



GRAND RIVER TRANSIT

# KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

**Date:** January 15, 2008 & January 16, 2008  
**Time:** 9:00 A.M & 2:30 P.M.  
**Co-Chairs:** Randy Steckly, Darlene Wilson  
**Present:** Rick Lonergan, Phil Mayberry, Ron Pearson, Dan Steinman  
**Guest:** Cindy Blair, Corporate H&S  
**Absent:** Dave Smith

**NOTES:** Concerns or Comments regarding minutes, contact: **Darlene Wilson** 7wilsons@rogers.com  
**Randy Steckly** ext. 7205 or e-mail [randy@region.waterloo.on.ca](mailto:randy@region.waterloo.on.ca)

## Health & Safety Issues

Item #	Issue	Actions to be taken	Assigned To	Status
<b>1.0 Review of Previous Minutes</b>				
H&S 01	<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
H&S 02	<b>Dirt Concerns On Buses</b> <i>(issue raised September 6 , 2006)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Currently filters and ducts are cleaned during the spring and fall maintenance</li> <li>○ It was suggested increasing the cleaning schedule to three times a year</li> <li>○ Look into seeing if an employee on modified duties can do this</li> </ul>	R. Steckly	Ongoing

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H&S 03	<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> <li>○ This issue is now tied in with the Workplace Violence</li> <li>○ Randy to forward information to Karen</li> </ul>	Violence Prevention Group	Ongoing
H&S 04	<b>Noise Exposure Limits Lowered</b> <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> <li>○ Testing took place November 21</li> <li>○ Waiting for results</li> </ul>	R. Steckly	Open, Completion, November, 2008
H&S 05	<b>Backing Up Procedure For Mobility PLUS Vehicles</b> <i>(issue raised November8 , 2006)</i>	<ul style="list-style-type: none"> <li>○ Training has started</li> </ul>		Ongoing
H&S 06	<b>Bike Rack Work Refusal</b> <i>(issue raised June 26 , 2007)</i>	<ul style="list-style-type: none"> <li>○ Cindy and the H&amp;S Representative met with the worker</li> <li>○ Report to be done by Sandra Kane</li> </ul>	S. Kane	Ongoing
H&S 07	<b>Violence In Workplace Recommendation</b> <i>(issue raised October 23, 2007)</i>	<ul style="list-style-type: none"> <li>○ Violence Prevention Group</li> </ul>	Violence Prevention Group	Ongoing
H&S 08	<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>○ Randy has a copy of the contract so if any H&amp;S Members are interested in looking at it, go see him</li> <li>○ Snow clearing by the walls at the DTT are not being cleared</li> <li>○ Darlene to come and look at the contract</li> </ul>	D. Wilson	Ongoing
H&S 09	<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>○ Violence Prevention Group</li> </ul>	Violence Prevention Group	Ongoing
H&S 10	<b>MSDS Sheets Not Updated</b> <i>(issue raised January 9, 2008)</i> <b>Code: 1</b>	<ul style="list-style-type: none"> <li>○ Looking at getting MSDS sheets for consumer products as well</li> <li>○ Timeline is set for the end of January</li> <li>○ Stores files the sheets with what the product is called but sometimes this can become confusing</li> </ul>		Open

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		<ul style="list-style-type: none"> <li>○ Darlene to get copy of index so she can look at the products' MSDS sheets online</li> <li>○ Cindy to check with Stores to see if it is feasible to having the MSDS sheets loaded onto a computer</li> <li>○ Cindy to contact Purchasing regarding index and naming conventions for the MSDS sheets</li> </ul>	D. Wilson C. Blair C. Blair	
H&S 11	<b>Bomb Threat On Buses</b> <i>(issue raised February 22 , 2008)</i> <b>Code: 2</b>	<ul style="list-style-type: none"> <li>○ Violence Prevention Group</li> </ul>	Violence Prevention Group	Ongoing
H&S 12	<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: <ul style="list-style-type: none"> <li>- <b>garage doors are not marked properly;</b> some are marked inside but not outside; should be solved once doors are painted, <i>confirmed from Facilities that painting still needs to be completed; cannot be painted during the winter, in the meantime signs can be put up</i></li> </ul> </li> </ul>	Facilities  R. Steckly	Open
H&S 13	<b>Bus Stalling On 401</b> <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> <li>○ Recommendations were signed at the meeting</li> </ul>		Ongoing
H&S 14	<b>FMS Enhancement</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Status changed to ongoing</li> <li>○ IT starting to work on the enhancements</li> </ul>		Ongoing
H&S 15	<b>Pre-Trip Inspection Forms</b> <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> <li>○ Status changed to ongoing</li> <li>○ Randy to bring pre-trip inspection to next meeting to get changes made before it goes to print</li> </ul>	R. Steckly	Ongoing
H&S 16	<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>Wash Lane</b></li> <li>- No railing will be installed so signs will be posted instead</li> <li>- Signs have been ordered</li> </ul> </li> </ul>	R. Steckly	

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		<p align="center"><b>Outside Door #12 Wash Bay</b></p> <ul style="list-style-type: none"> <li>- Still have to monitor City of Kitchener for no parking in this area</li> </ul>	R. Steckly	
H&S 17	<p><b>WHMIS Specific Training</b> <i>(issue raised June 27, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ WHMIS review sheets need to be re-evaluated</li> <li>○ Randy will do MSDS training sessions for Fleet if needed</li> <li>○ GRT should have a hazard specific training, Randy to come up with timeline for this by next meeting</li> <li>○ Randy to e-mail Darlene dates for timelines</li> <li>○ All bottles without labels were discarded</li> <li>○ Monitor MSDS labels and products</li> </ul>	R. Steckly  R. Steckly	Open
H&S 18	<p><b>Safety Program</b> <i>(issue raised June 27, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ There is a corporate safety program within the Region</li> <li>○ If GRT wants one specifically for their program, it is up to GRT to develop it</li> <li>○ Some H&amp;S members want this program put in place so</li> <li>○ Things that can be dealt with in the safety program include: <ul style="list-style-type: none"> <li>- scheduling fire drills for all 3 shifts</li> <li>- developing the WHMIS review sheets</li> <li>- checking to make sure fire extinguishers are checked and up-to-date</li> <li>- hazard specific training</li> </ul> </li> <li>○ Discussion took place about having a fire drill during the afternoon shift, Cindy to look into this</li> </ul>	C. Blair	Open
H&S 19	<p><b>Interlock Brakes</b> <i>(issue raised September 4, 2008)</i> <b>Code: 2</b></p>	<ul style="list-style-type: none"> <li>○ Some still need to be worked on</li> <li>○ Once all are complete Randy will post notice</li> <li>○ Completion date set for January, 2009</li> </ul>	R. Steckly	Open, Completion, January, 2009
H&S 20	<p><b>Recommendation For Pre-Testing Of New Buses</b> <i>(issue raised September 4, 2008)</i></p>	<ul style="list-style-type: none"> <li>○ Darlene gave copy of e-mails to Cindy regarding this issue</li> </ul>		Ongoing

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H&S 21	<b>Rubber On Fare Boxes</b> <i>(issue raised September 4, 2008)</i> <b>Code: 3</b>	<ul style="list-style-type: none"> <li>○ Randy to look into installing rubber on the corner of the farebox</li> </ul>	R. Steckly	Open
H&S 22	<b>Speed Entering Garage Area</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Darlene to drive bus through bus wash to determine who should have the right of way and will get back to the H&amp;S Committee</li> </ul>	D. Wilson	Open
H&S 23	<b>Fumes In Annex</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Company came in for balancing the annex system but no results are in yet</li> <li>○ Testing to be done after the small committee meets</li> </ul>	R. Steckly	Open
H&S 24	<b>Bus Will Not Release Washer Fluid</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ All parts are in</li> <li>○ Timeline to be done by the end of February</li> </ul>	R. Steckly	Open, Completion, February 28, 2009
H&S 25	<b>Nauseating Odour On Bus</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ E-mail went out to the supervisors to make sure the forms are being filled out correctly</li> <li>○ Ron to forward copy of this e-mail to Darlene</li> <li>○ Ron gave the recommendation response from 2007 regarding this issue to Darlene</li> </ul>	R. Pearson	Open
H&S 26	<b>Conestoga Mall Signage</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Ron e-mailed Cheryl regarding this issue but there has been no direct response from Conestoga Mall</li> </ul>	R. Pearson	Open
H&S 27	<b>Electrical Safety</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Corporate H&amp;S has a committee set up for the electrical procedures for the hybrid buses</li> <li>○ Protective equipment that needs to be worn for repairing the hybrids was also discussed</li> <li>○ This committee includes a consultant who has previously worked on hybrid buses</li> <li>○ Standard operating procedures (SOP) regarding shutting the system down and lock out/tag out procedures will be developed</li> <li>○ The voltage is tested every 90 days</li> <li>○ Kitchener and Waterloo Fire Departments have been trained on the hybrid buses</li> <li>○ Darlene gave Cindy copy of the training of personnel</li> </ul>		Ongoing

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		<ul style="list-style-type: none"> <li>○ on hybrids handout</li> <li>○ Status changed to ongoing</li> </ul>		
H&S 28	<b>Scent Free Policy</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Fragrance in the workplace fact sheet have been posted and the employees have been spoken to</li> <li>○ Status changed to ongoing</li> </ul>		Ongoing
H&S 29	<b>Safety Concern Form</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Cindy made changes to the wording</li> <li>○ Cindy to send copy to Darlene</li> </ul>	C. Blair	Open
H&S 30	<b>Transit By-Laws</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Transit by-laws used to be posted behind the driver seat but are not there anymore</li> <li>○ The established by-laws will be looked into and possibly be re-posted</li> <li>○ Status changed to ongoing</li> </ul>		Ongoing
H&S 31	<b>Bike Rack Deployment Indicator</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ Report with the number of incidents/accidents regarding the bike racks are being worked on</li> <li>○ Ron to forward to H&amp;S Committee once this is received</li> </ul>	R. Pearson	Ongoing
H&S 32	<b>Confined Spaces</b> <b>Job Safety Analysis</b> <b>Designated Substances</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ These items to be addressed at a separate meeting</li> <li>○ Ron, Darlene, and Cindy to meet and discuss</li> </ul>	R. Pearson D. Wilson C. Blair	Open
H&S 33	<b>Highland Hills Mall Issues</b> <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> <li>○ The toilet got a new flusher and the cleaning checklist is to be put into place</li> <li>○ Darlene to check Highland Hills Mall to make sure the floor was washed, will get back to Ron regarding this</li> </ul>	D. Wilson	Open
H&S 34	<b>Corporate H&amp;S Update</b>	<ul style="list-style-type: none"> <li>○ Electronic copies of the draft H&amp;S policies were sent to Committee members via e-mail and all are on the portal</li> <li>○ Employees can access these on the CAW website</li> <li>○ Cindy to check to see if the H&amp;S fact sheets are on the portal</li> <li>○ Karen to show Darlene where to look for this information on the portal after the meeting</li> </ul>	C. Blair  K. Dreher	Open

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H&S 35	<b>Grinder Maintenance</b> <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> <li>○ This issue is ongoing</li> <li>○ There is no check list on the machine when this is done, it is only recorded on the paperwork</li> <li>○ Randy to look into putting a tag on the machine similar to the fire extinguishers</li> </ul>	R. Steckly	Ongoing
H&S 36	<b>Eye-Wash Station</b> <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> <li>○ This should get cleaned and serviced when the grinders are done</li> </ul>	R. Steckly	Open
H&S 37	<b>“Go No Go” List</b> <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> <li>○ This is a project that Peter, Ron and Randy are working on</li> </ul>	P. Zinck R. Pearson R. Steckly	Open
H&S 38	<b>Collision Reports</b> <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> <li>○ The Collision Review and Appeal Committee meets monthly to review all accidents and comes up with recommendations</li> <li>○ Cindy to look into having this information reviewed by the H&amp;S Committee</li> </ul>	C. Blair	
H&S 39	<b>Brake Machine Ergonomics</b> <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> <li>○ Currently no control in place to safely lift Nova brakes and put them onto the brake machine</li> <li>○ Randy going over ergonomic analysis with Leo</li> </ul>	R. Steckly	Open

## 2.0 Agenda

<b>2.1</b>	<b>Workplace Violence Group Report</b>	<ul style="list-style-type: none"> <li>○ A couple of meetings took place and a couple more have been booked</li> <li>○ Looking into an incident report form to track violence in the workplace as well as other incidents that occur</li> <li>○ This is going to be a similar form as the slip, trip and fall form currently used for customers</li> <li>○ The HR18 is also being changed</li> <li>○ A recommendation from the KWSA H&amp;S Committee was handed out to the H&amp;S Committee for review and changes were discussed</li> <li>○ Once changes are made, good copy will be put onto letterhead for signatures</li> <li>○ Recommendation will also be done for the CSA H&amp;S Committee once KWSA has their copy signed</li> </ul>	K. Dreher R. Steckly D. Wilson K. Dreher	
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2.2	<b>Braking On Nova Buses</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Notice regarding braking on Novas was passed onto Darlene</li> <li>○ All brake tests exceed the minimum standards</li> <li>○ This is only for the new Novas</li> <li>○ Nova will take this issue back to their engineers to see if an adjustment can be made</li> </ul>	R. Steckly	Open
2.3	<b>Accident/Injury Forms</b>	<ul style="list-style-type: none"> <li>○ These were both read and discussed by the H&amp;S Committee</li> </ul>		
2.4	<b>Review Inspection Reports and Concerns</b>	<ul style="list-style-type: none"> <li>○ These were both read and discussed by the H&amp;S Committee</li> </ul>		
2.5	<b>Preparation Time For Co-Chair</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Currently one hour is given to the CAW co-chair rep. to prepare for the monthly H&amp;S meetings</li> <li>○ Request to have one day per month allotted for this preparation</li> <li>○ It was decided that a recommendation should be written up and brought to management for consideration</li> </ul>	D. Wilson	Open
2.6	<b>Calling Out Bus Stops – Job Safety Analysis</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ The main concern regarding this is that the operators will probably raise their voice unless they are communicated that they do not have to do this</li> <li>○ Need clarification regarding using a normal speaking voice when calling out bus stops</li> <li>○ Karen to get more information on what the expectation of the Human Rights Commission is</li> </ul>	K. Dreher	Open
2.7	<b>Emergency Chemical Response Plan</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Darlene and Randy met regarding the emergency chemical response plan</li> <li>○ Darlene passed around the information that was discussed</li> <li>○ A couple of changes were suggested regarding the Recommendations</li> <li>○ Darlene to meet with Peter after the meeting</li> </ul>	D. Wilson	Open

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		<ul style="list-style-type: none"> <li>○ The procedures are complete and the training deadline is set for February 16</li> <li>○ Emergency phone number to be taped under the phone in Fleet so the number does not go missing</li> </ul>	P. Mayberry	
<b>2.8</b>	<b>Training Requirements</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Employees performing light duty work should receive WHMIS specific training</li> <li>○ The only problem to this is that with having to train the employees on this, this will delay their going back to work</li> <li>○ Written information on the materials that light duty employees will be using that are hazardous should be done</li> </ul>	R. Steckly	Open
<b>2.9</b>	<b>Procedure For Locking Out Buses</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Ron had a notice regarding the locking out of buses</li> <li>○ Copy of notice should be in the H&amp;S binder</li> <li>○ If the bus is locked out because of fumes, the bus is to remain locked out until a H&amp;S Committee member takes the bus out for a test drive</li> <li>○ Remind Operation supervisors should be reminded that they must contact Fleet when a bus is to be locked out due to fumes</li> </ul>	K. Dreher	Open
<b>2.10</b>	<b>Reporting Occupational Illness</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Supervisors are to flag the HR18 forms where an employee gets sick and loses time due to occupational illness</li> <li>○ Had two claims for occupational illness – have they been reported?</li> <li>○ Karen to find what happens after a HR18 form is filled out and a person misses time from work, who contacts the Ministry</li> </ul>	K. Dreher	Open
<b>2.11</b>	<b>Volume On 2600 Radios</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ The transmission volume is too low on the 2600 buses</li> <li>○ Operators using the radios on the 2600 cannot be heard and have to speak very loud</li> <li>○ If there is an emergency, can these operators be heard?</li> <li>○ Darlene to send list of 2600 buses that are experiencing this problem to Randy</li> </ul>	D. Wilson	Open

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		<ul style="list-style-type: none"> <li>○ Suggestion to ask the service attendants to do radio checks</li> </ul>	R. Steckly	
<b>2.12</b>	<b>Floor Boards In Mobility PLUS Vehicles</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ There are no mats on the drivers side of the Mobility PLUS vehicles</li> <li>○ Mats should be used because it is very slippery and hazardous</li> <li>○ Cannot recall is there has ever been mats in this area</li> </ul>	D. Smith	Open
<b>2.13</b>	<b>Safety Concerns Regarding Uniforms</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ The coats that are worn for uniforms are really dark and it is hard to see employees walking through the annex</li> <li>○ Suggestion for H&amp;S to get involved with choosing the uniforms</li> <li>○ The immediate solution is wearing the vests that are provided</li> </ul>	R. Steckly	Open
<b>2.14</b>	<b>Yellow Wooden Beam At Charles Street Terminal</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ The wooden beams on the walls at the Charles Street Terminal need to be re-painted with reflective paint</li> </ul>	S. Robinson	Open
<b>2.15</b>	<b>Copy Of Defects In Bus</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Copy of the defects used to be left in the buses but this has stopped</li> <li>○ This was good if the operator needed to refer to it to see if any defects were been written up</li> <li>○ If an operator is looking for information on a bus, they can go to Fleet and ask</li> <li>○ FMS system will show all of the work done on a particular bus</li> <li>○ Some buses are going right back into service after they have been written up</li> <li>○ Let Randy know when this happens</li> </ul>	D. Wilson	Open
<b>2.16</b>	<b>Copy of Posted Notices</b> <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> <li>○ Request to have a copy of all notices, practices and policies that have been posted kept by the H&amp;S Committee</li> </ul>		Open

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		<ul style="list-style-type: none"> <li>○ Rick receives e-mails of notices, he can forward them to Darlene</li> <li>○ Karen to look into keeping a master copy of these notices</li> </ul>	R. Lonergan  K. Dreher	
<b>2.17</b>	<b>H&amp;S Meeting Dates For 2009</b>	<ul style="list-style-type: none"> <li>○ It was agreed to have the H&amp;S meetings take place on the 3<sup>rd</sup> Thursday of the month               <ul style="list-style-type: none"> <li>- February 19</li> <li>- March 19</li> <li>- April 16</li> <li>- May 21</li> <li>- June 18</li> <li>- September 17</li> <li>- October 15</li> <li>- November 19</li> <li>- December 17</li> </ul> </li> <li>○ All meetings are at 1:00 pm and take place in Meeting Room A at Strasburg Road</li> </ul>		
<b>2.18</b>	<b>2009 H&amp;S Inspections Of 250 Strasburg Road</b>	<ul style="list-style-type: none"> <li>○ Dates have been set for the 4<sup>th</sup> Friday of the month</li> </ul>	D. Wilson	
<b>2.19</b>	<b>2009 H&amp;S Inspections of Charles Street Terminal</b>	<ul style="list-style-type: none"> <li>○ Dan to contact Sharen to set up the 2009 dates</li> </ul>	D. Steinman	
<b>2.20</b>	<b>2009 Joint H&amp;S Meetings</b>	<ul style="list-style-type: none"> <li>○ Joint H&amp;S meeting with both KWSA &amp; CSA members to take place on:               <ul style="list-style-type: none"> <li>- April 1 11:00–1:00 Strasburg Road</li> <li>- November 4 11:00–1:00 Conestoga Blvd.</li> </ul> </li> </ul>	R. Steckly	
<b>2.21</b>	<b>2009 Oktoberfest Security Meeting</b>	<ul style="list-style-type: none"> <li>○ Meeting date set for September 9, 2009</li> </ul>	R. Steckly	
<b>3.0 New Business</b>				
<b>3.1</b>	<b>Inspecting the Elevator Pits</b> <i>(issue raised January 15, 2009)</i>	<ul style="list-style-type: none"> <li>○ Currently the elevator pit is being inspected at Charles Street Terminal during the monthly walk-arounds</li> <li>○ This is considered a confined space and should not be inspected</li> </ul>		Open

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		<ul style="list-style-type: none"> <li>○ Cindy to check to see who actually goes into the pits</li> </ul>	C. Blair	
<b>4.0 Information</b>				
	<b>Changing of Co-Chairs</b>	<ul style="list-style-type: none"> <li>○ This was Ron Pearson's last meeting as the Management Co-Chair of the KWSA H&amp;S Committee</li> <li>○ Ron has served on the H&amp;S Committee over 21 years</li> <li>○ Thank you to Ron for all of your hard work</li> <li>○ Randy Steckly replaces Ron as Management Co-Chair</li> <li>○ Karen Dreher joins the H&amp;S Committee in the Operations area</li> </ul>		

**Next Meeting:**

Thursday, February 19, 2009

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

**1:00 PM**

**Meetings Adjourned:**

January 15, 2009

11:45 am

January 16, 2009

3:40 pm

**Minutes accepted by:**

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Randy Steckly, Management Co-chair

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Darlene Wilson, CAW Local 4304, Co-chair

## 2009 H&S ITEMS WHICH ARE NOW CLOSED

Issue	Actions Taken
<p><b>Electric Bikes</b>  <i>(issue raised September 4, 2008)</i>  <i>(issue closed January 15, 2009)</i>  <b>Code: 3</b></p>	<ul style="list-style-type: none"> <li>○ Operations Committee is working on a notice</li> </ul>
<p><b>Hybrid Hazards</b>  <i>(issue raised September 4, 2008)</i>  <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> <li>○ Randy and Darlene took a hybrid for a test drive</li> <li>○ Nova suggested another litre of transmission fluid should be added, this has been done and there has been no problem since</li> </ul>
<p><b>Bikes Dislodging Out Of Bike Racks</b>  <i>(issue raised October 8, 2008)</i>  <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> <li>○ This item is with Operations Committee</li> </ul>
<p><b>Mold in Driver's Lunchroom</b>  <i>(issue raised October 8, 2008)</i>  <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> <li>○ This has been done</li> </ul>
<p><b>Mobility PLUS Four Way Signals</b>  <i>(issue raised October 8, 2008)</i>  <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> <li>○ All new Mobility PLUS vehicles have the four way signals</li> </ul>
<p><b>Lug Lock Memo</b>  <i>(issue raised November 12, 2008)</i>  <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> <li>○ This has been posted on the conventional bulletin board</li> </ul>



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John Livingstone	Grand River Transit – Operations, Cambridge
Blair Allen	Principal Planner, Transit Development

Jean Bourdon and Serge Ianni for Supervisors

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

Union Website c/o e-mail to Rick Lonergan

Dennis Meyer - City of Kitchener [dennis.meyer@city.kitchener.on.ca](mailto:dennis.meyer@city.kitchener.on.ca)

Mike Born - City of Kitchener [mike.born@city.kitchener.on.ca](mailto:mike.born@city.kitchener.on.ca)

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