



**CANADIAN PACIFIC SOUTHERN ONTARIO SERVICE AREA**

Conductors, Locomotive Engineers  
Yardmen/Trainmen - All Points

ISSUED DATE: March 5, 2008  
NOTICE NO. 031

**FIELD OPERATIONS - TORONTO YARD - JOINT HEALTH & SAFETY COMMITTEE MEETING**  
**080304 1000-1400, Toronto GYO**

**Committee Members;**

M. Waver	Co-chair	CPR	Absent
D. Simpson	Member	CPR	Present
R. Sutton	Member	CPR	Present
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	Present

**Guests;**

None

**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 for 100	17
2. RCLS SOFA Audits	1	7											02 for 20	8
3. ORCA Audits	0	1											01 for 10	1
4. Safe Work Practices meetings- blitzes-footboards	1	1											10 Year	2
5. Workplace Inspections	Y	Y											Area 2X annually	On Target
6. Pre-Departure Checklist/Job Briefings	Y	Y											10 Year	10
7. Mentoring/Coaching Program for employees	0	0											As required	

**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	2	
Non-FRA Personal Injuries	1	0											1	4	
FRA Train Accidents	0	0											0	0	
Non- FRA Train Accidents	4	0											4	8	
Cardinal Rule Violations	1	0											1	1	





**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											
Total Observations	0	32											
Total AT Risk Behaviors	0	0											
Overall Totals	0	32											
At Risk %	0	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)  February 2008 SAM'S Message/Safety Infogram/Eastern Network Safety Targets Safety Flash – Experienced Conductor Fatally Injured
6B)  Rule 104 © and 104 © SSI Rule 115 SSI General rule C (I) GOI-2 – Section 15 – Item 8.1, 8.2, and 1.3 – Reporting Loco Defects

**Note - Footboard meetings commence 0630 Thursday 080306 to 0630 080308**



**Item 10 – Old Business;**

January 2008;

AP 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

CAP to add new drawbar alignment procedure

Owner – K. Lawrence

080107 - Distributed Anderson Ergonomic report to committee – review three (3) Field Ops Ergonomic Guideline videos

080205 – Wait further response as Anderson group wants to revisit as new procedure has merit to introduce system wide

080304 – No response from Calgary (as per R. Lewicki – 080222)

February 2008;

AP to change procedure of how to secure run through trains in FG yard

Owner – D. Gillam

080205 – D. Gillam to set up risk assessment for committee for appended

080304 – Risk assessment committee being developed

AP to change system wide policy with respect to length of time employee wears green vest to allow additional mentoring by experienced employees

Owner – R. Rupert

080205 – R. Rupert to follow up with R. Lewicki electronically

080304 – K. Lawrence sent expanded explanation to R. Lewicki (080207) – no response to date – K. Lawrence to follow up on.

**Item 11 - New Business;**

March 2008;

GE 1159 Consist – DMD can be used in ill-advised fashion in class yard. Request F. Marrozzo to remove. F. Marrozzo advises DMD is part of Q-Tron speedometer and can't be removed, or have display disabled.

Training Schedule – new hires not well served by compressed training schedule. Yard knowledge suffers. Discuss with training staff – D. Humphrey

**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

George Smith  
Service Area Manager  
Southern Ontario Service Area