

**TRANSPORTATION / FIELD OPERATIONS HEALTH &
SAFETY POLICY COMMITTEE MEETING
May 3, 2011**

AGENDA-MEETING MINUTES-RECAP



**CANADIAN
PACIFIC
RAILWAY**

**TRANSPORTATION / FIELD OPERATIONS HEALTH & SAFETY POLICY
COMMITTEE MEETING
May 3, 2011**

MEETING MINUTES-RECAP

Attending Members

Guido Deciccio
Dave Able
Scott MacDonald
Rob Smith
Steve Cavanaugh
Tim Beaver
Paul Jorundson

Attending Guests

Tom Doherty
Robert Smith
Doug Edward
Rick Wilson

Guests by Phone

Jim Kienzler
Kevin Sholes
Greg Edwards

Absent Members

Bruce Hiller
Dave Olson

Meeting Commenced at: 0900

Location: Edmonton Station

Chairpersons: Dave Able/Steve Cavanaugh

<u>Agenda Items</u>			
#	Action	<u>Responsibility</u>	Comments
1.	Job Briefing / Introductions	Paul Jorundson	
2.	Review of Safety Metrics YTD 2011	Guido Deciccio	
3.	Personal Injury ISROP review	All	
4.	Old Business	All	
5.	Lunch 1130-1230	All	
6.	New Business <ul style="list-style-type: none"> - Handling of Safety Related Documentation - Violence in the Workplace Policy - Ergonomics - High Visibility - Head Protection - Lineup accuracy 	All	
7.	Fatigue Management Update	Robert Smith	
8.	General Discussion	All	
9.	Closing Comments	Guido Deciccio	

Old Business

NOTE: All Items Numbers: (Month/Item #/Year)			
Item	Who	Description	Status
01-01-08	Tim Beaver	<p>Tim Beaver would like to see the grips (which include all of the required rules/timetables/local best practices) located on freight locomotives for all crews. This would remove the need for the crews to carry these items in their own personal grips. No specific action has been started to address this request – further discussion required at next meeting.</p> <p>Update April 10th – ongoing Update November 5th – Ongoing Update December 8th – No further action until AIR pilot is further along which may be long term solution Update Feb 10 – Move this item to “Carry” Update June 2 – Doug McFarlane to table with the HSSE on how and timing for this issue to be handled Corporately. Union committee members to inquire with their memberships on ideas that they may have. Update Sept 22 Exploring alternatives such as having the documents electronically on the computer screens of the GE locomotives. Update as they become available. Discussion on the use of Blackberry technology. The committee is in agreement that we need to identify a solution sooner rather than later. Update Nov 3 GE option is cost prohibitive. Alternatives will continue to be explored such as “E Book”. Updates will be provided as they come up. Invite an IT expert to the next meeting to explain other options. Look at which documents are essential and which are optional. Update March 23 An IT expert will attend the June meeting in Calgary Update June 1 - Vern De Limbo (IT) provided an overview of the Information Technology (IT) department and discuss the required steps to progress the concept of putting documentation on electronic devices. Vern offered to work with Kevin Bishop to further explore available opportunities (i.e. using the existing AIR Tablet). Progress to be reported on during the next meeting. Update Sept 28 All the pertinent documents including Service Area job aids, timetables and the AIR manual and AIR job aids are available on the AIR tablets. Over the road trains are being looked at for future functionality, and a business case is being developed. Updates will be provided as the become available Update May 3 – Robert Smith will further investigate this issue with Transport Canada to see what industry options are being used and update committee.</p>	Ongoing

2-11-08	Dave Able/Tim Beaver	<p>TSB Guidelines and Fatigue Issues - The committee would like to further review CP's current fatigue counter measures. Action: The TCRC (Dave Able/Tim Beaver) will review and identify to the Committee the forum they would like to use to proceed on this issue.</p> <p>Update Dec.8th.- Dave/Tim still reviewing TCRC suggested approach, will review in Feb 09 Update Feb 10 Presentation on the FAID program being piloted in the US. Action : further updates in due course Update June 2 - FAID Presentation and a current copy of the fatigue management plan will be provided to the committee members. Brad Murphy will research FAID scores for Laggan sub to determine if there are time pool benefits and also determine if a FAID analysis for Cranbrook pools was completed and did we share with team in Cranbrook working on pools Update Sept 22 Crew information has been sent to the Cranbrook committee it did not include a FAID analysis CMA manager is waiting for a response on the information sent. The committee discussed the time pool issue specific to the Laggan sub and it was agreed to discuss from a labour/management perspective. Tim Beaver presented documentation that Chapleau has also requested the opportunity to establish a fatigue management system including time pools. Tim was assured that when the Laggan sub and Cranbrook issues are sorted out Chapleau will be the location addressed. Update Nov 3 FAID program indicated high scores across the system. Scott also provided a memory stick with the Cranbrook information to Dave Able for forwarding to Cranbrook. Agreement has been signed in Cranbrook and is effective Jan 1, 2010 until June 2010 as a pilot. Agreement will be forwarded to the reps in the east for consideration for implementation in Chapleau. Update March 23 Meeting will be held in May with the team from Cranbrook to discuss the system in place. The use of this system will be further discussed for Chapleau after the results of the Cranbrook pilot. Update June 1, 2010 - Cranbrook pilot - results being reviewed June 2, 2010 and then a follow-up debrief presentation will be presented to members of the Fops Policy Committee (Able, Olson, MacDonald and Deciccio). Update Sept 28, 2010. Presentation by CMC at the November meeting. Co Chairs will meet and have committed to looking at expanding to Chapleau. (Decision by Nov 1) Update Feb 1, 2011 Regarding the Cranbrook pilot. Scott indicated that FAID results were good but did not show an improvement. Dave Able indicated that from his conversations the crews were feeling more rested. Pilot has been extended for another 30 days. Scott stated that this pilot was labour intensive on the CMC. The next steps was to automate before moving to other locations. Update May 3 - Robert Smith presented an update on FAID program as part of the fatigue management. Robert will sit down with Jason Kumagi, Rick Wilson, Dave Able and run the FAID program on Ft. Steele to analyze the time pools.</p>	Ongoing
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Item	Who	Description	Status
3-23-03	Kevin Bishop	2011 Fops Safety Work Procedures Manual update, Doug Edward for the west and Tim Beaver will provide a name for the east. Update June 1, 2010 - Timothy Organ (London, Ont.) has been selected for the East. Update Sept 28, 2010 This work will commence in 2011. The committee will be provided with progress updates. Update Feb 1, 2011 - Project plan is being developed and meetings will commence accordingly Update May 3, 2011 - Paul updated the committee that the project is underway with a completion target of October. And he will provide a draft copy at the Sept. meeting	Ongoing
01-02-11	Dave Able	Discussion on the use of ISROP. The committee had a discussion on the value of the ISROP process this topic will require more discussion at the next meeting. Action Kevin Bishop to provide either electronic or hard copies of the ISROP process to all members of the committee further review at the next meeting. Hard copy binders of the ISROP process were mailed to members Feb 2011. May 3 Dave Able would like clarification of how the ISROP process works and is being implemented. Paul will arrange a presentation for the Sept 20 meeting.	Ongoing
02-03-11	Guido	Monthly call for TCRC Scorecard - Guido proposed a monthly call to discuss the TCRC monthly scorecard to discuss safety and operating issues to ensure consistency and resolve issues Guido or Scott will Chair for this call. Update May 3, 2011 - Guido will have all Supt review the April TCRC scorecard with their local chairman. This review will be presented at the Sept meeting. The union doesn't agree with the accuracy of all the scorecard data such as trains held crews.	Ongoing
05-02-11	Tim Beaver	Lineup Accuracy - Tim Beaver would like the process for updating train lineups reviewed. John Bairaktaris to work with Tim Beaver and Bruce Hiller on a process for updating lineups.	Ongoing
05-03-11	Doug Edward	FTO Risk Assessment - Doug would like to know if the corrective actions from the FTO risk assessment were resolved. Bob Goulet to advise the committee.	Ongoing
05-04-11	Paul Jorundson	T-Fops Hazard Escalation Process - an update of the T-Fops Hazard Escalation Process was presented to the committee.	Closed

Discussion/Tabled Items:

1. **28-09-10 Bredenburg Bunkhouse**

Dave Able indicated that there is an issue at the Bredenburg bunkhouse with mould and asbestos. Guido provided a response that Facilities would attend the next Bredenburg Safety meeting (Oct 6) and update the local committee. No further action. **Feb 1** Guido will follow up on this item to ensure closure **Update May 3** - Guido/Dave advise issue has been resolved. **No further action**

2. **01-02-11 8 hour Management /4 hour Employee safety training**

The agenda for 8 hour management and 4 hour employee safety training was reviewed. Discussion on the proficiency test module specifically the fact that the company would be conducting more "set up proficiency tests" Guido offered to impose a 90 day moratorium on

formal discipline, this will allow a period for coaching and mentoring. The union representatives will take away this offer and advise. **Update May 3** - Guido requested a response from the union on the 90 day moratorium offer. Guido has agreed to have the "Situational Awareness Testing" to begin July 1. The co-chairs will issue a letter to local health/safety committees requesting their input on which specific CROR and Safety rules that these type of tests should target immediately. The tests will then be developed by Paul J and Scott McDade for a implementation date of July 1. The testing will begin July 1 and a 90 day moratorium on formal discipline will be granted. These tests will be reviewed on Sept 20 by the Policy Committee.

3. **05-05-11 Policy Updates** - updates were given to the committee on the below policies by Jim Keinzler/Kevin Sholes.
 - Handling of Safety Related Documentation
 - High Visibility Apparel
 - Head Protection
 - Ergonomics
 - Violence in the Workplace Policy - Jim Kienzler gave a review of this policy and solicited opinion from the committee on how to deliver the policy (30 minutes training) to the field. The committee recommended that the policy be delivered during the annual safety meetings.
4. **05-06-11 Fatigue Management Update** - Robert Smith presented to the committee an update on the Fatigue Management Program and the FAID software program.
5. **05-07-11 Meeting Agenda** - Dave Able proposed to the committee that we meet for 2 days as was done in the past. All members agreed and the next meeting will be held in London on Sept 20/21.

Electronically Signed by the Chairpersons,



Steve Cavanaugh



Dave Able

FIELD OPERATIONS/TRANSPORTATION MEETING DATES FOR 2011 (2nd Tuesday of Feb, May, Sept, Nov with 2 East and 2 West locations)

Schedule 2011- Meeting dates and locations were chosen and agreed to at the Feb 1 meeting. (2 East, 2 West locations)

Meeting Date	Location	Time
Feb 1, East	Toronto	Meeting start 0900
May 3 West	Edmonton	Meeting start 0900
Sept 20/21 East	London	Meeting start 0900
Nov 21/22 West	Calgary	Meeting start 0900