



CANADIAN PACIFIC SOUTHERN ONTARIO SERVICE AREA

Conductors, Locomotive Engineers
Yardmen/Trainmen - All Points

ISSUED DATE: February 7, 2008
NOTICE NO. 021

FIELD OPERATIONS - TORONTO YARD - JOINT HEALTH & SAFETY COMMITTEE MEETING
080205 1000-1400, Toronto GYO

Committee Members;

M. Waver	Co-chair	CPR	Present
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	Present
R. Rupert	Alternate	TCRC/UTU	Present

Guests;

R. Lewicki

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.

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												
Total Observations	0												
Total AT Risk Behaviors	0												
Overall Totals	0												
At Risk %	0												

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

Topics for Footboard Meetings: Including At-risk procedures (trends) identified from previous month: SOFA Audits, RCLS SOFA Addendum and ORCA audits;
6A) January 2008 SAM'S Message/Safety Infogram/Eastern Network Safety Targets
6B) Rule 104 © and 104 © SSI Rule 115 GOI-2 Section 14 Item 1.2 GOI-2 Section 15 Item 1.9

Note - Footboard meetings commence 0630 Thursday 080207 to 0630 080209

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

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

Item 11 - New Business;

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

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

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

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George Smith
Service Area Manager
Southern Ontario Service Area