



GRAND RIVER TRANSIT

KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

Date: February 19, 2009
Time: 1:00 P.M.
Co-Chairs: Randy Steckly, Darlene Wilson
Present: Rick Lonergan, Phil Mayberry, Ron Pearson, Dave Smith, Dan Steinman
Guest: Cindy Blair, Corporate H&S

NOTES: Concerns or Comments regarding minutes, contact: **Darlene Wilson** 7wilsons@rogers.com
Randy Steckly ext. 7205 or e-mail randy@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 	Violence Prevention Group	Ongoing
H&S 02	Dirt Concerns On Buses <i>(issue raised September 6 , 2006)</i> Code: 3	<ul style="list-style-type: none"> ○ Although it was suggested increasing the cleaning schedule to three times a year, GRT does not have the resources to do this right now ○ Darlene to speak with Dave Frey to get more information ○ Is there a ministry standard on this issue? Darlene to find out 	D. Wilson D. Wilson	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 ○ This issue is now tied in with the Workplace Violence ○ Randy to forward information to Karen 	Violence Prevention Group	Ongoing
H&S 04	Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Still waiting for results ○ Cindy to follow-up and bring report to next meeting 	C. Blair	Open, Completion, November, 2008
H&S 05	Backing Up Procedure For Mobility PLUS Vehicles <i>(issue raised November 8 , 2006)</i>	<ul style="list-style-type: none"> ○ Training is continuing and should be completed by the end of June, 2009 		Ongoing, Completion, June, 2009
H&S 06	Bike Rack Work Refusal <i>(issue raised June 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Cindy and the H&S Representative met with the worker ○ Report to be done by Sandra Kane, Cindy to follow-up 	C. Blair	Ongoing
H&S 07	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"> ○ Contractor is on top of the snow clearing so far this year ○ Randy to ask Facilities to let him know when the snow clearing contract expires so that H&S can become involved with the next one ○ Randy to bring contract to next H&S meeting 	R. Steckly R. Steckly	Ongoing
H&S 08	Reducing Assaults On Our Operators <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ Violence Prevention Group 	Violence Prevention Group	Ongoing
H&S 09	MSDS Sheets Not Updated <i>(issue raised January 9, 2008)</i> Code: 1	<ul style="list-style-type: none"> ○ At times the MSDS sheets are locked behind the stockroom ○ Binder that is outside of the stockroom is really out of date, Randy to speak with Charles to update this ○ It has been suggested that the H&S Committee should be keeping all current and old MSDS sheets ○ Randy to check to see if there is a legislative requirement to keep old MSDS sheets ○ Meeting to take place before the next H&S meeting 	R. Steckly R. Steckly C. Blair	Open

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		<ul style="list-style-type: none"> ○ with Cindy, Randy, Paul Schnarr, and Darlene to discuss the issues with the MSDS ○ Randy will move the MSDS sheets that are behind the stockroom to in front of it because they are the most up to date copies ○ Randy to get copies of all MSDS sheets for the next H&S meeting ○ Cindy to contact purchasing regarding the naming conventions for the MSDS sheets 	R. Steckly D. Wilson R. Steckly R. Steckly C. Blair	
H&S 10	Bomb Threat On Buses <i>(issue raised February 22 , 2008)</i> Code: 2	<ul style="list-style-type: none"> ○ Violence Prevention Group 	Violence Prevention Group	Ongoing
H&S 11	H&S Inspections Update From January, 2008 <i>(issue raised February 22 , 2008)</i>	<ul style="list-style-type: none"> ○ Outstanding issues from the January, 2008 H&S Inspections: <ul style="list-style-type: none"> - garage doors are not marked properly; some are marked inside but not outside; should be solved once doors are painted, <i>confirmed from Facilities that painting still needs to be completed; cannot be painted during the winter, in the meantime signs can be put up - Randy to ask Facilities for the completion date</i> 	Facilities R. Steckly	Open
H&S 12	Bus Stalling On 401 <i>(issue raised April 1, 2008)</i>	<ul style="list-style-type: none"> ○ The H&S Committee received a response to the recommendation which was read at the meeting ○ It is not a policy for Fleet to look up the history of stalling buses ○ There are only manual records to check the history 		Ongoing
H&S 13	FMS Enhancement <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Status changed to ongoing ○ IT starting to work on the enhancements ○ Flagging system needs to be programmed 		Ongoing
H&S 14	Pre-Trip Inspection Forms <i>(issue raised April 29, 2008)</i>	<ul style="list-style-type: none"> ○ Randy brought the copy of the pre-trip inspection form to the meeting ○ Darlene to review and will bring back any changes to 	D. Wilson	Ongoing

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		the next H&S meeting		
H&S 15	WHMIS Specific Training <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ GRT should have hazard specific training, Randy to come up with timeline for this by next H&S meeting ○ Randy gave Acute the list of chemicals commonly used in the garage and gave a copy to Darlene ○ Cindy to get more information from Acute on the training and will let the co-chairs know ○ There are still some bottles without work place labels ○ Some Fleet employees have said that they have not been trained regarding MSDS labels on the bottles ○ More detailed training should be done by the supervisors 	R. Steckly C. Blair	Open
H&S 16	Safety Program <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ Safety program needs is very similar as the Violence Prevention Group ○ Darlene to come up with a draft copy and will bring to next meeting ○ Cindy will set up a fire drill for the afternoon shift 	D. Wilson C. Blair	Open
H&S 17	Recommendation For Pre-Testing Of New Buses <i>(issue raised September 4, 2008)</i>	<ul style="list-style-type: none"> ○ There is a copy of the recommendation in the black H&S binder ○ All binders are to be updated by their owners ○ Karen to check to see if Ron has a copy of the binder, which should go to Randy 	K. Dreher	Closed
H&S 18	Rubber On Fare Boxes <i>(issue raised September 4, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ This is an ongoing issue ○ Randy looked at a 2300 bus and did not find too much of a problem with the location of the farebox 		Ongoing
H&S 19	Speed Entering Garage Area <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Darlene drove bus through bus wash and determined that the buses coming in the garage should have the right away ○ Some of the service attendants agreed with this ○ Randy will confirm with the service attendants and the supervisors, then will post a notice 	D. Wilson R. Steckly	Open
H&S 20	Fumes In Annex <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Should have written report of test results by today for balancing 		Open

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		<ul style="list-style-type: none"> ○ Verbally, there is no problem, it is more of a wind issue ○ It has been confirmed that a smoke test will be done and a H&S member will be present ○ Once balancing is done, an air quality/hygiene test will be done ○ Situation happened where only 2 to 5 exhaust fans are not coming on in the annex, supervisor called Facilities and they turned them on manually, Randy to check into this 	<p>R. Steckly</p> <p>R. Steckly</p>	
H&S 21	Bus Will Not Release Washer Fluid <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Work has started on this ○ Timeline set to be completed by the end of February 	R. Steckly	Open, Completion, February 28, 2009
H&S 22	Nauseating Odour On Bus <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Darlene received the copy of the e-mail sent from Ron to the supervisors ○ Memo was re-issued to Fleet and the Operations supervisors yesterday ○ Karen to forward to Dave Smith so he can forward to the Mobility PLUS supervisors ○ Testing of exhaust fumes has not been done on any Mobility PLUS vehicles but maybe should be done on a couple vehicles ○ If there is a problem with exhaust fumes, the employees should be notifying the supervisor then the supervisor should be notifying Fleet 	<p>K. Dreher</p> <p>D. Smith</p>	Open
H&S 23	Electrical Safety Regarding Hybrid Buses <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Only certified employees can work on the hybrid buses ○ The order of v-rated glove should have arrived ○ Cindy to find out more information when a hybrid bus is pushed, will it generate power ○ Cindy to find out how lockouts are handled and hybrid bus lockouts 	<p>C. Blair</p> <p>C. Blair</p>	Ongoing
H&S	Safety Concern Form	<ul style="list-style-type: none"> ○ Cindy to send copy to Darlene 	C. Blair	Open

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24	<i>(issue raised October 8, 2008)</i>			
H&S 25	Transit By-Laws <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Darlene gave copy of the transit by-laws to Rick and Karen ○ These were previously posted 	K. Dreher	Ongoing
H&S 26	Bike Rack Deployment Indicator <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ The reports regarding the bike rack accidents does not state if the bike rack was deployed or not, just that damaged occurred to the bike rack ○ Cindy to try to bring how many of the 2008 bike rack incidents had the bike racks deployed to next meeting 	C. Blair	Ongoing
H&S 27	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 ○ Randy, Darlene, and Cindy to meet and discuss 	R. Steckly D. Wilson C. Blair	Open
H&S 28	Highland Hills Mall Issues <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ At the last inspection, there was no cleaning checklist put up ○ Floors are really dirty and are still not being cleaned, Karen to follow-up 	K. Dreher	Open
H&S 29	Grinder Maintenance <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ This issue is ongoing ○ A service attendant will be putting a tag on the machine similar to the fire extinguishers 	R. Steckly	Ongoing
H&S 30	Eye-Wash Station <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ Facilities should be doing a monthly check on this, Randy to follow-up ○ Tag to be put on similar to the grinders 	R. Steckly	Open
H&S 31	“Go No Go” List <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ This is a project that Peter, Ron and Randy are working on ○ Completion date set for the end of March 	P. Zinck R. Pearson R. Steckly	Open, Completion, March 31, 2009
H&S 32	Collision Reports <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ These reports are similar to the bike rack deployment report ○ Collision Review Committee checks to see if there is a trend with the accidents ○ Currently there is a vacancy for a worker member on this committee 		Open

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		<ul style="list-style-type: none"> ○ H&S should be involved when the Collision Review Committee makes a recommendation ○ Cindy will get the accident reports and will bring to next H&S meeting 	C. Blair	
H&S 33	Brake Machine Ergonomics <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ Employee has been given matting and is satisfied with this ○ The engine hoists are able to help lift the brakes ○ Randy to show Darlene the engine hoists ○ Electric pull chains are satisfactory 	R. Steckly	Open
H&S 34	Workplace Violence Group Report	<ul style="list-style-type: none"> ○ The recommendation from the KWSA H&S Committee was sent to senior management ○ Recommendation will also be done for the CSA H&S 	K. Dreher	Ongoing
H&S 35	Braking On Nova Buses <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> ○ Notice regarding braking on the Nova was passed onto Darlene ○ For the new Nova buses, all brakes tests exceed the minimum standards ○ Nova will take this issue back to their engineers to see if an adjustment can be made 	R. Steckly	Open
H&S 38	Preparation Time For Co-Chair <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> ○ Darlene prepared the recommendation and gave copy to Randy ○ Randy to get back to Darlene with any changes 	R. Steckly	Open
H&S 39	Calling Out Bus Stops – Job Safety Analysis <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> ○ What is a clear and consistent voice? This question was asked regarding the expectations of the operator ○ Next meeting regarding calling out of bus stops is scheduled for Thursday, March 5th ○ H&S Committee would like to work with the job safety analysis, Cindy to bring this up next week at the calling out of bus stops meeting 	C. Blair	Open
H&S 40	Emergency Chemical Response Plan <i>(issue raised January 16, 2008)</i>	<ul style="list-style-type: none"> ○ The supervisors did not train their employees on the evacuation procedures, they just passed them the information to read over ○ Training set for March 27 		Open

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		○ Randy to contact supervisor and find out why this did not happen	R. Steckly	

Next Meeting:

Wednesday, March 25, 2009

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

1:00 PM

Meetings Adjourned:

February 19, 2009 3:56 pm

Minutes accepted by:

Randy Steckly, Management Co-chair

Darlene Wilson, CAW Local 4304, Co-chair

2009 H&S ITEMS WHICH ARE NOW CLOSED

Issue	Actions Taken
<p>Electric Bikes <i>(issue raised September 4, 2008)</i> <i>(issue closed January 15, 2009)</i> Code: 3</p>	<ul style="list-style-type: none"> ○ Operations Committee is working on a notice
<p>Hybrid Hazards <i>(issue raised September 4, 2008)</i> <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> ○ Randy and Darlene took a hybrid for a test drive ○ Nova suggested another litre of transmission fluid should be added, this has been done and there has been no problem since
<p>Bikes Dislodging Out Of Bike Racks <i>(issue raised October 8, 2008)</i> <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> ○ This item is with Operations Committee
<p>Mold in Driver's Lurchroom <i>(issue raised October 8, 2008)</i> <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> ○ This has been done
<p>Mobility PLUS Four Way Signals <i>(issue raised October 8, 2008)</i> <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> ○ All new Mobility PLUS vehicles have the four way signals
<p>Lug Lock Memo <i>(issue raised November 12, 2008)</i> <i>(issue closed January 15, 2009)</i></p>	<ul style="list-style-type: none"> ○ This has been posted on the conventional bulletin board
<p>Violence In Workplace Recommendation <i>(issue raised October 23, 2007)</i> <i>(issue closed February 19, 2009)</i></p>	<ul style="list-style-type: none"> ○ Violence Prevention Group
<p>Interlock Brakes <i>(issue raised September 4, 2008)</i> <i>(issue closed February 19, 2009)</i> Code: 2</p>	<ul style="list-style-type: none"> ○ All have been complete

<p>Conestoga Mall Signage <i>(issue raised October 8, 2008)</i> <i>(issue closed February 19, 2009)</i></p>	<ul style="list-style-type: none"> ○ This issue is with Operations Committee
<p>Scent Free Policy <i>(issue raised October 8, 2008)</i> <i>(issue closed February 19, 2009)</i></p>	<ul style="list-style-type: none"> ○ Fragrance in the workplace fact sheet has been posted ○ The fact sheet will be on the new HR website which is currently being worked on



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Michael McMullen	Facilities Operations, 6 th Fl, 150 Frederick
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

Mike Born - City of Kitchener mike.born@city.kitchener.on.ca

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