	Open
3.2	H&S Inspection Form Change <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Darlene described changes made to the H&S inspection form ○ The only major change is that the form is to be e-mailed directly to the person who the action item is for ○ H&S Committee agreed it will be a good system 		Open
3.3	Highland Hills Mall Issues <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Water pressure in the urinals need to be increased ○ Floors need to be washed ○ Ron to e-mail Sharen to follow-up on this 	R. Pearson	Open
4.0 Information				
4.1	Update From Karen Dreher	<ul style="list-style-type: none"> ○ Karen Dreher, Assistant Manage of Operations, spoke briefly to the H&S Committee and discussed her new role at GRT ○ The violence survey among the operators was discussed, Rick to forward copy to Karen 	R. Lonergan	Open
4.2	Corporate H&S Update	<ul style="list-style-type: none"> ○ Draft copy of Electrical Safety and PPE policy was distributed to the H&S Committee ○ Send Cindy and comments and/or changes to the policies by the next meeting, November 12, 2008 	H&S Committee	

Next Meeting:

Wednesday, November 12, 2008

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

1:00 PM

Meeting Adjourned:

3:40 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
<p>Leaking Hoists <i>(issue raised September 8, 2005)</i></p>	<ul style="list-style-type: none"> ○ All hoists have been repaired ○ Hoists will be maintained until they are replaced during the garage expansion in 2011
<p>Front Exit Door Lights In Annex <i>(issue raised May 23, 2007)</i></p>	<ul style="list-style-type: none"> ○ There does not seem to be a problem with the lights anymore
<p>Reducing Threats/Assaults on Operators <i>(issue raised January 9, 2008)</i> Code: 2</p>	<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
<p>Communication With Police <i>(issue raised January 9, 2008)</i> Code: 2</p>	<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
<p>Co-Operation During Work Refusals <i>(issue raised January 9, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ CSA has posted work refusal flow chart

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
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
Work Refusal Regarding Driver Seats <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Copies have been posted
Blue Tube Covers for 2700 Buses <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ All programming is complete
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
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
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
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
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
Compressed Natural Gas Evacuation Procedures <i>(issue raised January 18 , 2006)</i> <i>(issue closed October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Procedures are complete and sent out
Lug Lock Installation <i>(issue raised June 2 , 2006)</i> <i>(issue closed October 8, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ All are complete

<p>Fire Plan Update For 250 Strasburg <i>(issue raised February 22, 2007)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ 12 copies of the fire plan were sent
<p>Emergency Alarm Response Recommendations / Management Response <i>(issue raised June 26 , 2007)</i> <i>(issue closed October 8, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ Supervisor's radios do not flip to the emergency channel ○ The emergency calls come over any radio and have to manually flip to emergency channel ○ Ron sent a reminder to the supervisors regarding this
<p>Fender Flare Part <i>(issue raised October 23, 2007)</i> <i>(issue closed October 8, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ The work is now complete
<p>Service Attendants Sharps Training <i>(issue raised November 27, 2007)</i> <i>(issue closed October 8, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ This is complete
<p>First Aid Washroom Being Used <i>(issue raised January 9, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 3</p>	<ul style="list-style-type: none"> ○ First aid washroom has been locked
<p>Restrooms On Route 5 <i>(issue raised April 1, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Notice has been posted ○ Scheduling to make an adjustment to the winter schedule
<p>Air Quality In Mobility PLUS Dispatch <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Mobility PLUS dispatch is now being cleaned regularly and recently the carpets have been cleaned
<p>Some 9200 Buses Do Not Have Blinds On Them <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ All blinds have been installed ○ A 9200 bus has a blue blind, this should be written up and e-mail Randy at the same time

<p>Missing Bus Manuals <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Randy keeps a copy of the bus manuals in his office
<p>Water Around Hydro Panel <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ No water was visible during the last H&S inspection ○ Cindy met with Derek regarding the water, the foamer machine in the soap room malfunctioned and caused the problem ○ It has been moved so it malfunctions again, the water can drain properly
<p>Parking Issues At Grand River Hospital <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Recently there was a parking issue so security was called then cars were asked to move
<p>Soap And Water Stains Near Electrical Items <i>(issue raised April 29, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ This is linked with the transformer and hydro panel
<p>Ashtrays At Charles Street Terminal Code: 2 <i>(issue raised September 4, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Ashtrays at the Charles Street Terminal have been moved
<p>Snow Removal On Activa <i>(issue raised September 4, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 3</p>	<ul style="list-style-type: none"> ○ 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
<p>AAS Involved In Work Refusals <i>(issue raised September 4, 2008)</i> <i>(issue closed October 8, 2008)</i></p>	<ul style="list-style-type: none"> ○ Situation where an AAS was involved in a work refusal ○ Ron addressed situation to prevent re-occurrence
<p>Continued Problems With Cleaning Staff Schedule <i>(issue raised September 4, 2008)</i> <i>(issue closed October 8, 2008)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ Ron gave Dave a copy of the notice ○ Dan to check to see if cleaning staff are changing their schedules



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