



Canadian
Pacific
Railway
Ingenuity

SOUTHERN ONTARIO SERVICE AREA

Conductors, Locomotive Engineers
Yardmen/Trainmen - All Points

ISSUED DATE: November 16, 2005
NOTICE NO. 165

***FIELD OPERATIONS-TORONTO AREA
SAFETY & HEALTH COMMITTEE MEETING
November 1, 2005 - 1000 –1515
Conference room, GYO Bldg***

COMMITTEE MEMBERS:

N Richards	Member Co-chair	CPR Chairperson	Present
M Waver	Member Alternate Chair	CPR	
J Bonham	Member	CPR	Present
D Simpson	Member Alternate	CPR	
D Purdon	Member Alternate	CPR	
R Laughlin	Member	TCRC/BLE	Present
J Travis	Member Temp Co-chair	TCRC/UTU	Present
K Lawrence	Member Belt Pack	TCRC/UTU	
A Brown	Temp Alternate Belt Pack	TCRC/UTU	Present
R Zaparanuik	Member Recording Secretary	CPR	Present
C Rasmussen	Alternante	TCRC/UTU	Present
D Humphrey	Alternante	TCRC/UTU	
D Gillam	Alternante	TCRC/BLE	Present
B Arnem	Alternante	TCRC/BLE	
C Barry	Alternante Belt Pack	TCRC/UTU	

GUEST

Neil Shannon	CPR Police Service
Keith Donnelly	CPR Police Service
Bob Lewicki	CPR Safety Advisor

AGENDA

ITEM	DESCRIPTION	WHO
1	Review 2005 Safety Plan	All
2	Review Safety Stats	All
3	Monthly Workplace Inspection	Inspectors
4	Accident Investigations/Work Refusals	Participants
5	Safety Hazard Reports	All
6	Safety Flashes	All
7	SOFA Audit Results	Auditors
8	Old Business	All
9	New Business	All
10	Update HRDC/TC Annual Report	All



Item 1: Review of 2005 Safety Plan

H&S Committee discussed & reviewed the 2005 Safety Plan

Tracking Document

SOSA F.Ops H&S Committees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Target	Complete
2005 Safety Plan													Month/Yr	Month/Yr
Activity:														
SOFA Audits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			10 y	10
Customer/Yard Inspections	Y	Y	Y	Y	Y	Y	N	Y	Y	Y			Twice per yr	9
Safe Work Procedures Blitz/Mtgs	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			12	10
Job Briefings/Pre-Departure Checklist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			12	10

Committee to schedule monthly SOFA audits (Industrial, Pulldown, Hump, Vaughan, MacTier, Spence, and Leaside). Committee to schedule customer inspections & inspection of Toronto Yard, which includes five (5) Areas: GYO/Hump, Pulldown, Classification Yard, Diesel/Car Shop, Arrival/Departure Yards & Industrial Area. Also Spence, MacTier Sd, Vaughan & UTOPIA

Item 2: Review Safety Stats

SOSA SCORECARD OCTBER 31/05

FRA * Personal Injury Frequency (per 100 employees)			
	Goal	2005 Freq YTD	2004 Freq YTD
S. Ontario	3.59	1.94	3.64

FRA** Train Accident Frequency (Train accidents per million train miles)			
	Goal	2005 Freq YTD	2004 Freq YTD
S. Ontario	0.34	0.82	1.24



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Cardinal Rule Violations (per 100 employees)			
	Number	2005 Freq YTD	2004 Freq YTD
S. Ontario	7	0.97	1.31

SOSA

- CRV – Jan - Oct 2005 - 7
- CRV – Jan - Oct 2004 - 9

TORONTO AREA

- CRV – Jan – Oct 2005 - 2
- CRV – Jan – Oct 2004 - 5

INCIDENTS: Following incidents reviewed/discussed

Derailments/Incidents

Committee discussed 2 incidents for Oct, Keating Yard derailment and Spence Yard derailment.

Injuries: Toronto Area Stats

Toronto Terminal H&S committee did not experience any incident or injuries during the month of October.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2005 YTD	2005 Target	2004 YTD
FRA Personal Injuries	2	0	1	0	0	0	0	0	0	0			3	5	6
Non-FRA Personal Injuries	0	2	4	1	1	2	0	0	1	0			11	12	6
FRA Train Accidents	0	0	0	0	1	0	0	0	0	0			1	0	7
Non- FRA Train Accidents	1	1	3	1	1	1	2	1	2	1			17	40	31
Cardinal Rule Violations	1	0	0	0	0	0	0	0	1	0			2	3	4
ES	3	2	0	3	1	0	1	0	0	0			10		4
MS	1	1	0	0	0	0	1	1	1	0			5		9
Third Party	1	1	1	3	0	0	0	0	2	0			8		22
Other:	2	2	4	2	1	3	1	1	0	0			16		22
Over All Totals	11	9	13	10	5	6	5	3	7	1			70		111



Item 3 Monthly Workplace Inspection

November 2005, Lily Cup to be inspected, specifically the block area inside plant, boxcar siding.
November inspect Medonte
November inspect arrival/departure tracks Toronto Yard.
October 2005, inspection of Classification tracks was performed.

Item 4: Accident Investigation/Work Refusals

Accident Investigation – Nil
Work Refusal – Nil

Item 5: Safety Hazard Reports: Reviewed & Discussed by H&S Committee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Safety Hazard Reports Received & reviewed	13	10	13	7	9	6	6	7	1	2			74
Safety Hazard Issues Resolved	3	6	7	1	5	4	3	5	6	3			44
Safety Hazard Issues Referred For Reply	7	4	6	6	4	2	2	0	0	2			33
Safety Hazard Issues Still Outstanding	3	0	1	6	4	2	5	7	2	3			33

Item 6: Safety Flashes

Service Area Manager Safety Message
T-FOPS Policy Committee H&S minutes Oct.19/20, Workplace Committee Focus document 2006 & Policy Committee Hazard/Concern Escalation Process distributed/posted
SOFA Nov 2005 Switching Fatality & Severe Injury report distributed/posted
Notice No.069 dated Oct 12 – Littering Is A Health & Safety Issue
Notice No.086 dated Oct.13 – Flu Shot –Health Wellness
Healthy Workplace Week Oct.23-30 – Posters distributed/posted
Bulletin No.302 dated Oct 26 – Entraining & Detraining Rule T-11
Bulletin No.306 dated Oct 27 – Yard Service Employee Injured Crossing Over Equipment



Item 7: SOFA (Switching Operations Fatality Analysis) Audit Results

Include the number of safe, at-risk & total observations & the number of employees observed SOFA Summary For 2005:

The basic concept of communication, or its lack of, has been attributed to the cause of many Accidents & incidents across the property this year.

The key, is that we must not assume the other members of our crew know what we are going to do, we must talk about it constantly so we are all sure everyone else is on the same page as us.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Lifesaver 1 Secure Equip.	98%	98%	94%	94%	85%	97%	98%	98%	98%	100%		
Lifesaver 2 Protection	99%	100%	100%	100%	100%	100%	98%	100%	99%	98%		
Lifesaver 3 Job Briefing	100%	96%	100%	100%	100%	87%	100%	95%	97%	97%		
Lifesaver 4 Communication	100%	99%	100%	97%	100%	97%	100%	100%	98%	97%		
Lifesaver 5 Coaching	99%	99%	100%	99%	100%	99%	100%	97%	97%	96%		
Overall Totals	99%	98%	99%	98%	99%	97%	99%	98%	98%	98%		
Total Audits	928	601	397	254	298	481	426	495	702	543		
Total Risk	5	9	5	8	3	15	2	8	16	10		
ORCA					1	0	0	1	3	0		
Safe ORCA Observation					94	0	0	41	53	0		
At Risk ORCA					0	0	0	0	1	0		

Trends Identified:

Need to improve job briefing, proper entraining/detraining, good mentoring/coaching, improve Engineer repeat instructions, pre-departure check list, wearing eye glasses, focus 2-5 years service employees, crossed drawbars flat switching, rule 121 & 112..



Item 8: Old Business

Date	Description	Who	Action Taken	Status
July 05 Item 09	Restricted Clearance sign for Bolton (AFA, Metric)	Ron Ruthven	John Bonham to contact Ron Ruthven and ascertain date for new sign installation.	Existing signs painted & new signs ordered but have not been installed yet.

Item 10: Update HRDC/TC Annual Report

Update of report due on March 1. Committee to review & update at monthly meetings.

Item 11: Discussions

New Nov Discussions

- Norm Richards gave job briefing.
- 8 minute video Return To Work Process/Program
- Entraining/Detrain policy. Require further clarification. Committee to compile a list of more questions and forward to Jim Travis who will forward to Bob Lewicki / Sergio for policy committee to answer.
- Communication between crew members focusing on calling out car counts to be discussed during November footboard meetings.
- Bob Lewicki presented an overview of expectations for the Safety Framework meeting November 16
- Members chosen to represent Toronto committee at Safety framework – Craig Rasmussen, Ken Lawrence, Norm Richards, John Bonham.
- Members chosen to represent North committee at Safety framework – Jim Travis, Bob Laughlin, Dave Purdon.
- Class Yard inert project underway to upgrade inerts on tracks CT55 to 63.
- Nov 22nd Level 1 H&S training
- Dec 5th Level 2 H&S training scheduled.
- CP Police discussed 3rd party trespassers on the property and the importance of reporting these incidents to CP Police 1-800 call center when trespassers are observed.
- Bob Lewicki reminded committee Nov 29th and 30th Neal Foot & teams will be doing Safety walkout.
- Bob Lewicki issued November FOPS Safety Item Of the Day & Workplace Accident Cost Infogram
- AT04 switch west end has a pile of kitty litter between the rails needs to be removed.
- Predeparture checklists and the possibly creating a generic form for all of SOSA being drafted.
- Flu Clinic, Thursday November 24 at the GYO Bldg, Conference Room (basement)
- Safety Topics November meetings: Safety blitz, SOFA audits review of job briefing, pre-departure checklists, communication items, confirming/acknowledgments, rule 12.2 Switching, Rule 121 train identification procedures, avoidance of crossed draw conditions-situational awareness, straining & spring-Situational Awareness, entraining/detraining, Rule 112-Handbrakes, return to work review, safety flashes, bulletins.



October Discussions

- Still brush condition issues on the MacTier Sd obstructing mile signs. Situation is improving however there are still some problem areas.
- Classification & inserts upgrades, Toronto Yard. Waiting for ties & work to be re-scheduled.
- GYO Bldg & Pulldown cleanliness improvement required. Referred to Real Estate, Montreal.

September discussions

- Terms of reference to be reviewed by committee next meeting Nov 1. Awaiting new union H&S rep appointments.
- Norm Richards & Ken Lawrence to develop spreadsheet for tracking safety hazard reports. *Ongoing*
- Hansen spotting maximum number of cars. Norm Richards issued bulletin. John Bonham & Ken Lawrence met with Hanson H&S re lockout procedures & blue flag. On going. *John Bonham to arrange for Pull Down job aid to be updated.*
- Outline terminals to have access to job briefings. Available from Railtown &/or contact appropriate Train Yard Coordinator to obtain copy. Norm Richards/John Bonham to follow up. *Bulletin to be issued to remind crews to ask TYC if any slow order within the yard affecting their yarding route. TYC's will be reminded they are to be aware of all yard conditions.*
- Flood point protection hump lead. Signal bungalow malfunction. Procedures (electrical failure). Ken Lawrence/Charlie Smith to prepare draft plans for point protection & will present to the Committee. *Still Ongoing.*

Next meeting at 1000, Tuesday, December 6th, 2005, GYO Bldg, Conference Room, Toronto Yard

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.

George Smith
Service Area Manager
Southern Ontario Service Area