



GRAND RIVER TRANSIT

KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

Date: June 18, 2009
Time: 1:30 P.M.
Co-Chairs: Randy Steckly, Darlene Wilson
Present: Karen Dreher, Rick Lonergan, Dave Smith, Dan Steinman
Absent: Phil Mayberry
Guest: Cindy Blair, Corporate H&S

NOTES: Concerns or Comments regarding minutes, contact: **Darlene Wilson** kgrt@region.waterloo.on.ca
Randy Steckly ext. 7205 or e-mail srandy@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	Violence Prevention Group	<ul style="list-style-type: none"> o Issues that are connected with the Violence Prevention Group include: <ul style="list-style-type: none"> - request to have cameras installed in conventional buses <i>(issue raised June/06)</i> - shielding issues <i>(issue raised October/06)</i> - reducing assaults on operators <i>(issue raised January/08)</i> - bomb threat on buses <i>(issue raised February/08)</i> 	Violence Prevention Group	Ongoing

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		<ul style="list-style-type: none"> ○ Meeting took place on June 8th and the next meeting is scheduled for June 29th ○ Trial violent incident report will be in place soon ○ Karen to give Darlene a copy of this form ○ These incident forms will be given to the H&S Committee for review ○ If KWSA has an input on the form then CSA should have an input as well ○ It was decided and agreed that any form or anything to be posted that are H&S related, should go to both of the H&S Committees first ○ Karen to e-mail this trial form to all members of the KWSA and CSA H&S Committee members ○ Some blank forms could be put in the lunch room and it was also suggested that forms be put on the buses by June 29th ○ The incident and banning information will be looked at during the next violence prevention group meeting ○ Karen to send minutes of the Joint Violence Group to both of the H&S Committees 	<p>K. Dreher</p> <p>K. Dreher</p> <p>K. Dreher</p>	
H&S 02	Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i>	<ul style="list-style-type: none"> ○ Signs have gone up ○ Hearing protection coming in next week, then it will be enforced ○ Randy forwarded the engineering controls to Facilities but haven't heard back yet ○ Requested that sound level assessments be done on impact tools with and without mufflers ○ Corporate H&S to provide noise meters for comparison ○ Dan to give the Mobility PLUS vehicle numbers which are very loud to Dave for testing 	<p>R. Steckly</p> <p>C. Blair</p> <p>D. Steinman</p>	<p>Open, Completion, November, 2009</p>
H&S 03	Backing Up Procedure For Mobility PLUS Vehicles <i>(issue raised November8 , 2006)</i>	<ul style="list-style-type: none"> ○ Another group attended the training ○ Two operators were taken to show where the concerns were ○ This issue is still ongoing 	<p>D. Smith</p>	<p>Ongoing, Completion, July, 2009</p>

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H&S 04	Bike Rack Work Refusal (issue raised June 26 , 2007)	<ul style="list-style-type: none"> ○ H&S did everything they could to solve this issue but it still remains unresolved ○ Work refusal still in investigation stages ○ Karen to look at where to go from here 	K. Dreher	Ongoing
H&S 05	H&S Inspections Update From January, 2008 (issue raised February 22 , 2008)	<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</i>; the doors were numbered, waiting to be completed, completion date changed to June 16, 2009 	R. Steckly Facilities	Open, Completion, June 16/09
H&S 06	FMS Enhancement (issue raised April 29, 2008)	<ul style="list-style-type: none"> ○ Randy to e-mail Darlene and Karen the FMS system enhancements 	R. Steckly	Ongoing
H&S 07	WHMIS Specific Training (issue raised June 27, 2008)	<ul style="list-style-type: none"> ○ There are still more training sessions to be completed, will co-ordinate these ones with Cambridge training in June/July ○ Completion date set for July, 2009 	R. Steckly	Open, Completion, July/09
H&S 08	Safety Program (issue raised June 27, 2008)	<ul style="list-style-type: none"> ○ The outline sketch of the safety program was given to Cindy ○ This is a proactive way of dealing with safety issue as opposed to dealing with them in a reactive way ○ Issue is still ongoing ○ Meeting to be arranged with Darlene and Randy 	C. Blair	Ongoing
H&S 09	Rubber On Fare Boxes (issue raised September 4, 2008) Code: 3	<ul style="list-style-type: none"> ○ Fare boxes were looked at and it was decided that a reflective strip will be installed on them ○ A notice reminding operators to push the seats back was posted ○ Randy to forward this notice to Karen and Cindy ○ Completion date set for June 30, 2009 ○ Cindy has requested that in future, all H&S notices to be forwarded to her 	R. Steckly	Ongoing, Completion, June 30/09

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H&S 10	Fumes In Annex/Shop <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ It has been confirmed that a test will be done and that a H&S member will be present ○ Facilities have made arrangements for this work to be done ○ Once balancing is done, an air quality/hygiene test will be done ○ Air balance test is being done today 	R. Steckly	Open
H&S 11	Electrical Safety Regarding Hybrid Buses <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Cindy has had no feedback from Dave Koebel and Sandra about the recommendation regarding the signage, Cindy to contact them ○ The enhanced signs will be put on the bus compartments to keep untrained personnel from accessing the hybrids 	C. Blair	Open
H&S 12	Lock-Out On Hybrid Buses And Lock-Out Procedures <i>(issue raised March 25, 2008)</i>	<ul style="list-style-type: none"> ○ Cindy is working with Fleet and Facilities regarding the lock-out procedures and the dedicated locks ○ Cindy and Randy are working on changing the procedure ○ The mechanics with the electrical equipment has the key to lock-out the buses ○ Currently the supervisors has the locks for the buses and not the mechanics 	C. Blair C. Blair R. Steckly	Ongoing
H&S 13	Confined Spaces Job Safety Analysis Designated Substances <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Meeting took place but further follow-up is required ○ Cindy to set up another meeting ○ Cindy to send Darlene the confined space assessment for Strasburg Road ○ Randy gave Darlene the original asbestos report and will follow-up with subsequent yearly updates ○ Randy to work on getting Dave Koebel to go for the certification training part 1 	C. Blair C. Blair R. Steckly	Open
H&S 14	Eye-Wash Station <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ During the last monthly inspection, the water from the eye-wash station outside the battery room was still coming out brown ○ Randy to follow-up with Derek of Facilities 	R. Steckly	Open

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H&S 20	Emergency Chemical Response Plan <i>(issue raised January 16, 2009)</i>	<ul style="list-style-type: none"> ○ The information will be reviewed at the next shop meeting tomorrow 	R. Steckly	Open, Completion, June 30, 2009
H&S 21	Hazard Specific Training <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The employees' responsibilities is knowing the PPE to be used ○ The employers' responsibilities is identifying the hazards ○ Next step in hazard specific training is training the employees about cleaning up of blood and bodily fluids which Dave Koebel is working on ○ Working on getting Dave Koebel certified by September ○ Randy to work with Cindy to identify hazards and develop a plan in conjunction with the SOP 	R. Steckly R. Steckly C. Blair	Ongoing
H&S 22	2400 Series Lighting <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ The lights in the right front on the buses have been removed and seems to be working well ○ Nova advised that no one on staff can change the lighting program but they will ask their supplier ○ Issue changed to ongoing 	R. Steckly	Ongoing
H&S 23	Recaro Seats Maintenance <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Randy took a look at the CD which was mainly about the parts and procedures for the seats ○ Randy will e-mail Recaro to ask what their recommendation is for scheduled maintenance on the seats 	R. Steckly	Open
H&S 24	Caution In The Annex / New Bollards <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Bollards in the annex were looked at and it has been suggested that another two are needed ○ If the doorway has an exit sign, a bollard cannot be installed but a rope can be put there ○ Randy and Dan to look at the bollard to decide where to go from here 	R. Steckly D. Steinman	Open
H&S 25	Timed Lights In The Annex <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ The lights in the annex are on timers at night and it gets pretty dark for the service attendants to work ○ Changes can be made to the timer ○ Dan to contact Derek of Facilities regarding this 	D. Steinman	Open

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H&S 26	Operators Reaching For Destination Signs <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Bruce and Randy took a look at where the key pad for the destination signs are located on the 2300 buses ○ Cindy to arrange for an ergonomist to come in 	C. Blair	Open
H&S 27	New Workplace Incident Report <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Cindy to advise when these reports will start to be used 	C. Blair	Open
H&S 28	Parking Lot Signs <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Directional arrows that were once on the fence were taken down ○ The parking lot is not one way, Cindy to speak with Peter to confirm this 	C. Blair	Open
H&S 29	Error On Easy Go System <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ At times the Easy-Go System can be off by 3-4 minutes and when the operator shows up on time, they are hassled by the customers ○ Karen to work with Sandy Roberts on the accuracy of the system ○ Karen to search for the incident report regarding the assault of the operator due to the error on the Easy Go System 	K. Dreher K. Dreher	Open
H&S 30	Terms Of Reference Review <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Karen to send draft copy of the Terms of Reference to Randy and Darlene to get their input and changes ○ Rick to look at the section regarding the number of members on the H&S Committee ○ The Terms of Reference was reviewed at the H&S meeting, here are some of the changes suggested: <ul style="list-style-type: none"> - change the names of the co-chairs - all typing errors that were noted, Karen will take care of changing these - add section 25 2L from the H&S Act regarding obtaining information from the employer - page 4, do not need to send info to director of MOL - move paragraphs up on page 4 - page 5, instead of operators, change to workers - Karen to verify how many workers are in the GRT building to see if another member is required on the 	K. Dreher R. Lonergan	Ongoing

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		<p>H&S Committee</p> <ul style="list-style-type: none"> - page 7, change wording for how often the Committee meets to say – may endeavor to meet once a month - add in the following: <ul style="list-style-type: none"> - H&S funding of \$150 per calendar year - any supplies needed for H&S, the employer has to supply them - page 9, change wording from transit centre and transportation centre to the actual address of the property - add in the visual inspection of Forest Glen Plaza, Conestoga Mall, Fairview Mall 		
H&S 31	<p>Ergonomic Request For Stockroom <i>(issue raised March, 2009)</i></p>	<ul style="list-style-type: none"> o The ergonomic assessment has been complete, it has been recommended that a new desk, chair and keyboard tray be purchased o Cindy has a copy of the report for the H&S Committee o Status changed to ongoing, waiting for completion 	C. Blair	Ongoing
H&S 32	<p>Accident/Injury Reports Being Filled Out Incorrectly <i>(issue raised April, 2009)</i></p>	<ul style="list-style-type: none"> o Recently another form was filled out incorrectly 	K. Dreher	Open
H&S 33	<p>Opening Of Back Gate <i>(issue raised April, 2009)</i></p>	<ul style="list-style-type: none"> o The back gate on Chandler Drive opens too slowly o Randy sent an e-mail to Facilities regarding this issue but has not heard back from them 	R. Steckly	Open
H&S 34	<p>Fire Drills, Wardens, Plans, Alarms <i>(issue raised April, 2009)</i></p>	<ul style="list-style-type: none"> o Darlene discussed changes made to fire plan and gave copy to Cindy o Karen to look at the fire plan in dispatch o Cindy to provide feedback if she sees any changes o Fire drills are usually scheduled for spring and fall and are kept secret o It has been suggested that a copy of the fire safety plan be posted for all employees to read o Fire wardens should be assigned to each area and should be reporting to the chief warden when their 	K. Dreher C. Blair	Open

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		<ul style="list-style-type: none"> area is clear ○ There should definitely be a fire warden by gates number 4 and 5 to warn the buses coming in that an alarm is going off ○ The gates around GRT don't close during an alarm ○ There is a red light strobe light on the side of the building that goes on when the alarm is sounded ○ Suggestion to have an audible alarm put on the outside of the building ○ Edwards checks the lights once a year but Glen does a monthly test ○ Darlene to go with Glen when he tests the alarm to see how he tests the alarms and lights ○ Darlene provided Cindy with a list of items to be considered for the next fire plan revision 	D. Wilson	
H&S 35	Handles On Annex Doors <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ There are no handles on the outside of doors 1A and 6B ○ Randy to send in a work order for this 	R. Steckly	Open
H&S 36	Issue With H&S Concern Forms <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ H&S are not always getting a copy of the H&S Concern form and sometimes the operators will hand them in but they don't receive a response within the two days ○ Sometimes the supervisor cannot get back to the operator within the two day time frame but they usually let them know if they cannot do so ○ In this situation, the supervisor should pass on to another supervisor within their area to deal with ○ Darlene and Rick received an e-mail awhile back from Ron explaining how H&S concern forms should be dealt with, Karen to contact Ron regarding this 	K. Dreher	Open
H&S 37	Panic Button At Front Desk <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ There is a panic button at the front reception which rings at Frederick Street ○ Bonnie Liesemer is working on the procedure, once in 		Open

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		<ul style="list-style-type: none"> place the panic button will be tested monthly ○ Karen to contact Cindy to get the panic alarm procedures for Frederick Street and will pass them onto Bonnie ○ There is a concern is that there is only one phone line in the reception area, this is a problem if the receptionist is on the phone and security tries to call them 	K. Dreher	
H&S 38	Carts Transported On Mobility PLUS Vehicles <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ Dave contacted other transit facilities and it does not seem to be as much of a problem for them or they chose not to discuss the issue with him ○ Bungee cords are not allowed to be used to tie down portable shopping carts on Mobility PLUS vehicles ○ A Q-strait needs to be used for tying things down ○ Dave will take a look at the Mobility PLUS customer procedures to see what it says regarding this issue 	D. Smith	Open
H&S 39	Purell Wipes At Dispatch <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ Purell wipes keep on running out and no one checks the stock at Highland Hills Mall and Charles Street Terminal, Cindy to look into this ○ The only concern is that if an employee uses the wipes then has a cigarette, there could be a fire, notice should be posted regarding this 	C. Blair	Open
H&S 40	First Aid Room <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ Karen still working on seeing how many people are in the GRT building at one time to see if we need to increase the first aid supplies 	K. Dreher	Open
H&S 41	Updating Posted Notices Binder <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ A formal numbering system for postings is being worked on but is not yet complete ○ In the meantime, the binder will be brought to each H&S meeting to make sure it is updated 	K. Dreher	Open
H&S 42	Welding Hazards	<ul style="list-style-type: none"> ○ Darlene asked a couple of supervisors what PPE was required to do welding and they did not know ○ It was requested that Fleet review the PPE for welding, Randy to work on this 	R. Steckly	Open

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2.0 Agenda				
2.1	Review Of H&S Concern Forms	<ul style="list-style-type: none"> ○ These were both read and discussed by the H&S Committee 		
2.2	Review Of Accident/Injury Forms	<ul style="list-style-type: none"> ○ These were both read and discussed by the H&S Committee 		
2.3	How Preventative Measures Are Filled Out On Accident/Injury Forms <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There are concerns on how the preventative measures are being filled out on the accident/injury forms ○ Corrective actions section is included on the new Workplace Incident Report but does not have the part regarding re-instruction of staff or perform workplace inspection 		Open
2.4	Review Inspection Reports and Concerns –April Inspection Report Concerns <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There were a couple of concerns from the April inspection reports that were not addressed before May’s inspection took place ○ If a work order is submitted to Facilities, then GRT has to wait for Facilities to take care of it ○ Some of the items on the report, Facilities does not consider to be H&S items ○ Some items on the inspection reports are not being dealt with quick enough; <ul style="list-style-type: none"> - Code A means the situation is major and needs immediate attention - Code B means that the situation is serious and needs to be addressed within 7 days ○ Suggestion for the co-chairs to meet with Mike from Facilities regarding the GRT inspection reports ○ Darlene to send outdated work order items to Randy then he will forward to Mike in Facilities for follow-up on them ○ Randy will forward Walter’s updates to Darlene 	D. Wilson R. Steckly R. Steckly	Open
2.5	Corporate H&S Update – Confined Space Entry & Restricted Space Entry Draft	<ul style="list-style-type: none"> ○ Draft policies for Confined Space Entry and Restricted Space Entry were distributed to the H&S Committee members 		Open

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	Policies <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ H&S Committee were asked to review the policies and get back to Cindy by the end of July with any changes/comments ○ Cindy gave the co-chairs a copy of the confined space program ○ Most confined spaces will have signs 	H&S Committee	
2.6	MSDS Sheets <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There were no new MSDS sheets for the Committee to review 		
2.7	Chemical Audit Needs To Be Done In Fleet <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ All chemicals that are used in GRT should have a MSDS sheet ○ The ones that do not have a MSDS sheets, the product needs to be disposed of ○ Randy to come up with a person to perform this audit 	R. Steckly	Open
2.8	Propane Tanks That Were Stored Outside 250 Strasburg Road <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The propane tank cage got painted and now the tanks are in the cages ○ Randy to check about signage 	R. Steckly	Open
2.9	Emergency Radio Alarm Procedures Not Being Followed <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There is a concern that the radio alarm procedures are not being followed ○ Some of the problems include: <ol style="list-style-type: none"> 1. dispatch is not always using the emergency channel to contact the operator 2. if dispatch does not have verbal contact with the operator and a supervisor is sent, they don't dispatch the police 3. the supervisors will meet up with the particular bus that triggered the alarm and will meet them at the next time point and not immediately 4. dispatch is not following the script provided ○ A situation happened where an operator unknowingly triggered the emergency button, the supervisor asked the operator to pull over and wait 	K. Dreher	Open

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		without telling them what the problem was		
2.10	Emergency Radio Alarm Log Reports <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The trial emergency radio alarm log reports have been modified and is very similar to Mobility PLUS' format ○ It was requested that all new forms be e-mailed to the H&S Committee for review first ○ The reason why the emergency radio alarm log report is being used is that hopefully it will help to find the missing link ○ Darlene to send Karen an e-mail regarding suggestions of things to be added to the form 	D. Wilson	Open
2.11	Emergency Radio Alarm Drills <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ A quarterly drill was done in April in the CSA area and a drill took place in KWSA on June 17th, Karen will send out the report once it is completed ○ One portion of the drill did work but one part did not work due to the radio issue, as well, dispatch did not contact the police ○ Spectrum came in and looked at the problem with the radio ○ During quarterly testing, police will not be involved ○ Karen gave Darlene a copy of the checklist she uses when an alarm drill takes place 	K. Dreher	Open
2.12	I-xpress Coffee Holders Blocking Mirror <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There is a problem with the coffee holders on the I-xpress 2400's, where the convex mirror is being blocked ○ Randy and Darlene to look at this after the meeting 	R. Steckly D. Wilson	Open
2.13	Bus 1st Aid Kit Procedures <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Question of what the 1st aid kits in the buses contain came up, Cindy to send Darlene the list ○ Not all operators know that the 1st aid kits are not to be handled by them, they are to have a supervisor get the supplies that are needed ○ Currently dispatch hands out stickers if the 1st aid kit is opened, Karen to tell dispatch not to do this any 	C. Blair K. Dreher	Open

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		<ul style="list-style-type: none"> more ○ Operators should be advised that if a 1st aid kit is open, it should be written up for a service attendant to replace any missing items and re-seal it 	K. Dreher	
2.14	Sign/Mirror Needed On Ring Road <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There should be a sign or mirror installed on the ring road by the southwest corner ○ Signage along the ring road is a part of a grievance, Randy will update when he has more information 	R. Steckly	Open
2.15	Re-Organizing Of H&S Minutes <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Suggestions to re-organizing the H&S minutes include: <ul style="list-style-type: none"> - putting a little more description under the issue section in the minutes – this would give a clearer description of the issue so that the issue would stay as that issue and anything new would be put under new business - a section will be added to the beginning of the minutes titled “additions/changes/deletions to previous minutes - instead of addressing all of the items where the status is ongoing, ask H&S members to advise the Committee if there are any new updates – there was not a consensus on this idea at this time 		Open
2.16	Carbon Monoxide Detectors Should Be Used <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ An operator was taken to the hospital due to inhaling carbon monoxide from a bus ○ The MOL was called in and suggested a CO detector be put on the bus ○ Three different operators noted an odd smell on this particular bus and there were several defects written up and Randy has checked them ○ Usually diesel releases nitrous oxide not carbon monoxide, and CO usually does not have a smell 		Open
2.17	Wrong Information Being Given To Operators At Smart Driver	<ul style="list-style-type: none"> ○ The operators are being told if they stop at a bus stop to let passengers on and off and there is a stop sign 		Open

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	Training <i>(issue raised June, 2009)</i>	just ahead, they do not have to stop again at the stop sign <ul style="list-style-type: none"> ○ Several operators checked with the police on this and it is mandatory to stop again at the stop sign ○ All operators need to be told this the correct information ○ Cindy Blair to look into this 	C. Blair	
2.18	Air Release Handles <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Some of the front door air release handles say “air brake” on the the buses – they are painted red but you can still read what the stamp says ○ Randy to look at these and will possibly paint them white and put door release on the knob ○ This is currently with the Operators Committee 	R. Steckly	Open
3.0 New Business				
3.1	Multi-Site Workplace Inspections <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Currently Darlene inspects the other terminal areas where operators work out of eg: Forest Glen Plaza and Fairview Mall ○ Supervisors should be inspecting these areas ○ Cindy will look into if these are considered multi-site workplaces due to the fact that some operators start and finish at these places and not at the regular terminals 	C. Blair	Open
3.2	Mobility PLUS’ Lower Four Way Flasher Indicator Not Installed <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The job to make the Mobility PLUS’ lower four way flasher indicator has not been done yet, Randy to remind Craig from the City of Kitchener that this needs to be done 	R. Steckly	Open
3.3	Communication With Police Not Forwarded To Mobility PLUS <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The police will call GRT conventional dispatch with regards to problems to watch out for – accidents or road closures but this information does not get passed onto Mobility PLUS, Karen to look into this 	K. Dreher	Open
3.4	Service Attendants Not Wearing Bright Clothing Or Vests <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Awhile back service attendants were reminded to wear reflective vests or brighter clothing but are not wearing them anymore, Randy to remind them 	R. Steckly	Open

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3.5	Passenger Comfort Guidelines Information On Buses <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Some of the Passenger Comfort Guidelines information that was posted on the buses are not posted anymore ○ Some of the information on these guidelines needed to be updated, Karen to check on the status of this 	K. Dreher	Open

Next Meeting:

Thursday, June 30, 2009

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

1:00 PM

Meeting Adjourned:

4:40 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
<p>Volume On 2600 Radios <i>(issue raised January 16, 2009)</i> <i>(issue closed February 19, 2009)</i></p>	<ul style="list-style-type: none"> ○ This has been fixed
<p>Copy Of Defects In Bus <i>(issue raised January 16, 2009)</i> <i>(issue closed February 19, 2009)</i></p>	<ul style="list-style-type: none"> ○ Copy of the defects used to be left in the buses but this has stopped ○ This was good if the operator needed to refer to it to see if any defects were been written up ○ If an operator is looking for information on a bus, they can go to Fleet and ask ○ FMS system will show all of the work done on a particular bus ○ Some buses are going right back into service after they have been written up ○ Let Randy know when this happens
<p>H&S Meeting Dates For 2009</p>	<ul style="list-style-type: none"> ○ It was agreed to have the H&S meetings take place on the 3rd Thursday of the month <ul style="list-style-type: none"> - February 19 - March 25 - April 24 - May 21 - June 18 - September 17 - October 15 - November 19 - December 17 ○ All meetings are at 1:00 pm and take place in Meeting Room A at Strasburg Road
<p>2009 H&S Inspections Of 250 Strasburg Road</p>	<ul style="list-style-type: none"> ○ Dates have been set for the 4th Friday of the month

Recommendation For Pre-Testing Of New Buses <i>(issue raised September 4, 2008)</i> <i>(issue closed March, 2009)</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
Speed Entering Garage Area <i>(issue raised October 8, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ Notice has been posted
Safety Concern Form <i>(issue raised October 8, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ This has been received
Transit By-Laws <i>(issue raised October 8, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ This has been discussed
Bike Rack Deployment Indicator <i>(issue raised October 8, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ Out of all of the 2008 collisions that involved bike racks, none of them were deployed
Highland Hills Mall Issues <i>(issue raised October 8, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ The cleaning schedule is posted and the floor is getting mopped ○ Facilities is looking into replacing the floor near the toilettes
Grinder Maintenance <i>(issue raised November 12, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ Tags have been put on the grinders
Brake Machine Ergonomics <i>(issue raised November 12, 2008)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ This has been implemented with the employee
Preparation Time For Co-Chair <i>(issue raised January 16, 2009)</i> <i>(issue closed March, 2009)</i>	<ul style="list-style-type: none"> ○ There is nothing further regarding this issue
Dirt Concerns On Buses <i>(issue raised September 6 , 2006)</i> <i>(issue closed April, 2009)</i> Code: 3	<ul style="list-style-type: none"> ○ Two cleanings a year is sufficient enough ○ GRT's cleaning of air filters exceeds all of the other transit areas in North America

<p>MSDS Sheets Not Updated <i>(issue raised January 9, 2008)</i> <i>(issue closed April, 2009)</i> Code: 1</p>	<ul style="list-style-type: none"> ○ H&S Committee received the MSDS binder at the meeting ○ Commuter sheets are done ○ There is a policy that when a product comes into the building, it must have an MSDS sheet
<p>Bus Stalling On 401 <i>(issue raised April 1, 2008)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ Buses that have chronic stalling problems will be tested on in town routes for 18 hours before they are put back into service on the 401
<p>Pre-Trip Inspection Forms <i>(issue raised April 29, 2008)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ GRT is at the point of ordering more pre-trip inspection forms ○ The following will be added to the form: <ul style="list-style-type: none"> - with radio off, check emergency procedure alarm ○ Some of the buses are not transmitting when the emergency alarm is pressed and some of the other buses have other alarm problems
<p>Bus Will Not Release Washer Fluid <i>(issue raised October 8, 2008)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ All the buses are complete
<p>Procedure For Locking Out Buses <i>(issue raised January 16, 2009)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ Copy of notice ware-posted ○ Karen to give Darlene a copy of the information that the operation supervisors were given regarding locking out of buses due to fumes
<p>Copy of Posted Notices <i>(issue raised January 16, 2009)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ Karen gave Darlene the binder with all of the posted notices ○
<p>2009 H&S Inspections of Charles Street Terminal</p>	<ul style="list-style-type: none"> ○ The dates have been set up for the 2nd Tuesday of the month
<p>2009 Joint H&S Meetings</p>	<ul style="list-style-type: none"> ○ Joint H&S meeting with both KWSA & CSA members to take place on: <ul style="list-style-type: none"> - April 3 11:00–1:00 Strasburg Road - October 23 11:00–1:00 Conestoga Blvd.
<p>2009 Oktoberfest Security Meeting</p>	<ul style="list-style-type: none"> ○ Meeting date set for September 9, 2009 1:00 pm, Meeting Room A, 250 Strasburg Road ○ All attendees have been sent meeting invitations
<p>Joint Meeting With CSA <i>(issue raised March, 2009)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ The KWSA H&S Committee would like to increase the joint meetings with CSA to 3 - 4 a year ○ This is on the Combined Joint H&S Meeting minutes

<p>H&S Concern Forms On GRT Vehicles <i>(issue raised March, 2009)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ A box of forms has been put in Mobility PLUS dispatch
<p>Mirror For Fuel Truck <i>(issue raised March, 2009)</i> <i>(issue closed April, 2009)</i></p>	<ul style="list-style-type: none"> ○ Stockroom has been advised to contact the fuel companies to remind them that a flag person needs to be used
<p>Nauseating Odour On Bus <i>(issue raised October 8, 2008)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ As buses are brought in for nauseating odours, they are written up and fixed ○ There have been no new complaints since then
<p>Reporting Occupational Illness <i>(issue raised January 16, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Cindy looked at Parklane report regarding the incident where an employee was taken by ambulance to the hospital ○ Cindy to contact the Ministry to ask them if they can put the narrative she received into writing ○ Only permanent illnesses/conditions need to be reported to the MOL director, not temporary illnesses
<p>Floor Mats In Mobility PLUS Vehicles <i>(issue raised January 16, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Mats were put in the Mobility PLUS vehicles but were discarded by the operators
<p>Safety Concerns Regarding Uniforms <i>(issue raised January 16, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Notice was posted to remind operators to walk along the walk-way
<p>Yellow Wooden Beam At Charles Street Terminal <i>(issue raised January 16, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Wooden beams have been painted
<p>Inspecting the Elevator Pits <i>(issue raised January 15, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Inspection of the elevator pits have been done ○ The machine room and sump pit are not considered to be confined spaces ○ Cindy to get Darlene a copy of the confined space binder
<p>Disabled Parking At Charles Street Terminal <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Dave to find out correct terminology for this ○ Security issues only so many passes for parking so if the disabled spot is still available, this employee still cannot park there ○ It was confirmed that the employee still needs to get an accommodation for this

<p>Step Needed For Newer Mobility PLUS Vehicles <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ This issue is with Operations Committee
<p>Staff Parking At 250 Strasburg <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ A notice was posted to notify/remind operators of the procedure where an operator can ask a Fleet supervisor to escort them across the street at night
<p>Testing For Dog Tracking <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Rick contacted other transit sites to ask what they do to test for dog tracking but he did not hear back from them
<p>Outstanding Issues From Fleet Inspection <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ A tag is has been put on the eyewash station – this is complete ○ Compressed gas tank holders – is complete ○ Floor plans of fleet – this was discussed at the Combined Joint H&S meeting, a basic plan was given to Darlene
<p>Outstanding Issues From Annex Inspection <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Annex doors now close at the same time
<p>City Of Kitchener Sweeper <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ City of Kitchener will not use water in their sweeper due to freezing in the colder weather and slippery floors ○ The sweeper can be stored inside, it is the same as storing buses inside
<p>Scent Free Request <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ This is becoming a larger issue but is not likely to be enforced on the buses
<p>Recycling At GRT <i>(issue raised March, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ More recycling bins have been received
<p>Transporting Ill Or Injured Workers <i>(issue raised April, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ It has been confirmed that there is no formal policy or procedure in place when an employee is taken to the hospital and their cars are left behind

<p>Proper Procedure For Work Refusals <i>(issue raised April, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ The work refusal flow chart was posted
<p>Brinks Not Obeying Signs <i>(issue raised April, 2009)</i> <i>(issue closed May, 2009)</i></p>	<ul style="list-style-type: none"> ○ Bonnie Liesemer has been informed that Brinks are not obeying the GRT stop signs



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