



**CANADIAN PACIFIC SOUTHERN ONTARIO SERVICE AREA**

Conductors, Locomotive Engineers  
Yardmen/Trainmen - All Points

ISSUED DATE: July 9, 2008  
NOTICE NO.098

**FIELD OPERATIONS - TORONTO YARD - JOINT HEALTH & SAFETY COMMITTEE MEETING**  
**080708 1000-1700, Toronto GYO**

**Committee Members;**

M. Waver	Co-chair	CPR	Absent
D. Simpson	Member	CPR	Present
R. Sutton	Member	CPR	Absent
J. Waver	Alternate	CPR	Absent
D. Gillam	Co-chair	TCRC/BLE	Present
K. Lawrence	Member	TCRC/UTU/RCLS	Present
P. Grondin	Member	TCRC/UTU	Present
B. Sexsmith	Alternate	TCRC/BLE	Absent
R. Rupert	Alternate	TCRC/UTU	Absent
T. Kelly	Alternate	TCRC/UTU/RCLS	Absent

**Guests;**

**Agenda;**

ITEM	DESCRIPTION	WHO
1	Review 2008 Safety Plan - Activities	All
2	Review Safety Stats – Personal Injuries, Train Accidents/Incidents	All
3	SOFA Audits	Auditors
4	RCLS SOFA Audit Addendum – Toronto Committee Pilot Project	Auditors
5	ORCA Audits	Auditors
6	Footboard Meetings: At-Risk trends, Safety Info-Grams/Flashes	All
7	Monthly Workplace Inspections	Inspectors
8	Accident Investigations/Work Refusals	Participants
9	Safety Hazard Reports	All
10	Old Business/Discussions/Completed Items	All
11	New Business/Discussions,	All
12	Update HRDC/TC Annual Report	All
13	Adjournment	All

**Safety Activity 1 - SOFA (Switching Operations Fatality Analysis) Audit results;**

At-risk procedures (trends) are identified on SOFA Audits and are discussed. These at-risk items form the topics for discussion in Activity 4: Safe Work Practices, footboard meetings and blitzes.

**Safety Activity 2 - RCLS SOFA Audits;**

At-risk procedures (trends) are identified on RCLS SOFA Audits and are discussed. These at-risk items form the topics for discussion in Activity 4: Safe Work Practices, footboard meetings and blitzes.

**Safety Activity 3 - ORCA Audit results;**

At-risk procedures (trends) are identified on ORCA Audits and are discussed. These at-risk items form the topics for discussion in Activity 4: Safe Work Practices, footboard meetings and blitzes.

**Safety Activity 4 - Safe Work Practices, Meetings, Blitzes;**

At-risk procedures (trends) noted in previous month SOFA Audits and/or ORCA audits are discussed with RTE at following month footboard meetings, blitzes to affirm/reaffirm safe work practices and procedures.

**Safety Activity 5 - Workplace Inspections;**

Committee to schedule local inspections of Toronto Yard, which includes five (5) Areas: GYO/Hump, Pull down, Classification Yard, Diesel/Car Shop, Arrival/Departure Yards plus seven (8) Customer/Industrial locations: Each area or customer location: established plan is to inspect twice per year.

**Safety Activity 6 - Pre-Departure Checklist/Job Briefings;**

Monitor use and quality of pre-departure checklists: monitor and participate in crew job briefings.

**Safety Activity 7 - Mentoring/Coaching – as required;**

Description: Development and implementation of mentoring and coaching at-risk employees:

**Item 1 - Review of 2008 Safety Plan;**

SOSA FO H&S Committee 2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Target	Completed
Safety Activities for 2008													M - Y	M - Y
1. SOFA Operations Switching Audits	8	9	10	13	12	8							10 for 100	8 for 60
2. RCLS SOFA Audits	1	7	6	0	4	5							02 for 20	5 for 23
3. ORCA Audits	0	1	2	0	1	1							01 for 10	1 for 5
4. Safe Work Practices meetings-blitzes-footboards	1	1	1	1	1	1							10 Year	6
5. Workplace Inspections	Y	Y	Y	Y	Y	Y							Area 2X annually	On Target
6. Pre-Departure Checklist/Job Briefings	Y	Y	Y	Y	Y	Y							10 Year	6
7. Mentoring/Coaching Program for employees	0	0	0	0	1	0							As required	1

**Item 2 - Review Safety Stats – Personal Injuries, Accidents, Incidents, review to date;**

2008														2008	2008
FOPS – Toronto Yard	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Actual	Target	
FRA Personal Injuries	0	0	0	0	0	0							0	2	
Non-FRA Personal Injuries	1	0	0	0	0	0							1	4	
FRA Train Accidents	0	0	0	0	0	0							0	0	
Non- FRA Train Accidents	2	0	2	1	2	0							7	8	
Cardinal Rule Violations	1	0	0	0	0	0							1	1	

**January ;**

080101 NON FRA - Derailment track RA01 >>> environmental >>> default CC2211  
080107 CRV FL02 to AL01 >>> FO human error train accident >>> 2211  
080108 NON FRA/MIR - CT37 BTTX880323 impact >>> environmental >>> default CC2211  
080108 NON FRA – CT44 ATW300019 impact >>> environmental >>> 2270  
080126 NON FRA – SMT shed switch run-through >>> FO human error train accident >>>2211

**February;**

NIL

**March;**

080321 NON FRA – Derailment track A4507 >>> buff or slack action >>>2211  
080329 NON FRA – Derailment track CT38 >>> buff or slack action >>>2211

**April;**

080403 NON FRA – RTS Finch Bridge >>> CROR 104 violation>>>2211  
080411 FRA – Derailment – Master Retarder >>> S&C responsibility  
080423 NON FRA – Crossed coupler derailment AHO >>>S&C responsibility

**May;**

080511 NON FRA – DC Leaking PROX40788 >>> Third Party Responsibility  
080512 NON FRA – Damaged stop block Viva #1 >>> CROR 115 >>> 2211  
080520 NON FRA – Derailment R04W >>> CROR 104 violation >>> 2211

**Item 3 - SOFA Audit Results;**

2008	S	O	F	A			A	U	D	I	T	S	
Lifesaver	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Totals/ AVG. YEAR
Lifesaver 1 Secure Equip.	97.9	98.8	98.7	99.4	98.5	99.0							
Lifesaver 2 Equipment	97.1	100	100	100	99.1	99.3							
Lifesaver 3 Job Briefing	88.9	95.2	100	100	100	100							
Lifesaver 4 Communica tion	100	96.2	97.4	99.5	100	99.9							
Lifesaver 5 Coaching	98.4	99.0	100	100	100	98.3							
Total SOFA Conducted /Month	8	9	10	13	12	8							
Total Audits Month	266	443	351	521	428	485							
Total - AT Risk Behaviours - Month	6	8	3	6	3	5							
Overall Totals Month %	97.7	98.2	99.0	99.1	99.3	99.0							
Total At Risk % - Month	2.3	1.8	1.0	0.9	0.7	1.0							

**Item 4 – RCLS SOFA Audits;**

Lifesaver	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Totals/ AVG. YEAR
Lifesaver 1 Job Briefing	100	100	100	0	100	100							
Lifesaver 2 Protect Employees Moving Equip.	93.2	98.6	98.6	0	99.0	100							
Lifesaver 3 Secure Equip.	93.3	100	100	0	100	96.8							
Lifesaver 4 Communica tion	90.8	97.2	87.9	0	98.8	98.1							
Lifesaver 5 RCLS Operations	100	93.3	100	0	100	85.7							
Total RCLS Conducted /Month	4	7	6	0	4	5							
Total Audits Month	240	488	460	0	284	403							
Total - AT Risk Behaviours - Month	17	7	16	0	2	5							
Overall Totals Month	92.9	98.6	96.5	0	99.3	99.0							
Total At Risk % - Month	7.1	1.4	3.5	0	0.7	1.0							

**Item 5 – ORCA Audit Results;**

2007	O	R	C	A			A	U	D	I	T	S	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Totals YEAR
ORCA Conducted /month	0	1	2	0	1	1							
Total Observation s	0	32	110	0	208	114							
Total AT Risk Behaviours	0	0	0	0	6	0							
Overall Totals	0	32	110	0	208	114							
At Risk %	0	0	0	0	2.88	0							

**Item 6 - FOOTBOARD Meetings: Summary of items for monthly footboard discussions;**

<b>Topics for Footboard Meetings: Including At-risk procedures (trends) identified from previous month: SOFA Audits, RCLS SOFA Addendum and ORCA audits;</b>
6A) July Safety Infogram Rattlesnake Infogram Safety Tips for Working in Lightning Storms Working in a Hot Environment
6B) Entraining/Detraining Test Handbrake Effectiveness (CROR 112) Minimum 50' Gap Between Equipment Switching by Radio/Using Engine Numbers (CROR 12.2 and 166)

**Note - Footboard meetings commence 0630 Thursday 080710 to 0630 080712**

**Item 7 - Monthly Workplace**

**Inspection schedule for 2008;**

Workplace Inspection Areas	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IGI WAX	Done						Plan					
STRATOFLO	Done						Plan					
VIVA1-Nelsons - Cross connection	Done						Plan					
VIVA2-Finch Plant, Owens Corning		Done						Plan				
Pull down, Ladder, LHF compound		Done						Plan				
SOLO - (Lily Cup)			Done						Plan			
IPSCO			Done						Plan			
Shops - Car/Diesel			Done						Plan			
Classification Yard				Done						Plan		
A/B Yards					Done						Plan	
F/G Yards, Shed/Expressway					Done						Plan	
GYO/Pull down/Hump/Buildings						Done						Plan

**Item 8 - Accident Investigations, Work Refusals;**

**Accident Investigations (ISROP)**

080122 CP1159 unintended movement complete

**Work Refusals**

NIL

**Item 9 - Safety Hazard Reports Tracking Document;**

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
NEW Safety Hazards Received-Month	06	14	5	4	1	4							
Safety Hazards Resolved	06	10	4	2	1	2							
Safety Hazards Referred for resolve	00	4	2	2	0	2							
Total Hazards Still Outstanding (Year)	00	4	5	2	1	6							

**January;**

#2284 080108 – Toronto Yard WYE and little A yard switches require lubrication.  
Action – Resolved 080109, switches lubricated.

#1328 080120 – Toronto Yard WYE and little A yard switches require lubrication.  
Action – Resolved 080122, switches lubricated.

#2380 080123 – Crew bus BAHX 163 headlight burnt out.  
Action – Resolved 080123, headlight changed.

#2379 080123 – Toronto Yard Keepers missing EE A-B yard.  
Action – Resolved 080123, replaced.

#2287 080124 – Belleville Subdivision weather conditions when DH crews.  
Action – Referred 080124 to NMC, OC, CMC.  
Action – Resolved 080128, Response from OC appended to #2287.

#2376 080127 – Crew bus BAHX 163 taillight burnt out.  
Action – Resolved 080127, taillight changed.

**February;**

#2377 080202 – Run-through engine CP9605  
Action – Resolved 080203, employee asked to review CP GOI-2 Section15 Items 1.3, 8.1, 8.2.

#2539 080203 – Snow at hump tunnel entrance  
Action – Resolved 080204, snow removed.

#2378 080208 – Crew bus BBYZ 478 driver seatbelt defective.  
Action – Resolved 080209, sent to discount Rental for repair.

#2540 080208 – Snow at hump tunnel entrance.  
Action – Resolved 080209, snow removed.

#2589 080211 – Pulldown windsock missing.  
Action – Referred 080211, to Facilities East.  
Action – Resolved 080304, windsock installed.

#2590 080211 – Door Pulldown trailer broken.  
Action – Resolved – 080211, door and window repaired.

#2591 080211 – Ice build up on Pulldown trailer steps.  
Action – Resolved 080211, ice removed, salt applied.

#2700 08215 – Defective inerts CT yard.  
Action – Resolved 080219, employee to advise specific inerts, and resubmit.  
Action – Ongoing 080304 – S&C maintenance logs to be reviewed – Presentation at April 2008 JH&SC meeting.  
Action – Resolved 080401, Pro-Yard inert control proposal progressed by Toronto S&C to Yard Operations Performance Team for local and system-wide implementation.

#2639 080217 – West end switch Tichbourne.

Action – Resolved 080218, employee advised to clean switch as required by rule.

#2661 080221 – Halcon driver's substandard performance.

Action – Resolved 080229, Halcon employee removed from serving CP.

#2662 080221 – Halcon driver's substandard performance.

Action – Resolved 080229, Halcon employee removed from serving CP.

#2663 080222 – G-Yard road out of service.

Action – Referred 080301, to Facilities for handling.

Action – Resolved 080315, road graded and reopened.

#2640 080228 – Dangerous Halcon driver.

Action – Referred 080301, to Halcon for investigation.

Action – Resolved 080305, Halcon employee removed from serving CP.

#2664 080229 – G-Yard road out of service.

Action – Referred 080301, to Facilities for handling.

Action – Resolved 080315, road graded and reopened.

**March;**

#2561 080304 – Engine's parked in GYO spur exhausting on RTE's humping.

Action – Resolved 080304 – Tower staff advised not to park engines in this area.

#2665 080306 – Walking hazard – snow in both ends of tunnel from north parking lot.

Action – Resolved 080307 – snow removed – salt applied.

#2641 080317 – Crew bus BBYZ 485 – rear turn signal burnt out.

Action – Resolved – Van replaced 080318.

#2669 080319 – GYO main floor men's washroom – mold around sink.

Action – Referred 080320, to Facilities East.

Action – Resolved 080325, execu-clean removed mold

**April;**

#2642 080401 – Toronto Yard WYE and little A yard switches require lubrication.

Action – Resolved 080401, semi automatic switches installed.

#2562 – 080401 - GYO basement washroom – paper towels not supplied

Action – Resolved 080406 – Air Dryers installed to prevent toilets from being clogged.

#2645 – 080406 - GYO basement washroom – paper towels not supplied

Action – Resolved 080406 – Air Dryers installed to prevent toilets from being clogged.

#2671 – 080425 – Signal 2026-1 obstructed by brush.

Action – Referred 080507 to ES to cut brush.

#2672 – 080430 – GYO main floor battery box overflowing  
Action – Referred 080507 to Facilities East.

**May;**

#2577 – 080506 – CYC humping ahead of DC have not yet cleared group retarder.  
Action – Resolved 080507 – CYC educated on humping DC process.

**June;**

#2647 – 080610 – CP5836  
Action – Referred 080611 to Mechanical Services.

#2648 – 080610 – Engine fridges  
Action – Referred 080611 to Mechanical Services.

#2682 – 080619 – Fuel conservation policy  
Action – Referred 080620 back to employee to provide clarification of actual hazard.

**Item 10 – Old Business;**

January 2008;

CAP to add restriction on riding on stairwells of locomotives over a crossing, adjacent to train, converging tracks  
Owner – B. Sexsmith  
080205 – B. Sexsmith to set up risk assessment for committee for appended  
080304 – Update Required  
080401 – B. Sexsmith to get risk assessment tool from B. Lewicki  
080506 – B. Sexsmith to provide update  
080603 – Risk assessment completed, best practice implemented and to discuss in RTE's footboards  
080708 – Final wording from SAM – FO pending – roll out scheduled for August/08 footboards.

**Item 11 - New Business;**

July 2008;

Item - Toronto Daily Job Briefing, becoming too crowded. Several items to be updated and/or removed; to make document relevant  
Owner – K. Lawrence and D. Simpson

Item - DOB Update required reflecting new format RE: Foreman's instructions through limits. Highlighted DOB area for writing form Y instructions doesn't currently match May 2008 Form RTEMI (Acknowledged by vs. Repeated at)  
Owner – D. Simpson

**Item 12 - HRDC/TC Annual Report;**

Yearly update of report for TC due on 080301 year 2007 - completed

Signed:  
M. Waver, Co-Chairperson

D. Gillam Co-Chairperson

"If you find that personal problems are having a negative impact on your life, help is available through your Employee and Family Assistance Program (EFAP). To contact the nearest EFAP Referral Agent in your area please call 1-800-735-0286."

Frank Devine  
Service Area Manager  
Southern Ontario Service Area