

**Safety & Health  
Committee Minutes**

**UPDATE  
January 11<sup>th</sup>, 2017**



**CP**  
**2017**

**PLEASE PUT BACK ON SAFETY BOARD WHEN DONE  
READING**

# Medicine Hat Cross-Functional Health & Safety Committee

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## **Agenda:**

- Call to Order
- Attendance/Confirm Quorum
- Introduce guests
- Review of agenda
- Review minutes of previous meeting/errors/omissions
- Motion to accept previous minutes
- Review local stats and identify any possible trends
- Review previous month's incidents discussing the cause and recommended corrective actions
- Safety Framework Activity Review
- SOFA/Planned Peer Observation Review
- Workplace/Customer Inspection Review
- Safety Hazard Report Review
- Old Business
- New Business
- Miscellaneous/Comments
- Confirm minutes and closing comments
- Set next meeting Date/Time/Location

**Meeting Called to Order By:** Clayton Geekie 10:14

## **Safety Briefing:**

- ✓ **Emergency Services 9-1-1:** Jody Mead
- ✓ **Fire Marshall:** Pat Nahmiash
- ✓ **First Aid:** Clayton Geekie
- ✓ **AED:** Jason E Ross
- ✓ **Meeting Point:** Muster Point by parking lot

**Attendance Taken By:** Vicki Martin

**Errors/Omissions from Last Month's Minutes:**

N/A

**Motion to Accept Minutes as Submitted/Amended:** Clayton Geekie    **Second:** Terry Maser

# Medicine Hat Cross-Functional Health & Safety Committee

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## **Committee Members:**

<b>Name</b>	<b>Email</b>	<b>Phone #</b>	<b>Position</b>	<b>H&amp;S Trained</b>	<b>Present At Meeting</b>
Craig Ruff Supt Operations Calgary & AB South	<a href="mailto:craig_ruff@cpr.ca">craig_ruff@cpr.ca</a>	403-969-3229	<b>Co-Chair T&amp;E Management</b>	Yes	X
Clayton Geekie Locomotive Engineer	<a href="mailto:clayton_geekie@cpr.ca">clayton_geekie@cpr.ca</a>	403-866-5647	<b>Co-Chair T&amp;E TCRC RTE</b>	Yes	X
Jody Mead Conductor	<a href="mailto:jodymead67@gmail.com">jodymead67@gmail.com</a>	403-878-9712	Alternate Co-Chair T&E TCRC RTE	Yes	X
Patrick Nahmiash Locomotive Engineer	<a href="mailto:lr322@shaw.ca">lr322@shaw.ca</a>	403-458-1825	Member T&E TCRC RTE	Yes	X
Jason E Ross	<a href="mailto:jasone_ross@cpr.ca">jasone_ross@cpr.ca</a>	403-581-0752	Member Mechanical UNIFOR		X
Terry Maser	<a href="mailto:terry_maser@cpr.ca">terry_maser@cpr.ca</a>	403-581-0912	Member B&B		X
Vacant			Member TCRC MWED		
Brian Raby	<a href="mailto:brian_raby@cpr.ca">brian_raby@cpr.ca</a>	403-928-5500	Member S&C IBEW		
Rob McNulty T&E	<a href="mailto:rob_mcnulty@cpr.ca">rob_mcnulty@cpr.ca</a>	403-581-3795	Member T&E Management		
Dan Magee Manager S&C Maintenance	<a href="mailto:dan_magee@cpr.ca">dan_magee@cpr.ca</a>	403-502-4293	Member Engineering Management		
Freeman Hickey Roadmaster-Brooks	<a href="mailto:freeman_hickey@cpr.ca">freeman_hickey@cpr.ca</a>	403-594-1455	Member Engineering Management		
Willie Davis Roadmaster-Maple Creek	<a href="mailto:willie_davis@cpr.ca">willie_davis@cpr.ca</a>	403-866-9955	Member Engineering Management		
Rob Dunn Asst. Dir. S&C	<a href="mailto:rob_dunn@cpr.ca">rob_dunn@cpr.ca</a>	403-581-0937	Member Engineering Management		
Nicholas Smith Supvr Mechanical	<a href="mailto:nicholas_smith@cpr.ca">nicholas_smith@cpr.ca</a>	403-329-7723	Member Mechanical Management		
Vicki Martin General Clerk	<a href="mailto:vicki_martin@cpr.ca">vicki_martin@cpr.ca</a>	403-528-5000	Recording Secretary	N/A	X

Quorum: Majority of the membership is present, and at least 50% are unionized. Yes (7 members 6 unionized)

## **Guests:**

Nil

# Medicine Hat Cross-Functional Health & Safety Committee

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## Employees & Geographical Region WHSC Represents:

Craft Employees Represented		Subdivision Miles	# of Employees Represented	Building/Yards Represented	Customer Locations
Craft	WHSC Member(s)				
T&E TCRC RTE	Clayton Geekie Jody Mead (Alt) Patrick Nahmiash	Medicine Hat	200	Medicine Hat Yard	
Mechanical UNIFOR	Jason E Ross	Medicine Hat	2	Medicine Hat Yard	
Engineering TCRC MWED	B&B-Terry Maser Track-Willie Davis Track-Freeman Hickey	Medicine Hat Maple Creek Sub Brooks Sub	4 12 13	Medicine Hat Yard	
S&C IBEW	Brian Raby Chris Sokolowski	Brooks Maple Creek	16	Medicine Hat Maple Creek Gull Lake Bassano	

Prairie Region Stats 2017 vs 2016 YTD (as of January 5 <sup>th</sup> , 2017-manually generated)	T&E (Prairie)		Engineering (Track West)		Mechanical (Car West)	
	2017	Dec 8, 2016	2017	Dec 8, 2016	2017	Dec 8, 2016
Rule Violations						
FRA Train Accidents	0	6	0	2	0	0
Non FRA Train Accidents	1	73	0	47	0	12
FRA Personal Injuries	1	28	0	22	0	6
Non FRA Personal Injuries	0	42	0	42	0	16

Local Stats 2017 vs 2016 YTD (as of January 10 <sup>th</sup> , 2017)	T&E		Engineering		Mechanical	
	2017	2016	2017	2016	2017	2016
Rule Violations	0	5	0	1	0	0
FRA Train Accidents	0	2	0	0	0	0
Non FRA Train Accidents	0	5	1	0	0	0
FRA Reportable Injuries	0	1	0	1	0	0
Non FRA Reportable Injuries	1	0	0	0	0	0

Date of Last Local Incidents/ Number of Day's since beginning of 2016	T&E	Date 2017	Engineering	Date 2017	Mechanical	Date 2017
Rules Violation	Nil	Nil	Nil	Nil	Nil	Nil
Train Accident	Nil	Nil	14	29-Dec-16	Nil	Nil

# Medicine Hat Cross-Functional Health & Safety Committee

Personal Injury			Nil	Nil	Nil	Nil
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## Recent/Last Incidents/Injury(s) Causes

- **Personal Injuries:**

- **Non-FRA**

1. January 2017 (T&E) RTE was climbing up unit and hook his thumb on the door. Trainmaster took employee to hospital for medical attention. Employee was able to return back to work.

- **Non-FRA**

1. Nil

- **Rules Violation:**

Nil

- **Train Accidents:**

- **FRA**

1. Nil

- **Non-FRA**

1. December 29, 2016 (ES) Operator after inspecting equipment at site started to reverse to set off point. Track Unit derailed and operator discovered rear hy-rail not engaged. Cleared track using four wheel drive front hy-rail was rotated and rendered non-operational while clearing track. Employee was observed to be fit and aware and filled out Initial Incident report on Managers arrival. Damage was recorded and front hy-rail arms removed and employee returned the unit to yard in Medicine Hat. Cause: Rear hy-rail not engaged. Formal Investigation to follow.

- **Vehicle Accidents**

Nil

- **All Other Incidents**

Nil

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## Safety Framework Activities Completed Last Month

- Engineering – TBA
- Mechanical – NIL
- T&E- Workplace Inspection (Maple Creek Sub)
- T&E – Customer Industry Audits (Richardson Pioneer)

## SOFA/Planned Peer Observations

<b>Switching Operations Fatality Analysis (SOFA) SCORECARD</b>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Total SOFA Audits</b>												
<b>SOFA Lifesavers</b>	R	S	R	S	R	S	R	S	R	S	R	S
<b>#1 Secure equipment before action is taken</b>												
Three point protection requested												
Three point protection applied and confirmed												
Equipment separated by 50 feet												
Engine and cars properly secured												
Engine / Cars must not be moved until 3-point protection has been properly removed by the employee who requested the 3-point protection												
Protect employees against moving equipment												
<b>#2 Protect employees against moving equipment</b>												
Crews working on the same tracks have an understanding of the other's moves												
Movement at a speed that allows them to stop within half the range of vision												

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<b>Switching Operations Fatality Analysis (SOFA) SCORECARD</b>																		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
<b>Total SOFA Audits</b>																		
<b>SOFA Lifesavers</b>	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S
Specific car lengths given for shove moves																		
Shove moves protected by employee																		
Test the effectiveness of the handbrake application.																		
<b>#3 Discuss safety at the beginning of a job and when a job changes</b>																		
Job briefing held at beginning of shift																		
Proper job briefing procedure is followed and pre-departure checklist is completed properly																		
Additional job briefing conducted when conditions change																		
<b>#4 Communicate before action is taken</b>																		
Engineer does not begin shove until after receiving specific distance																		
Crew does not use a combination of hand and radio signals																		
Proper radio procedure is followed including verbal confirmation																		
<b>#5 Mentoring, coaching Employees</b>																		
Senior crew member reviews experience of co-workers																		

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<b>Switching Operations Fatality Analysis (SOFA) SCORECARD</b>																								
	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
<b>Total SOFA Audits</b>																								
<b>SOFA Lifesavers</b>	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S	R	S
Senior crew member mentors co-worker(s)																								
Proper entraining/detraining																								
Replacement of keepers																								
Switch alignment																								
Derails																								
Fouling other tracks																								



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## Customer Industry Audits

Location	Date of Audit	Findings	Required Measures	Due Date	Responsible Party
Richardson Pioneer	January 2017	No issues	N/A	N/A	H&S Committee

## Workplace Inspections

Location	Date of Audit	Findings	Required Measures	Due Date	Responsible Party
Maple Creek Maple Creek Sub	12-Jan-17	Derail on North side mile 84.8 needs a new lock.	New lock to be put into place.		Willie Davis
Medicine Hat Station	13-Dec-16	-No flooring in men's locker room west. West end door is broken on men's locker room door	See if flooring can be put into men's locker room		<b>11-Jan-17</b> Email sent to Muhammed Pasha
Alyth Bunkhouse	25-Aug-16	-Blackout blinds required in all rooms- <b>11-Jan-17</b> Facilities will let us know next week. -Bathrooms require new shower heads <b>8-Nov-16</b> Should be completed within a month. Men's countertop laminate along the side needs replacement in right wing.	Janel McLaren from facilities is aware of all issues.		<b>13-Dec-16</b> Pat Nahmiash to follow-up with Facilities Janel. <b>11-Jan-17</b> Pat Nahmiash to do follow-up with outstanding items.

## Risk Assessments Completed:

Nil

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## Safety Hazard Reports

Hazard	Class (A, B, C)	Reported By	Date Reported	Action Taken
<b>Med Hat front and back side of the yard</b> Lots of snow around station and sidewalks. Slipping hazard. Salt, chip, scrape, shovel		T&E	23-Dec-16 Received in office on 4-Jan-17	<b>5-Jan-17</b> Contractor from Brooks clean up the front and back side of Med Hat Yard. <b>11-Jan-17</b> Checking for a better process for snow removal with ES.
<b>Alyth Canron Crossing</b> Due to snow and ice, crew bus not able to move off road to drop off crews @ Canron crossing. Unsafe stop on road. Pave/install proper parking pad and walkway if that location is to be used for crew change as was before.		T&E	10-Jan-17	<b>10-Jan-17 As per email from Randy Ashley</b> "There a bulletin out that there is no driving on the grass. Crossing has been gone for a number of years and will lose total access as soon as Green line starts there coming this year The crew change area was at Glenmore." <b>11-Jan-17</b> On going <b>29-Jan-17 (Update)</b> There are no change-offs on at Canron unless safe to do so. Alyth Trainmaster please note. (This can be moved to the closed items at next H&S meeting)

## Health and Safety-Exception Reports

NIL

## Old Business Review

Date Identified	Old Business Description	Responsible Person(s)	Date to Be Resolved
12-May-16	Shepard – There is still issues with the repeater. Ed Tomlenovich informed that there will be on going issues because of the area. A way to try and pin point the issues is to take the schematics and mark were the main issues are. <b>8-Nov-16</b> Radio exchange program is put into place. Radios have been updated with all new Medicine Hat channels. "Narrow Frequency". A bulletin has been drafted. Once employees have new radios bulletin will be issued. <b>11-Jan-17</b> Check spreadsheet to see who still needs to exchange radio with new channels. A letter will be put into employee's pigeon hole.	Asst Supt Leth will email to appropriate dept. <b>12-Jul-16</b> Radio issues have decreased. <b>13-Dec-16</b> -ES Dan Magee to check on the repeater. -TM Chris Gingras to issue a bulletin on exchanging	On going

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		radios and provide a timeline.	
13-Sep-16	Lockers required at Alyth and Swift Current <b>8-Nov-16</b> Looking for 100 lockers more for Swift Current Comfort Inn. Clayton Geekie to send a list to Rob McNulty. <b>13-Dec-16</b> Locker list has been done. New lockers will be put into place. Looking for a timeline.	T&E	On going
13-Sep-16	Would like to have some bikes to be used in Swift Current. <b>13-Dec-16</b> Supt Calgary and Alberta South Craig Ruff will look into this. <b>11-Jan-16</b> Will look into the spring when weather is better	T&E	On going
8-Nov-16	As per TSB watch list fatigue is an issue with RTEs. Crew members are being required to work over 10 hours after notice for rest has been given to be in and off duty in 10 hours which may cause fatigue. There have been several SHRs reported regarding these issues. Over hour violations were discussed at meeting. See below list for the breakdown of Over 10 Hour Violations: July there were 17; August there were 47; September there were 53; October there were 70; November there were 78; December there were 96. The below are the items being violated: Item 124 and Item 127.1 from the Labor Code and Violation of Company Corporate Policy. <b>11-Jan-16</b> Supt Operations Calgary and Alberta South Craig Ruff to review for next meeting. Timeline: 29-Jan-17. <b>29-Jan-17</b> Please see response dated January 29, 2017 from Supt Operations Calgary and Alberta South: "As discussed during the Health and Safety meeting, and as is apparent by those you have placed as copyholders, although not stated it appears you are referring to the contractual obligation to have crews in and off in 10 hours and not a specific incident where there was a safety concern relating to employee fatigue. Therefore I feel that this matter should continue to be handled through by the Local Chairmen and the Medicine Hat Health and Safety Committee continue to deal with matters pertaining to the Committee's mandate. I will consider this matter closed."	<b>13-Dec-16</b> This will be escalated to Kevin Bishop from Supt Operations Calgary and Alberta South Craig Ruff	30 days. Response by 12-Jan-17

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## **New Business Review**

<b>Date Identified</b>	<b>New Business Description</b>	<b>Responsible Person(s)</b>	<b>Due Date</b>

## **Tabled/Escalated Items**

Nil

## **Miscellaneous/Comments**

1. Bulletin No: INFO-AB-002-17 (T&E Availability Standard Canada) is in violation of The Government of Canada's definition of harassment and bullying. This can create an unsafe workplace. Labor code item 124 (General duty of employer). Labor code item 124 (General duty of employer) Every employer shall ensure that the health and safety at work of every person employed by the employer is protected.

## **Place and Time of Next Meeting:**

Place: Medicine Hat Yard - Main Floor, Meeting Room

Date: Thursday, February 2, 2017

Time: 1000

**Meeting Adjourned At:** 12:14

# Medicine Hat Cross-Functional Health & Safety Committee

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## Schedule 10 Tracking

		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
<b>Meetings</b>	Regular	X												
	Special	0												
<b>Complaints</b>	Received	0												
	Resolved	0												
	Unresolved	0												
<b>Refusals to work</b>	Received	0												
	Resolved	0												
	Unresolved	0												
<b>Inquiries, Investigations and Inspections</b>		0												
<b>Programs, measures and procedures monitored</b>		0												
<b>Health and safety hazards</b>	Identified	2												
	Resolved	1												
	Unresolved	1												
<b>Injuries</b>	Disabling injuries	0												
	Minor injuries	1												
	Time lost due to injuries	0												