



**CANADIAN PACIFIC SOUTHERN ONTARIO SERVICE AREA**

Conductors, Locomotive Engineers  
Yardmen/Trainmen - All Points

ISSUED DATE: November 4, 2008  
NOTICE NO.182

**FIELD OPERATIONS - TORONTO YARD - JOINT HEALTH & SAFETY COMMITTEE MEETING**  
**0811004 1000-1400, Toronto GYO**

**Committee Members;**

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

**Guests;**

NIL

**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;**

<b>SOSA FO H&amp;S Committee 2008</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Target</b>	<b>Completed</b>
Safety Activities for 2008													M - Y	M - Y
1. SOFA Operations Switching Audits	8	9	10	13	12	8	14	16	10	8			10 for 100	10 for 100
2. RCLS SOFA Audits	1	7	6	0	4	5	3	0	2	2			02 for 20	02 for 28
3. ORCA Audits	0	1	2	0	1	1	0	1	1	1			01 for 10	01 for 07
4. Safe Work Practices meetings-blitzes-footboards	1	1	1	1	1	1	1	1	1	1			10 Year	9
5. Workplace Inspections	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Area 2X annually	On Target
6. Pre-Departure Checklist/Job Briefings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			10 Year	9
7. Mentoring/Coaching Program for employees	0	0	0	0	1	0	0	1	0	0			As required	

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

<b>2008</b>													<b>2008</b>	<b>2008</b>
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Actual	Target
FOPS – Toronto Yard														
FRA Personal Injuries	0	0	0	0	0	0	0	0	0	0			0	2
Non-FRA Personal Injuries	1	0	0	0	0	0	0	1	1	0			3	4
FRA Train Accidents	0	0	0	0	0	0	0	0	0	0			0	0
Non- FRA Train Accidents	2	0	2	1	2	0	0	1	0	0			8	8
Cardinal Rule Violations	1	0	0	0	0	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

**August ;**

080819 NON FRA – Derailment Taspcott Road Derail >>> CROR 104.5 >>>2211  
080822 MIR – Defective bleed rod on AGPX96096 >>>2211

**September;**

080924 NON FRA – Derailment CT60 >>>defective timing circuit >>> S&C responsibility

**October;**

081005 NON FRA – Crossed coupler derailment CT34 AHO >>>S&C responsibility  
081012 NON FRA - Derailment CT37 >>> under investigation >>> default CC2211

**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	95.5	100	100	96.5			
Lifesaver 2 Equipment	97.1	100	100	100	99.1	99.3	100	100	100	100			
Lifesaver 3 Job Briefing	88.9	95.2	100	100	100	100	96.2	94.9	100	100			
Lifesaver 4 Communica tion	100	96.2	97.4	99.5	100	99.6	96.3	96.2	99.2	100			
Lifesaver 5 Coaching	98.4	99.0	100	100	100	98.3	100	99.5	99.7	100			
Total SOFA Conducted /Month	8	9	10	13	12	8	14	16	10	8			
Total Audits Month	266	443	351	521	428	483	403	873	376	307			
Total - AT Risk Behaviours - Month	6	8	3	6	3	5	9	15	3	2			
Overall Totals Month %	97.7	98.2	99.0	99.1	99.3	99	97.8	98.3	99.2	99.3			
Total At Risk % - Month	2.3	1.8	1.0	0.9	0.7	1.0	2.2	1.7	0.8	0.7			

**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	100	0	100	87			
Lifesaver 2 Protect Employees Moving Equip.	93.2	98.6	98.6	0	99.0	97.5	97.5	0	100	100			
Lifesaver 3 Secure Equip.	93.3	100	100	0	100	95.2	95.2	0	100	100			
Lifesaver 4 Communica tion	90.8	97.2	87.9	0	98.8	96.1	96.1	0	100	100			
Lifesaver 5 RCLS Operations	100	93.3	100	0	100	100	100	0	100	100			
Total RCLS Conducted /Month	4	7	6	0	4	3	3	0	2	2			
Total Audits Month	240	488	460	0	284	236	236	0	153	84			
Total - AT Risk Behaviours - Month	17	7	16	0	2	6	6	0	0	2			
Overall Totals Month	92.9	98.6	96.5	0	99.3	97.5	97.5	0	100	97.6			
Total At Risk % - Month	7.1	1.4	3.5	0	0.7	2.5	2.5	0	0	2.4			

**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	0	0	1	1	1			
Total Observation s	0	32	110	0	208	0	0	87	116	158			
Total AT Risk Behaviours	0	0	0	0	6	0	0	0	3	8			
Overall Totals	0	32	110	0	202	0	0	0	113	150			
At Risk %	0	0	0	0	2.88	0	0	0	2.6	5.1			

**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) Safety Infogram – Wellness Infogram – Bulletin S283
6B) CROR 123.1, three point protection

**Note - Footboard meetings commence 0630 Thursday 081106 to 0630 081108**

**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						Done					
STRATOFLO	Done						Done					
VIVA1-Nelsons - Cross connection	Done						Done					
VIVA2-Finch Plant, Owens Corning		Done						Done				
Pull down, Ladder, LHF compound		Done						Done				
SOLO - (Lily Cup)			Done						Done			
IPSCO			Done						Done			
Shops - Car/Diesel			Done						Done			
Classification Yard				Done						Done		
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	6	14	5	5	1	3	0	6	2	5			
Safety Hazards Resolved	6	10	8	4	3	2	0	5	1	1			
Safety Hazards Referred for resolve	0	4	1	2	0	1	0	1	1	4			
Total Hazards Still Outstanding (Year)	0	4	1	2	0	1	0	2	3	7			

**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.  
Action – Resolved 080508 – brush cut.

#2672 – 080430 – GYO main floor battery box overflowing  
Action – Referred 080507 to Facilities East.  
Action – Resolved 080508 battery box emptied.

**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.  
Action – Resolved 080615 engine repaired.

#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.  
Action – Resolved 080705 Fuel conservation policy amended fulfilled employee concerns.

**July;**

NIL

**August;**

#2654 – 080801 – McCowan Bridge Pedestrian light intermittent  
Action – 080802 – See #2656

#2655 – 080801 – McCowan Bridge Pedestrian light intermittent  
Action – 080802 – See #2656

#2656 – 080801 – McCowan Bridge Pedestrian light intermittent  
Action – 080802 – Referred to B&S on #2654, #2655, #2656

#2707 – 080818 – CP5759  
Action – 080818 – Resolved

#2657 – 080822 – Crew Bus BAWW 419  
Action – 080825 – Crew Bus repaired by Malvern Automotive

#2658 – 080824 – Crew Bus BAWW 419  
Action – 080825 – Crew Bus repaired by Malvern Automotive

**September;**

#2684 – 080917 – Crew Bus BBJA 677 – Signal and Brake lights out  
Action - 080918 – Crew Bus Repaired by Rental Company – Resolved

#2566 – 080930 – Between “B” Lead (W/E) and AT10 Swt. – Debris/Pipes/Large Holes/Piles of Dirt  
Also – From Crest Swt. Westward to McCowan on Hump leads – Rail/Debris/Holes/Uneven Ground  
Action – 080930 – Referred to ES – Gary Boucher

**October;**

#2567 – 081010 – CP405107 loose banding  
Action - 081010 – Referred to MS

#2729 – 081010 – Scrap rail little A yard west  
Action - 081016 – Referred to ES

#2179 – 081030 – Ipsco steel housekeeping issues  
Action - 081104 – Referred to Keith Peltier – Ipsco Steel

#2748 – 081030 – A8-A9 loose frog bolts  
Action - 081030 – Repaired and resolved ES

#2180 – 081031 – Foss transport trucks speeding in yard  
Action - 081104 – Referred to Fuel Directorate and Foss Transport

**Item 10 – Old Business;**

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

Action – 080805 several items reduced from DJB after CT yard clean up on 080721. ONGOING

Action – 081007 – Ownership – T. Kelly and D. Simpson. ONGOING

Item – Clarification of CP GOI Section 14 Items 1.1 to 1.2 with respect to flipping handbrakes in A, B, F, yard at 3173

Owner – P. Grondin

Action – 080805 P. Grondin to follow up with P. McGuire, CP rules specialist

Action – 081007 – Risk Assessment to be Scheduled – P. Grondin and M. Waver ONGOING

Action – 081104 – Deferred to 2009 as action is not warranted vs. traffic patterns

Item – Re-issue and reminder of pull by requirements for crew change points at destination station when scanner inoperable

Owner – R. Rupert

Action – 081007 – No re-issue published yet, update required

Action – 081104 – No re-issue published yet, update required

Item – Class yard clean up schedule to remove debris not picked up on 080721-22

Owner – K. Lawrence

Action – 081007 – Ownership transferred to T. Kelly – Update to committee following Oct./08 Inspection

Action – 081104 - Done

Item – Cars being added to hump tracks by CYC while track is in use and “locked out” by Pulldown crews

Owner – P. Grondin

Action - 081007 – Managers to review policy and practices with YCS’s during daily 2x12 meetings

Action – 081104 - Done

**Item 11 – New Business;**

NIL

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

Yearly update of report for TC due on 090301 year 2009

Signed:

M. Waver, Co-Chairperson

P. Grondin Co-Chairperson

Frank Devine  
Service Area Manager  
Southern Ontario Service Area

**FOPS SAFETY TARGETS FOR 2008**

**2008 Corporate FRA Personal Injury Target – 1.40**  
**2008 SOSA FOPS FRA Personal Injury Target – 1.68**

**2008 Corporate FRA Train Accident Target – 1.17**  
**2008 SOSA FOPS FRA Train Accident Target – 0.51**