



GRAND RIVER TRANSIT

KITCHENER-WATERLOO HEALTH & SAFETY COMMITTEE

Date: October 15, 2009 & October 22, 2009

Time: 1:00 P.M.

Co-Chairs: **Randy Steckly**, Darlene Wilson

Present: Phil Mayberry, Dave Smith, Dan Steinman, Bryan Tyrrell

Absent: Rick Lonergan

NOTES: Concerns or Comments regarding minutes, contact: **Darlene Wilson** kgrt@region.waterloo.on.ca
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	Violence Prevention Group	<ul style="list-style-type: none"> ○ 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> ○ Bryan reminded supervisors to encourage the operators to fill out the form when an incident occurs 	Violence Prevention Group	Ongoing

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		<ul style="list-style-type: none"> ○ It is the operators' responsibility to report an incident to the supervisor and is also encouraged to fill out a Violence Incident report ○ Next VPG meeting to take place on Tues, Oct 20th although Bryan will not be able to attend ○ Bryan to forward VPG minutes to Darlene ○ An incident occurred last week with an operator, she reported the situation, the police were notified but operator was not encouraged to fill out a report, Bryan to find out who responded and will follow-up with them ○ Randy receives the original reports then he forwards copies to Monica and Darlene ○ 8 recommendations from the VPG were discussed at the H&S Committee meeting and are listed below – all of the recommendations have received consensus from the VPG except one <ul style="list-style-type: none"> 8 recommendations include the following: <ol style="list-style-type: none"> 1. Make the Violent Incident report permanent 2. Conventional supervisors be assigned zones when on the road and that they be better equipped to fill out the Parklane reports 3. Installation of safety shields – install a shield that can be left open or closed 4. Violence prevention training and conflict resolution training be provided 5. Crime stopper ads to be posted behind the operators – Harold is waiting for Sandy Roberts to get back to him then will speak with the police who is in charge of this 6. Operator assault survey – to be done annually 7. Installation of cameras on buses – the tenders for the cameras should be going out by the end of 2009 and should be installed in 2010 – this 	<p>B. Tyrrell</p> <p>B. Tyrrell</p> <p>B. Tyrrell</p>	

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		<p>recommendation will be held for the time being</p> <p>8. a) GPS system be installed in the buses as a back up in case of radio failure – this received consensus</p> <p>b) Operators be able to wear a blue tooth if there is no back up system for radio failure – this did not receive consensus</p>		
H&S 02	<p>Noise Exposure Limits Lowered <i>(issue raised January 26 , 2007)</i></p>	<ul style="list-style-type: none"> o Pinchin came in on September 4 for testing on impact tools with and without mufflers o The noise testing was done in November of 2008 and showed noise over-exposure o Recommendation brought forward that states that GRT needs to get engineering controls in order to lower the noise exposure in the garage and that a working group be formed o A recommendation response came back and stated that instead of another working group be formed, a consultant will be brought in by Facilities by the end of 2009 o The consultant will review the current building set-up and will look at engineering controls in the current building as well as the new building in the future 		Open, Completion, November, 2009
H&S 03	<p>Backing Up Procedure For Mobility PLUS Vehicles <i>(issue raised November8 , 2006)</i></p>	<ul style="list-style-type: none"> o This issue is still ongoing o The operator is still involved with the original issue which is still unresolved and is now in mediation o The course is complete for all Mobility PLUS operators except the 3 workers on WSIB 		Ongoing, Completion, July, 2009
H&S 04	<p>FMS Enhancement <i>(issue raised April 29, 2008)</i></p>	<ul style="list-style-type: none"> o Has gone to vender for flagging system o The timeline for this project has changed, more information to be provided at next H&S meeting o Recommendation brought forward that states that senior management committee to a flagging system that automatically flags buses that have multiple concerns 		Ongoing

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		<ul style="list-style-type: none"> ○ Recommendation response came back and stated that the current system does not have this feature but has been requested for the next version, which is to be available sometime in 2010 ○ The current version cannot be enhanced but GRT has asked the vendor to include a flagging system ○ Darlene will discuss response with Eric in tomorrow's meeting with him 	D. Wilson	
H&S 06	Safety Program <i>(issue raised June 27, 2008)</i>	<ul style="list-style-type: none"> ○ This is a proactive way of dealing with safety issues as opposed to dealing with them in a reactive way ○ The outline sketch of the safety program was given to Cindy in which she would approach senior management ○ Meeting took place with Cindy, Darlene and Randy ○ Recommendation brought forward that states that a safety policy be prepared for GRT and to review this policy yearly ○ H&S Committee is divided on this issue, some members say it is the same as the corporate program, while other members say it is not ○ Randy still to review the recommendation 	R. Steckly	Ongoing
H&S 07	Rubber On Fare Boxes <i>(issue raised September 4, 2008)</i> Code: 3	<ul style="list-style-type: none"> ○ A reflective strip is being installed on the fare boxes by the return to work employees ○ Randy to send list to Darlene so she can look out for the buses which have been completed 	R. Steckly	Ongoing, Completion, Dec/09
H&S 08	Fumes In Annex/Shop <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ Testing was done ○ Randy to set up a meeting with Derek C., Mike, Sandra, and Darlene once Derek returns to work ○ Air balancing is done, an air hygiene test will be done ○ Recommendation brought forward regarding the need for the air quality/hygiene testing ○ Recommendation response said that an air quality test took place several years ago and that another air quality test is prudent 	R. Steckly	Open

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		<ul style="list-style-type: none"> ○ The air balance test is different from the air quality test ○ Corporate H&S to set-up an air quality test before the end of 2009 	R. Steckly	
H&S 09	Electrical Safety Regarding Hybrid Buses <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ The decals have been put on the buses ○ Darlene to take a look at them before closing this item 		Open Completion, Nov/09
H&S 10	Lock-Out On Hybrid Buses And Lock-Out Procedures <i>(issue raised March 25, 2008)</i>	<ul style="list-style-type: none"> ○ Mechanics have their own locks now ○ The procedure has been amended ○ Randy will print off a copy of the new procedures and will give copy to H&S Committee ○ Completion date set for October, 2009 	R. Steckly	Ongoing Completion, Oct/09
H&S 11	Confined Spaces Job Safety Analysis Designated Substances <i>(issue raised October 8, 2008)</i>	<ul style="list-style-type: none"> ○ It is a MOL issue due to the fact that signage is needed on all confined spaces ○ Recommendation brought forward to ensure that all confined spaces have signage ○ DOCS #549459 from Dec/08 – appropriate signage for confined spaces, Randy to take a look at this file ○ Darlene will give Randy the legislation number regarding signage for confined spaces ○ The 2007 asbestos report was given to Darlene ○ 2008 & 2009 asbestos update was received ○ Dave Koebel has completed certification training part 1 	D. Wilson R. Steckly	Open
H&S 12	“Go No Go” List <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ No change ○ Darlene received information from Bruce from the MTO ○ Currently the towing policies still stand ○ Timeline still remains the end of December, 2009 		Open, Completion, Dec 31, 2009
H&S 13	Collision Reports <i>(issue raised November 12, 2008)</i>	<ul style="list-style-type: none"> ○ Database cannot extract by location ○ The report received did not have the information that the Union was requesting ○ Worker members have requested the copies of the accident/incident report that the operator fills out 		Open

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		<ul style="list-style-type: none"> ○ H&S Committee should have access to these reports, Darlene can review them on her own then bring the important items to the next H&S meeting ○ The Collision Review Committee already goes through these reports and identifies the trends ○ Recommendation brought forward regarding the need for collision information be shared by the employer in order to identify trends ○ Recommendation response should be received by the end of the day today 	D. Wilson	
H&S 14	Workplace Violence Group Report (Part A – Threat Risk Assessment)	<ul style="list-style-type: none"> ○ The H&S component of the report, will be shared to the H&S Co-chairs on October 23rd, Randy will check with Peter about this ○ Complaint was brought forward to the MOL because the report has not been shared for the H&S Committee to read ○ The MOL came in and suggested that the report be shared with the H&S co-chair to be read only with no paper copy ○ A proposal was brought to senior management but was rejected 	R. Steckly	Ongoing
H&S 15	Workplace Violence Group Report (Part B)	<ul style="list-style-type: none"> ○ Senior management supported the workplace violence prevention program but it was asked that H&S develop a detailed work plan which includes the resources required and the timeline needed ○ Recommendation brought forward to the H&S Committee stating that that it is not the H&S Committee's job to do this, which all H&S Committee members agreed to ○ Recommendation response was received but the response was the same as last time regarding needing a work plan and timeline to be presented to senior management ○ This issue will be brought up at the next VPG 	B. Tyrrell	Open

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		<ul style="list-style-type: none"> meeting ○ The entire Violence Prevention Program is located in the light blue binder, Bryan to contact Karen regarding the location of this 	B. Tyrrell	
H&S 16	Braking On Nova Buses <i>(issue raised January 16, 2009)</i>	<ul style="list-style-type: none"> ○ Nova is aware of the issue but cannot duplicate the problem ○ Front brakes are locking on when the bus is going under 7 km ○ Randy and Phil to test drive a bus to see if the problem happens 	R. Steckly P. Mayberry	Ongoing
H&S 17	Calling Out Bus Stops – Job Safety Analysis <i>(issue raised January 16, 2009)</i>	<ul style="list-style-type: none"> ○ Testing has taken place for all routes except for 1 evening test which is to be re-scheduled by the consultant ○ Testing that included a driver that uses English as a second language did not happen although it was supposed to according to the consultants ○ KWSA & CSA labour co-chairs will meet and come up with a report for next week’s Joint H&S meeting ○ A report has been done for management but first needs authorization from the Union Executive before it is sent ○ The Union feels the testing was very unsafe, especially with having the operators reading while driving 	D. Wilson J. Livingstone	Ongoing
H&S 18	Hazard Specific Training <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Dave Koebel is working on the standard operating procedure (SOP) and the job safety analysis which will take into account safety ○ Randy to work with Cindy to identify hazards and develop a plan in conjunction with the SOP, meeting took place in with Randy and Cindy, another meeting to be set up for October 30th ○ The next step in the hazard specific training is training the employees about cleaning up of blood and bodily fluids, which Dave Koebel is working on but no timeline has been set 	R. Steckly R. Steckly C. Blair	Ongoing

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		<ul style="list-style-type: none"> ○ Randy to check to see if new employees are getting hazard specific training 	R. Steckly	
H&S 19	2400 Series Lighting <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ The program from Nova was received and is being loaded ○ The job has to be re-assigned ○ Still trying for the completion date of October 31, 2009 	R. Steckly	Ongoing, Completion, Oct, 2009
H&S 20	Caution In The Annex / New Bollards <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ A belt-strap was installed, but is not working because people are moving them ○ Another couple of bollards are needed, Randy to contact Facilities regarding this ○ Work order has been sent in 	R. Steckly	Open
H&S 21	Operators Reaching For Destination Signs <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ A report was ran for 2008; out of 49 strain injuries, 4 were the result of reaching for the destination signs ○ For 2009; 2 out of the 24 injuries were due to reaching for the destination signs ○ Recommendation brought forward regarding hiring an ergonomist to assess when the operators are reaching for the destination signs ○ Recommendation response received stating that the risk of injury is low and that the operator should be standing when changing the destination sign, not sitting ○ It is a concern that there is a hazard based on the type of injury, not the number of injuries ○ Notice should be posted to remind operators to stand when changing the destination signs 		Open
H&S 22	New Workplace Incident Report <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ Reports are not being used yet, Cindy to advise when they will start to be used 	C. Blair	Open
H&S 23	Terms Of Reference Review <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ The original copy of the Terms of Reference is copied on pink paper and the revised version should have "draft" as a watermark on the pages ○ Rick to look at the section regarding the number of 	R. Lonergan	Ongoing

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		<p>members on the H&S Committee, Rick to bring this information to next meeting</p> <ul style="list-style-type: none"> ○ 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 H&S Committee - 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 ○ Looking at putting another management member on the H&S Committee due to the number of employees there are on site 	R. Steckly	
H&S 24	Ergonomic Request For Stockroom <i>(issue raised March, 2009)</i>	<ul style="list-style-type: none"> ○ The ergonomic assessment has been complete ○ All of the recommendations from the assessment have been implemented, Darlene to check to make sure 	D. Wilson	Open

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H&S 25	Opening Of Back Gate <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ There is only one speed for the gate to close ○ Suggestion is to put up a sign warning the public that they might have to wait for the buses – Bryan spoke with Cheryl about putting a sign up prior to the curve before Chandler Drive, which would be done by the city ○ Suggestion to move the sensor – Randy to check to see if either of these suggestions can be done ○ Buses used to come in from Strasburg but operators were then advised to enter off of Chandler Drive back in 2006 ○ Timeline set for October, 2009 	R. Steckly	Open
H&S 26	Fire Drills, Wardens, Plans, Alarms <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ Darlene discussed changes made to fire plan and gave copy to Cindy ○ Darlene to still accompany Glen when he does the alarm and light testing ○ It has been suggested that a copy of the fire safety plan be posted for all employees to read ○ Fire wardens should be assigned to each area and should be reporting to the chief warden when their area is clear ○ There should definitely be a fire warden by gates 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 ○ The two previous fire evacuation alarms were not drills, therefore, Corporate H&S do not have any information on these ○ According to the fire plan, it allows H&S to be a part of the de-briefing 	D. Wilson	Open

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		<ul style="list-style-type: none"> ○ Randy to check with Corporate H&S to see if a de-briefing will take place after Friday's fire drill ○ Fire drill critique sheet, fires and drills, to be supplied to the H&S Committee by Corporate H&S – <i>remind Cindy that H&S can receive the critique sheet</i> ○ Recommendation brought forward regarding the review and changes to the fire plan ○ The Recommendation response came back and states that annual reviews of the fire plan are being done as per the legislation and that the fire plan will be reviewed in the fall of 2009 – <i>fire plan was due to be reviewed in June, 2009</i> ○ There were some issues from the fire alarm Friday, October 16 <ul style="list-style-type: none"> - fire alarm was disconnected - dispatch was told about the alarm before it went off - it took 3-4 minutes to evacuate the building and the supervisors had to tell the employees to evacuate - the employees were scattered all over the place, they did not know where to meet by the GRT sign - did not see any City of Kitchener employees, if they evacuated, they should have met with GRT employees in the same area - alarm was extremely loud in the Mobility PLUS dispatch office - there were no lights flashing on the exterior of the building to inform others a fire alarm was going off ○ Fire wardens need to be assigned and trained but this has not happened yet ○ A fire alarm critique sheet needs to be filled out from 	<p>R. Steckly</p> <p>R. Steckly</p>	

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		this fire drill, original will be sent to Corporate H&S, copy will be forwarded to H&S Committee, Bryan to make sure this is filled out		
H&S 27	Panic Button At Front Desk <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ Draft policy for the panic button was distributed to the H&S Committee and points were discussed ○ Procedure is okay be implemented, therefore, ready to train employees, Bryan to let Bonnie know about this ○ Phone at front reception now has a second line ○ The reason why the button alarms someone at Frederick Street is because there is always there at the security desk at Frederick Street ○ If the emergency button is pushed and no one answers at reception at GRT, security will call the police ○ Bryan will clarify with Peter Mercado about Barber Collins security ○ One of the buttons have been moved so they are on both sides of the desk 	B. Tyrrell B. Tyrrell B. Tyrrell	Open
H&S 28	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 ○ A supervisor has been asked to do monitor the wipes and to do daily checks but this does not happen ○ Recommendation brought forward regarding coming up with a schedule to regularly stock the wipes so they do not run out ○ The recommendation response came back and states that hand sanitizer dispensers are located throughout GRT building and that a schedule will be developed to make sure that this is always in stock, although no timeline was given ○ A bottle of hand sanitizer will be distributed to each operator by the end of October ○ Highland Hills Mall's (HHM) sanitizer is never filled, it was suggested to put up sheet where people can 	B. Tyrrell	Open

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		initial that they filled the sanitizer and the time it was filled, Bryan to post sheet at the downtown terminal and HHM		
H&S 29	First Aid Room <i>(issue raised April, 2009)</i>	<ul style="list-style-type: none"> ○ There are not more than 200 employees on site at one time but there are more than 200 employees employed by GRT ○ Supplies for the 1st aid kit have been ordered, but just the items in the standard 1st aid kits, not the extra supplies ○ The new cabinet has been installed ○ Timeline set for the end of October, 2009 	R. Steckly	Completion, Oct, 2009
H&S 30	Welding Hazards <i>(issue raised May 26, 2009)</i>	<ul style="list-style-type: none"> ○ Review has taken place ○ Fit testing is complete ○ All body-men now have a respiratory mask ○ The lung capacity test does not need to be done ○ Darlene to check about air supply respiratory systems ○ Randy to let Darlene know what type of respirator is being used 	D. Wilson R. Steckly	Open
H&S 31	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 ○ Randy to meet with Mike regarding all outstanding 	R. Steckly	Open

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		<ul style="list-style-type: none"> work orders and will give Darlene an update ○ A meeting to be set up with Paul Schnarr to address; battery storage, battery room, storage in front of sprinkler system, and the previous ergonomic concerns regarding the desk area in the stockroom 	R. Steckly	
H&S 32	Chemical Audit Needs To Be Done In Fleet <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Supervisors are aware to monitor this ○ There were 7 items of concern during the last inspection, most dealt with problems in the paint room, most items were not in the MSDS book ○ Darlene to forward list to Randy ○ During the last walk-around in October, a chemical audit was not done but pictures were taken of the substances 	D. Wilson	Open
H&S 33	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 get no smoking signs for this area, Randy to check on the status of the order ○ No smoking signs are needed by the acetylene storage ○ No smoking sign is needed for the compressed gas for the building 	R. Steckly	Open
H&S 34	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 		Open

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H&S 36	Emergency Radio Alarm Drills <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ One portion of the previous 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 ○ It was stressed how important it is for H&S to be a part of the alarm drills ○ A member of the H&S Committee was present for this testing ○ No report has been seen from the alarm testing from last week in CSA, Bryan to get a copy and will forward to Darlene 	B. Tyrrell	Open
H&S 38	Bus 1st Aid Kit Procedures <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Cindy to provide list of what the 1st aid kits on the buses should contain to Chad ○ The 1st aid kits on Mobility PLUS vehicles require different equipment than on the conventional buses ○ Mobility PLUS operators require 1st aid training whereas conventional operators do not ○ Dave to speak with Bruce regarding this ○ Darlene has a list of what the 1st aid kit is to contain which is different from the list of what is in GRT kits ○ Randy to check with what Bruce Boshart has for what the kit is to contain 	C. Blair D. Smith R. Steckly	Open
H&S 40	Wrong Information Being Given To Operators At Smart Driver Training <i>(issue raised June, 2009)</i>	<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 just ahead, they do not have to stop again at the stop sign ○ This is incorrect information and the operators need to be notified of this by putting up a posting as well as changing the new operator training ○ Bryan follow-up with Bruce regarding this and it was verified with the police that the information given was 		Open Completion, Oct, 2009

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		<ul style="list-style-type: none"> wrong o Bryan to post a notice informing operators of this 	B. Tyrrell	
H&S 41	Mobility PLUS' Lower Four Way Flasher Indicator Not Installed <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> o Randy spoke to Craig from the City of Kitchener regarding the installation of the lower four way flasher indicators o Craig to do one first to see if it meets the requirement then will do the rest o The Operations Committee has an issue with this, Dan still to speak with Franz o The new Mobility PLUS vehicles will have the indicator lights which should be in service by next H&S meeting 	D. Steinman	Ongoing
H&S 44	H&S Concern Forms Review <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> o The conventional supervisors are still telling the operators that it is Fleet's responsibility to get back to them and not the conventional supervisor o H&S Committee has not been getting the copies of the forms including the 2 most recent forms from Fleet 		Open
H&S 45	Accident/Injury Forms Review <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> o The corrective actions on the accident/injury forms are either being filled out incorrectly or are not being filled in at all and the supervisors are not always putting in their names on the forms o It had been noted that when the HR18 forms are forwarded to HR, they are filling in the missing information for supervisor names and putting information in the corrective action section when it is left blank o Bryan to speak with supervisor regarding the corrective actions o Randy to follow-up with HR regarding this 	R. Steckly	Open
H&S 46	250 Strasburg Garage Inspection Reports <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> o Month after month the same issues are on the inspection reports o The immediate concern items are being ignored and not dealt with o There are a lot of stockroom issues, will ask Paul to 	R. Steckly	Open

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		<p>address these</p> <ul style="list-style-type: none"> ○ There is oil leaking on the floor, repairs need to be done but aren't being done ○ Randy to ask Walter about the flammable liquids that Darlene was talking about ○ Walter is working on his action items ○ Month after month it has been reported on the inspection report that there is oil leaking on the garage floor, this includes the most recent inspection which was done on Oct 9th ○ Randy has asked the employee to contact the company to fix this ○ The area can be sectioned off and/or have an oil catcher in this area 	R. Steckly	
H&S 47	Conestoga Mall Traffic Flow <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There is a meeting to be set up in the near future with members of the Operations Committee and Conestoga Mall ○ Overhead signs are very expensive ○ Bryan to send Darlene a copy of the e-mail from Cheryl regarding the updates ○ The old signs should be put in the meantime at Conestoga Mall but not sure if mall management would agree to this 	B. Tyrrell	Open
H&S 48	Asbestos Work In Fleet <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Labour members of the H&S Committee believe that the MOL should have been notified as well as the H&S Committee but were not ○ MOL suggested asbestos training which is set up by Corporate H&S ○ CAW has an option to have the choice of trainers to come in – Workers Centre ○ Bryan to contact Corporate H&S regarding the training and will e-mail the response to Darlene ○ There was asbestos work that was done in Fleet ○ There are certain precautions that need to be followed 	B. Tyrrell	Open

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		<p>and were not</p> <ul style="list-style-type: none"> ○ Cindy has information that there is no requirement for precautions to be taken, Randy would like to see the information before moving ahead on this issue ○ According to the Ministry narrative, current asbestos management plan is needed at GRT ○ Any worker exposed to the asbestos should see a physician ○ The employer form to include all of the people exposed, Randy to check on the PEIR program ○ Randy to look into a way of advising employees that they may have been exposed to asbestos ○ 48 hours prior to the asbestos work being done, a notice is to be posted on the following bulletin boards: <ul style="list-style-type: none"> - Fleet - Conventional - Mobility PLUS ○ Who is responsible for putting up the notices? ○ For the conventional area, a posting should be available at the window and the operators should sign something saying they were notified of the asbestos work to be done ○ Randy to let Peter know about the postings ○ A template can be saved in DOCS changing the dates as needed ○ It has been suggested that any employee that worked the day the asbestos was worked on to consult their physician and record this in the PEIR program ○ MOL narrative that there was friable asbestos in the air ○ Randy to review this before a notice is posted 	<p>R. Steckly</p> <p>R. Steckly R. Steckly</p> <p>R. Steckly</p> <p>R. Steckly</p>	
H&S 49	Bus Stops On Route 21 <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Concern that there are 2 bus stops on the highway to Elmira ○ Stopping issues as well as braking issues are the 		Ongoing

Item #	Issue	Actions to be taken	Assigned To	Status
		<ul style="list-style-type: none"> issues ○ Two in-bound stops were moved ○ Region of Waterloo will not put up “buses stopping here” signs 		
H&S 50	Buses Deployed For Training <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ Nova buses will be put on the routes where an operator is training another operator, this will give the operator a chance to sit down ○ Next training of new operators takes place in November ○ Bryan to let supervisors know about this at the next supervisors meeting next week 	B. Tyrrell	Open
H&S 51	Mobility PLUS Evacuation Alarm <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The evacuation alarm in the dispatch office is too loud and the dispatchers cannot hear the person on the other end of the phone ○ Dave spoke with Mike of Facilities regarding this and was told the alarm does have to be that loud 	D. Smith	Open
H&S 52	Washroom Facilities For Operators <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ There are a lack of washroom facilities on routes 4/18 ○ GRT is hoping to built a facility at Conestoga Mall in the future but in the meantime there is no place to go ○ What is a reasonable time for an operator to wait to use the washroom facilities? Some members of the Committee felt it’s too long to wait an hour, Bryan to look into this ○ The new keypad at Conestoga Mall, right of the TD Bank, has the same access code as the downtown terminal but did not work a couple of times this week, Bryan to look into this and will let Darlene know when it is fixed 	B. Tyrrell B. Tyrrell	Open
H&S 53	Frosted Glass By Back Door On 2300’s in KWSA <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The frosted glass by the back door on the 2300 is a hazard because the visibility is poor and operators cannot see if anyone is sitting behind it ○ The buses in CSA do not have them ○ Randy and Darlene to look at what was done in CSA next week before the Combined Joint H&S meeting 	R. Steckly D. Wilson	Open

Item #	Issue	Actions to be taken	Assigned To	Status
H&S 54	Security At Highland Hills Mall & Forest Glen Plaza <i>(issue raised June, 2009)</i>	<ul style="list-style-type: none"> ○ The security guards at Highland Hills Mall and Forest Glen Plaza are staying in their vehicles ○ This was addressed at the VPG ○ Bryan provided Sharen the information regarding the problems with the security guards ○ The security guards are allowed 2 – 15 minute breaks and 1 – 30 minute lunch during their work day ○ A notice should be sent out to the security guards to let them know what is expected of them ○ Sharen spoke with security last week ○ Darlene to notify Bryan if the problems are still happening 	B. Tyrrell D. Wilson	Open
2.4	Ergonomic Fitting For Tall Operators On 9200's <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ There have been several complaints from operators for the 9200 buses where some do not fit behind the seat and the supervisors are not changing off these buses for them ○ Ergonomic testing should be done on the 9200's ○ An ergonomic test was done on a specific operator, not for the bus, Randy to show Darlene this report ○ 95% of the operators fit behind the wheel of a 9600 bus and a 6'4 operator should be able to drive the bus ○ There is a problem with the 9200 seats, as they do not go back far enough ○ Darlene, Randy, and the operator will meet and try out a 9200 bus and a couple of 9400 buses ○ Darlene has asked the operators to record the bus numbers where there are seat problems 	R. Steckly D. Wilson R. Steckly	Open
2.5	Filing Cabinet For Worker Members Of The H&S Committee <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ A request has been submitted to Eric regarding a filing cabinet for the worker members of the H&S Committee, it has been approved for the purchase of a filing cabinet, Darlene to go ahead and purchase one ○ Suggestion to put the filing cabinet in the hallway where the lockers are between fleet and the lunch room 	D. Wilson	Open

Item #	Issue	Actions to be taken	Assigned To	Status
2.6	Pod Lights To Come On Earlier At Forest Glen Plaza <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ The lights at Forest Glen Plaza will be adjusted as requested 	B. Tyrrell	Open
2.7	Updated OHSA For Workplace And H&S Worker Members <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ Updated green OHSA are needed for the workplace that are posted – 6 are needed ○ Updated complete OHSA are needed for the worker members of the H&S Committee – 10 are needed ○ H&S Committee members have the July, 2007 edition but there is a more recent one - April, 2009 ○ Randy to order these 	R. Steckly	Open
2.8	Policy Implemented For Operators To Not Be Responsible For Fares <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ As per worker member, the TTC policy is that their operators are not responsible for collecting fares, ○ It is the operators are responsibility for identifying the fares but not in the collection of the fares ○ Bryan to look into what the operators are responsible for 	B. Tyrrell	
2.9	Timed Lights In Annex <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ There were 2 concerns regarding the timed lights in the annex last month ○ The current schedule was sent to a Fleet supervisor, Dave O’Connell to work on the lighting schedule 		Open
3.1	Mould Concern On Bus 2201 <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ On bus number 2201 there was a strong mould smell so the air conditioner had to be turned off for the entire shift ○ HVAC came in and serviced the bus – no mould was found 		Open
3.3	Mobility Noise Testing <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ Mobility PLUS vehicles 1901 & 1921 that were tested were over the acceptable limit for noise ○ The testing showed that there is over-exposure to noise, vehicle will be replaced next week ○ Dave to follow-up on the testing report ○ There is an issue with vehicle 1902 with the vehicle being very bumpy, which will be taken out of service and replaced with a new vehicle 		Open

Item #	Issue	Actions to be taken	Assigned To	Status
		<ul style="list-style-type: none"> ○ Unsure if the vehicle has been written up or has been checked, Darlene will e-mail information about the vehicle to Randy then he will contact City of Kitchener 	D. Wilson R. Steckly	
3.4	New Parts Washer Vent Needed <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ A new vent on top of the new parts washer by the degreasing room is needed ○ Problem has stopped except that it comes back when it is windy outside ○ Facility to put up and elbow to make vent higher ○ Randy check with Safety Kleen to see if this was a confined space and they said it was not ○ Randy to get more information on the confined space issue 	Facilities R. Steckly	Open
3.5	Hoist Taken Out Of Service <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ There was a hoist that was taken out of service by the contractor but then it was put back into service then the next day it was lock out of service ○ A department 2 H&S Committee member should be notified when Facilities, for safety reasons, puts something out of service in the fleet area ○ Randy to check out to see exactly what happened 	R. Steckly	Open
3.7	Battery Compartment In Mobility PLUS Vehicles <i>(issue raised September, 2009)</i>	<ul style="list-style-type: none"> ○ Recently on a Mobility PLUS vehicle the battery compartment kept on sliding out, a Mobility PLUS supervisor informed the operator to get a crow bar and jam it into the battery compartment to fix the issue ○ The Mobility PLUS supervisor had a different take of this situation, Dave to find out what happened 	D. Smith	Open
2.0 Agenda				
2.1	H&S Concern Forms Review	<ul style="list-style-type: none"> ○ These were both read and discussed by the H&S Committee 		
2.2	Accident/Injury Forms Review	<ul style="list-style-type: none"> ○ These were both read and discussed by the H&S Committee 		
2.3	Inspection Reports and Concerns	<ul style="list-style-type: none"> ○ All yellow highlighted areas are repeat items, these issues continue to happen over and over again 		

Item #	Issue	Actions to be taken	Assigned To	Status
2.4	MSDS Sheets	<ul style="list-style-type: none"> ○ There were no new MSDS sheets for the Committee to review 		
2.5	Toe Caps In Fleet <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ The toe caps used in Fleet are substandard and should not be used ○ Randy to speak to Peter about this 	R. Steckly	Open
2.6	Buses Parking By Fuel Cell <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Question brought up whether or not buses should be parked by the relief wall ○ The buses can be parked here as there is no explosion threat 		Open
2.7	Transfer Cutters and Radios On New Buses <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Concern with the transfer cutter and radio on the new buses, they don't slide out, this is a reaching hazard due to reaching ○ GRT made the template, the same angle was wanted but was moved 	R. Steckly	Open
2.8	New Procedure For All Requests For Facilities <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ New procedure for all requests and information to be given to Facilities will be going through the H&S Committee instead of directly through the worker members ○ Randy will forward all inspection reports to Facilities and will wait for their reply within the 21 day period 	R. Steckly	Open
2.9	Products Containing Silica In Building <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ This designated substance was found during the last inspection ○ There was a bag of dry cement that was found in the boiler room ○ Worker member would like an inventory of where Facilities is getting the products from and what other designated substances there are in the building, request to have this information within 1 week, Randy to inform Facilities of the information needed ○ There are 11 products listed in the H&S Act that are considered designation substances and H&S should know if any of the products being used by Facilities are on the list, Randy to check this out 	R. Steckly R. Steckly	Open

Item #	Issue	Actions to be taken	Assigned To	Status
2.10	Speakeasy Removal <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Question raised, if and when the speakeasy system will be removed from the buses, because they currently are ergonomically hazardous ○ They will be removed once the report is received from the consultant, the study should be done by Nov 4th, which should be removed on Nov 5th 	R. Steckly	Open
2.11	Informing Operators About No Radio Use On Road <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Buses, maintenance vehicles and supervisors vans are exempt from the law regarding talking on a 2 way radio while driving for 3 years ○ Bryan will post a notice tomorrow letting operators know about the extension ○ Bryan to send Darlene the documentation from the government regarding this exemption 	B. Tyrrell B. Tyrrell	Open
2.12	H&S Safety Awareness Day <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ A safety awareness day (SAD) should be set up to help promote H&S to workers, supervisors and management and can be funded by using the \$150 which is allocated each year to the H&S Committee ○ Decals, pins and posters can be purchased for this ○ Policies, procedures and safety awareness should be advertised on the TV in the lunchroom, Bryan to see Sandy Roberts regarding this ○ Darlene to give copies of the cd's to Bryan ○ Good idea to bring ideas for this to next H&S meeting 	B. Tyrrell D. Wilson	Open
2.13	Preparation Time For Labour Co-Chair <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Labour co-chair needs more preparation time for H&S ○ Currently management is responsible for paying the co-chair 1 hour for prep time or more upon approval ○ This H&S Committee meets more than the act states ○ There are some months that more prep. time is needed than others ○ Bryan and Darlene to meet and come up with an agreement 	B. Tyrrell D. Wilson	

Item #	Issue	Actions to be taken	Assigned To	Status
3.0 New Business				
3.1	Fleet Employee Injury <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ A fleet employee received a back injury while lifting a hydraulic pump weighing approx. 43 lbs ○ Worker member feels that this was not a safe lift and would like calculation and measurements done to support if it was a safe or unsafe lift 	R. Steckly	
3.3	Noise Testing / Hearing Protection For Coin Room <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ GRT needs to verify if the new coin sorter machine in the coin room needs a pre-start inspection ○ This equipment is very loud ○ Recommendation brought forward for noise testing in the coin room as well as the use of hearing protection 	B. Liesemer	Open
3.5	Accident Summary From WSIB <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ The H&S Act (section 12 #1) allows GRT to access accident summaries from WSIB – worker member has requested this report but is not sure who should be requesting this from WSIB ○ Bryan will look into this and will request the previous year's report from WSIB 	B. Tyrrell	Open
3.6	Request For Toilet Seat Covers <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Request to have toilet seat covers available at Strasburg, Downtown Terminal and Highland Hills Mall washrooms ○ Bryan to look into this and order 	B. Tyrrell	Open
3.7	Face Masks For Mobility PLUS Customers/Operators <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ Question brought up, is it possible for GRT to request Mobility PLUS customers to wear face masks or to allow the Mobility PLUS operators to wear one ○ GRT cannot make the customers wear them but it is possible for the operators to wear one, Dave to look into this 	D. Smith	Open
3.9	Fire Sprinkler System Not Accessible <i>(issue raised October, 2009)</i>	<ul style="list-style-type: none"> ○ On the most recent inspection, it has been noted that the fire sprinkler system by the shipping doors in the stockroom is not accessible to the fire department 		Open

Next Meeting:

Thursday, November 19, 2009

Grand River Transit Meeting Room A

250 Strasburg Road, Kitchener

1:00 PM

Meeting Adjourned:

4:00 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
<p>Eye-Wash Station <i>(issue raised November 12, 2008)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Eye-wash station is now okay
<p>Emergency Chemical Response Plan <i>(issue raised January 16, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ The information has been reviewed
<p>Recaro Seats Maintenance <i>(issue raised March, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ All information from Recaro was received
<p>Timed Lights In The Annex <i>(issue raised March, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ This may be more of a problem with the time change in the winter ○ Will close this issue and re-address it if it becomes a problem again
<p>Accident/Injury Reports Being Filled Out Incorrectly <i>(issue raised April, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Supervisor was approached and explained the correct way to fill out the form
<p>Handles On Annex Doors <i>(issue raised April, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Handles have been installed
<p>Issue With H&S Concern Forms <i>(issue raised April, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Karen found a previous e-mail that was sent to the supervisors reminding them of the H&S Concern form process and that if they can't complete it, they are to let the operator know and should pass on to someone within the same department
<p>Carts Transported On Mobility PLUS Vehicles <i>(issue raised April, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Dave has reminded Mobility PLUS operators about the policy
<p>Updating Posted Notices Binder <i>(issue raised April, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Binders have been updated and system is now in place ○ John Livingston from CSA H&S Committee received a binder ○

<p>How Preventative Measures Are Filled Out On Accident/Injury Forms <i>(issue raised June, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<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
<p>Corporate H&S Update – Confined Space Entry & Restricted Space Entry Draft Policies <i>(issue raised June, 2009)</i> <i>(issue closed June 30, 2009)</i></p>	<ul style="list-style-type: none"> ○ Draft policies for Confined Space Entry and Restricted Space Entry were distributed to the H&S Committee members ○ 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
<p>Air Release Handles <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ The modifications with the air brake handles are complete
<p>Bike Rack Work Refusal <i>(issue raised June 26 , 2007)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ H&S did everything they could to solve this issue but it still remains unresolved ○ Management to speak with the operator to close this issue
<p>Error On Easy Go System <i>(issue raised March, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ Karen was waiting for a response from Sandy Roberts regarding on the accuracy of the Easy-Go system, Bryan to follow-up ○ No incident report was found where the operator was hassled about the wrong information on the Easy- Go system
<p>Communication With Police Not Forwarded To Mobility PLUS <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ The information when the police will call GRT with regards to problems to watch out for – accidents or road closures will get passed onto Mobility PLUS
<p>Parking Lot Signs <i>(issue raised March, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ No Left Turn sign was put up but then was taken down ○ There is enough room for 2 buses to pass
<p>Sign/Mirror Needed On Ring Road <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ Mirror on the ring road by the southwest corner – the end of 8B should be there

<p>Re-Organizing Of H&S Minutes <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ Suggestions to re-organizing the H&S minutes include; 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, <i>Angela checked and no tape can be used without authorization from Heather Larmour</i>
<p>Multi-Site Workplace Inspections <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<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 ○ It is believed that we are not a multi-site workplace
<p>Workload For Mobility PLUS <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ Some Mobility PLUS operators want 10 ½ hour shifts and some do not ○ GRT is complying with the law regarding the length of the shifts and amount of breaks ○ This really is not a H&S issue and should not be at this Committee, it should be brought to Dave Smith and Glen Hughes of the Scheduling Committee
<p>Daylight Headlights In Newer Mobility PLUS Vehicles <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ The daylight headlights do not come back on after the parking brake is released on the newer Mobility PLUS vehicles ○ This is a defect and the controller is programmable and is a warranty issue
<p>Smoking On Terminal Platforms <i>(issue raised June, 2009)</i> <i>(issue closed September, 2009)</i></p>	<ul style="list-style-type: none"> ○ There is a H&S concern when people are smoking on the platforms by the buses and the operators have to walk through the smoke to get to their bus ○ Notices went out September 1st and this is being monitored more closely
<p>WHMIS Specific Training <i>(issue raised June 27, 2008)</i> <i>(issue closed October, 2009)</i></p>	<ul style="list-style-type: none"> ○ Training has taken place and all are trained
<p>Carbon Monoxide Detectors Should Be Used <i>(issue raised June, 2009)</i> <i>(issue closed October, 2009)</i></p>	<ul style="list-style-type: none"> ○ Randy bought a battery operated CO detector ○ The MOL was called in and suggested a CO detector be put on the bus after an incident is reported
<p>Service Attendants Not Wearing Bright Clothing Or Vests <i>(issue raised June, 2009)</i> <i>(issue closed October, 2009)</i></p>	<ul style="list-style-type: none"> ○ Service attendants have been reminded to wear the reflective vests ○ Some of the supervisors are not wearing the vests but should be, especially if they are out in the garage for a period of time ○ Situation will be monitored

<p>Bus Recalls <i>(issue raised September, 2009)</i> <i>(issue closed October, 2009)</i></p>	<ul style="list-style-type: none"> ○ Now when management receives information about bus recalls, the information will be forwarded to the supervisors, then they will post a notice to inform the employees ○ Members of the H&S Committee requested to be notified of all safety recalls with regards to brakes, steering and suspension
<p>I-xpress Coffee Holders Blocking Mirror <i>(issue raised June, 2009)</i> <i>(issue closed October, 2009)</i></p>	<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 ○ All mirrors should be moved by now, Phil to check ○ Darlene to let Randy know when she finds a bus that has a convex mirror that has an issue with it
<p>Passenger Comfort Guidelines Information On Buses <i>(issue raised June, 2009)</i> <i>(issue closed October, 2009)</i></p>	<ul style="list-style-type: none"> ○ Three information boards are posted on the buses; <ul style="list-style-type: none"> 1. respect our operators – these are being installed 2. passenger comfort – wheelchair 3. passenger comfort – regarding behavior, these should be installed by September ○ These have been installed in a couple of buses ○ Darlene and Peter had a discussion about the posters and both feel they should stay as they are



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Jean Bourdon and Serge Ianni for Supervisors

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

Union Website c/o e-mail to Rick Lonergan

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