

**Safety & Health  
Committee Minutes**

**September 12, 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 10:10

### **Safety Briefing:**

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

**Attendance Taken By:** Vicki Martin

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

**Motion to Accept Minutes as Submitted/Amended:** Clayton Geekie    **Second:** Pat Nahmiash

# Medicine Hat Cross-Functional Health & Safety Committee

## **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>
Gary Delaney Supt Operations Calgary Road & AB South	<a href="mailto:gary_delaney@cpr.ca">gary_delaney@cpr.ca</a>	403-308-1915	<b>Co-Chair T&amp;E Management</b>	Yes	
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	Yes
Jody Mead Conductor	<a href="mailto:jodymead67@gmail.com">jodymead67@gmail.com</a>	403-878-9712	Alternate Co-Chair T&E TCRC RTE	Yes	
Patrick Nahmiash Locomotive Engineer	<a href="mailto:lr322@shaw.ca">lr322@shaw.ca</a>	403-458-1825	Member T&E TCRC RTE	Yes	Yes
Jason E Ross Mechanical	<a href="mailto:jasone_ross@cpr.ca">jasone_ross@cpr.ca</a>	403-581-0752	Member Mechanical UNIFOR	No	Yes
Terry Maser B&S Foreman	<a href="mailto:terry_maser@cpr.ca">terry_maser@cpr.ca</a>	403-581-0912	Member B&B	Yes	
Miles Heit Welder	<a href="mailto:mdheit@hotmail.com">mdheit@hotmail.com</a>	403-548-4970	Member TCRC MWED	Yes	
Chris Sokolowski S&C Maintainer	<a href="mailto:chris_sokolowski@cpr.ca">chris_sokolowski@cpr.ca</a>	403-581-0924	Member S&C IBEW	Yes	Yes
Colin Love T&E	<a href="mailto:colin_love@cpr.ca">colin_love@cpr.ca</a>	403-502-3960	Member T&E Management	Yes	Yes
Isaac Neibert T&E	<a href="mailto:isaac_neibert@cpr.ca">isaac_neibert@cpr.ca</a>	403-878-2664	Member T&E Management	Yes	Yes
Daniel Magee Manager S&C Maintenance	<a href="mailto:daniel_magee@cpr.ca">daniel_magee@cpr.ca</a>	403-502-4293	Member Engineering Management	Yes	Yes
Freeman Hickey Roadmaster-Brooks	<a href="mailto:freeman_hickey@cpr.ca">freeman_hickey@cpr.ca</a>	403-594-1455	Member Engineering Management	Yes	
Willie Davis Roadmaster-Maple Creek	<a href="mailto:willie_davis@cpr.ca">willie_davis@cpr.ca</a>	403-866-9955	Member Engineering Management	Yes	
Rob Dunn Asst. Dir. S&C	<a href="mailto:rob_dunn@cpr.ca">rob_dunn@cpr.ca</a>	403-581-0937	Member Engineering Management	Yes	
Drew Farrer Supvr Mechanical	<a href="mailto:drew_farrer@cpr.ca">drew_farrer@cpr.ca</a>	403-604-8533	Member Mechanical Management	Yes	
Vicki Martin General Clerk	<a href="mailto:vicki_martin@cpr.ca">vicki_martin@cpr.ca</a>	403-528-5000	Recording Secretary	N/A	Yes

**Quorum:** Majority of the membership is present, and at least 50% are unionized. Yes (8 members 5 unionized)

## **Guests:**

Nil

# Medicine Hat Cross-Functional Health & Safety Committee

## 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	190	Medicine Hat Yard	
Mechanical UNIFOR	Jason E Ross	Medicine Hat	2	Medicine Hat Yard	
Engineering TCRC MWED	B&B-Terry Maser Track-Miles Heit	Medicine Hat Maple Creek Sub Brooks Sub	4 8 10	Medicine Hat Yard	
S&C IBEW	Chris Sokolowski	Brooks Maple Creek	12	Medicine Hat Maple Creek Gull Lake Bassano	

Prairie Region Stats 2017 vs 2016 YTD (as of September 7 <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	1	6	10	2	4	0
Non FRA Train Accidents	53	73	56	47	29	12
FRA Personal Injuries	30	28	21	22	20	6
Non FRA Personal Injuries	46	42	71	42	33	16

Local Stats 2017 vs 2016 YTD (as of July 11 <sup>th</sup> , 2017)	T&E		Engineering		Mechanical	
	2017	2016	2017	2016	2017	2016
Rule Violations	2	5	0	1	0	0
FRA Train Accidents	0	2	0	0	0	0
Non FRA Train Accidents	6	5	0	0	2	0
FRA Reportable Injuries	4	1	1	1	0	0
Non FRA Reportable Injuries	1	0	0	0	0	0

Date of Last Local Incident/ Number of Days Since Last incident	T&E	Date 2017	Engineering	Date 2017	Mechanical	Date 2017
Rules Violation	83 days	21-Jun-17	255 days	1-Jan-17	255 days	1-Jan-17
Train Accident	99 days	5-Jun-17	226 days	29-Dec-16	255 days	1-Jan-17
Personal Injury	38 days	5-Aug-17	73 days	1-Jul-17	255 days	1-Jan-17

## **Recent/Last Incidents/Injury(s) Causes**

- **Personal Injuries:**

- **FRA**

**5-Aug-17 (T&E)** Locomotive Engineer deadheading on tail end remote of 856-901 reported a sore neck and headache when arriving at AFHT Swift Current. Medical attention was provided at the Swift Current. Medical Attention provided. Cause: Slack action within train, reviewing handling as a contributing factor. As well, there has been SHR put in regarding this.

- **Non-FRA**

**11-Jun-17 (T&E)** Employee was ordered on a DH by taxi from Swift Current to Medicine Hat at 10:30. There were three other employees in the vehicle. On route they stopped at Maple Creek for a quick break. When they departed the parking lot of the gas station the driver struck a concrete wall that was not in their view (front right side of the vehicle). Employee was located in the third row of the vehicle and on impact the right side of their forehead struck the seat in front of them. They felt pain in their neck. No medical attention. Employee reported incident. Going forward Manager will report incident.

- **Rules Violation:**

Nil

- **Train Accidents:**

- **FRA**

Nil

- **Non-FRA**

Nil

- **Vehicle Accidents**

Nil

- **All Other Incidents**

Nil

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## Safety Framework Activities Completed Last Month

- Engineering – Nil
- Mechanical – Mechanical Truck had the DOT inspected and renewed
- T&E- Site Inspections Brooks (Brier Park, Brooks B11, Cluny, Crowfoot, Tilley, Cassils, Lathom, Bassano, West Carseland Wye, Carseland back track, Dalemead, Shepard East Departure track, Shepard, Brier Park Western Co-op Storage track, Brier Park City Spur)
- T&E – Site Inspection Dunmore Yard (Dunmore)
- T&E – Customer Site Inspection BIM Metal Brooks, Cassils-Viterra, Indus, Cargill, Carseland

## Workplace and Customer Site Audits

Location	Date of Audit	Findings	Required Measures	Due Date	Responsible Party
Brooks (Brier Park Western co-op storage tracks)	7-Sep-17	Weeds between both storage tracks at western co-op need to be sprayed and cut down. #2 switch western co-op north end can't be lined in the reversed position.	Spray and cut weeds Fix switch	Next H&S meeting	<b>8-Sep-17</b> As per email from Roadmaster Freeman Hickey weeds have been cut and switch has been fix
Brooks (Brier Park City Spur)	7-Sep-17	Red flag instead of end of track sign and stop blocks Weeds need to be sprayed and cut down	Check location of red flag Cut weeds	Next H&S meeting	H&S Committee Members
Brooks (Dalemead)	10-Aug-17	Ties, garbage debris in middle of back track	Clean up site	Next H&S meeting	<b>10-Aug-17</b> As per email from Roadmaster Freeman Hickey, The site is cleaning cleaned from Gleichen eastward.
Brooks (Shepard East Departure Track)	10-Aug-17	Weeds around derail.	Clean up site and fix switch	Next H&S meeting	<b>10-Aug-17</b> As per email from Roadmaster Freeman Hickey, The site is cleaning cleaned from Gleichen eastward.
Brooks (Shepard)	10-Aug-17	Nil	Nil	Nil	H&S Committee Members
Brooks (West Carseland)	9-Aug-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Carseland Back track)	9-Aug-17	Nil	Nil	Nil	H&S Committee Members
Customer Track (Carseland-	9-Aug-17	Nil	Nil	Nil	H&S Committee Members

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Cargill)					
Customer Track (Carseland)	9-Aug-17	Nil	Nil	Nil	H&S Committee Members
Dunmore Yard (Dunmore)	2-Aug-17	Weeds-West end of yard between derail & west crow of yard between track 2 and crow lead.	Have weeds cut and/ or sprayed.	Next H&S meeting	<b>14-Aug-17</b> As per Asst Roadmaster Neil Hynes, weeds have been sprayed on Fri, Aug 11 by the weed guys.
Brooks (Brier Park Wye)	12-Jul-17	Weeds need to be cut and sprayed along the lead from the derail to 23 <sup>rd</sup> Street crossing.	Have weeds cut	Next H&S meeting	<b>21-Jul-17</b> Forward to Freeman Hickey and George Byrd. As per email, weeds have been cut
Brooks (Brooks B11)	26-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Cluny)	26-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Crowfoot)	26-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Tilley)	26-Jul-17	B17 swt west end needs adjustment	Adjust switch	Next H&S meeting	<b>27-Jul-17</b> As per email from Freeman Hickey, backtrack switch has been repaired.
Customer Track BIM Metal Brooks	26-Jul-17	Weeds need cutting and spraying	Cut and spray weeds	Next H&S meeting	<b>26-Jul-17</b> Pat Nahmiash contacted BIM. They will have an update by this Friday (July 28/17) <b>2-Aug-17</b> As per email confirmation from BIM weeds have been cut.
Brooks (Cassils)	26-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Lathom)	26-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (Bassano)	26-Jul-17	Swt point east end track 1 Water shed hose doesn't have proper fitting on hose-no fitting what's so ever	Fix switch Replace hose end with proper fitting	Next H&S meeting	<b>13-Sep-17</b> Switch has been fix and fitting for hose has been repaired.
Customer Track Cassils-Viterra	27-Jul-17	Nil	Nil	Nil	H&S Committee Members
Brooks (JBL Foods)	15-Jun-17	Weeds need to be sprayed North team track switch is hard to throw.	Nil	Next H&S meeting	<b>27-Jul-17</b> As per email from Clayton Geekie, weeds have been sprayed.
Maple Creek (Swift)	13-Apr-17	Big and small lockers need to be secured	Have lockers and first aid	Next H&S meeting	H&S Committee Members

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Current)		to the wall	box secure to wall.	<p><b>14-Jun-17</b> Forward to Moose Jaw Admin to send to their committee</p> <p><b>11-Jul-17</b> Vicki Martin to follow up with Moose Jaw Admin</p> <p><b>21-Jul-17</b> Response back from B&amp;S. They require more info.</p> <p><b>21-Jul-17</b> Email resend to Med Hat Committee members</p> <p><b>12-Sep-17</b> Meeting is scheduled in Swift Current to discuss lockers on September 14, 2017</p>
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### **Risk Assessments Completed:**

Nil



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## Safety Hazard Reports

Hazard	Class (A, B, C)	Reported By	Date Reported	Action Taken
<b>Antelope, Carmichael, Piapot, Hatton Back Track</b> Weeds need to be cut and sprayed. Have weeds cut and sprayed.	B	T&E	10-Sep-17	<b>18-Sep-17</b> As per email from Roadmaster Willie Davis weeds have been sprayed and not cut.
<b>Med Hat Van</b> Kent the yard van driver says he can only do 30-40 km in a 60 km zone. They said they have a hard time seeing things. Talk to driver. I do not need to get rear-ended at work.	C	T&E	7-Sep-17	<b>18-Sep-17</b> Forward to TM Colin Love for update.
<b>Long Plain SWT east</b> West wye swt hard to throw. There is a snip beside swt.	B	T&E	30-Aug-17	<b>18-Sep-17</b> Forward to TM Isaac Neibert.
<b>CP8865</b> Tripping hazard. Floor is all torn up in the middle of the cab.	B	T&E	30-Aug-17	<b>18-Sep-17</b> Forward to TM Colin Love for update.
<b>Moose Jaw</b> Trains departing Moose Jaw and arriving in Swift Current in violation of section 7, item 2.3(a). Follow GOI.	C	T&E	24-Aug-17	<b>18-Sep-17</b> Forward to TM for update.
<b>Medicine Hat</b> Bulletin INFO-AB-168-17 CP access cards. If access card is lost or stolen, the risk of identity theft is high. Cards should not have employee name, picture or any other identifying marks. Not even name or address.	C	T&E	21-Aug-17	<b>12-Sep-17</b> Employee can follow up on CP Station. As well, copies of details and frequently asked questions regarding CP ID card(s) were given to H&S member Pat Nahmiash to give to employee. If employee has further questions they can contact Facilities-West. Refer to attachment on last page.
<b>West end track 6-7-8</b> Weeds are a tripping hazard. Have them cut	B	T&E	21-Aug-17	<b>12-Sep-17</b> Weeds have been sprayed as per Roadmaster Freeman Hickey.

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and sprayed.				
<b>Brooks Sub</b> Ride was very rough on unit 8545. Eng and Cndr had sore necks after trip. This was turned into RTC.	B	T&E	21-Aug-17	<b>12-Sep-17</b> Supt Gary Delaney to follow up with Mechanical
<b>Brooks Sub Mile 66.79 switch</b> A team SWT on north storage track @Brooks on westend hard to throw reverse. Switch went back to normal when it normal itself.	B	T&E	18-Aug-17	<b>18-Sep-17</b> Emailed Freeman Hickey to see if this has been adjusted.
<b>Brooks West A Team</b> A team SWT on north storage track @Brooks on westend hard to throw reverse. Switch went back to normal when it normal itself. Fix switch	B	T&E	18-Aug-17	<b>12-Sep-17</b> Switch has been adjusted
<b>Dunmore Yard</b> Green vest manager asked to be part of our switcher crew then stood at the switcher texting on their cellphone throughout the day. Don't allow new managers work with crews when not trained properly.	C	T&E	18-Aug-17	<b>12-Sep-17</b> SHR given to TM Colin Love for update
<b>Brooks B09</b> Hazard/environmental spill of tallow 100 ft long and 20 ft wide in places deep enough you can't see the ties or plates. Clean up spills/call Govt.	C	T&E	17-Aug-17	<b>12-Sep-17</b> TM Isaac Neibert to check with Supt Gary Delaney
<b>Med Hat Yard</b> No brakeman chair in lead unit. Add another chair or place to sit or new unit.	C	T&E	17-Aug-17	<b>18-Sep-17</b> Gave back to employee to provide unit number.
<b>Dunmore Yard</b> Dunmore Yard old track one between crow main and MDUN02. There are weeds and some are waist high. This is a tripping hazard. Cut down and/or spray	B	Track	14-Aug-17	<b>14-Aug-17</b> As per Asst Roadmaster Neil Hynes, weeds have been sprayed on Fri, Aug 11 by the weed guys.

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weeds.				
<b>Alyth</b> Derailed lite engine on N48 going over broken rail with my Cndr riding the nose of lead locomotive as per requirement @ 10 mph all 6 axles of lead engine derailed violently and potentially could have thrown and ran over my Cndr.	C	T&E	23-Jun-17 Received in office: 8-Aug-17	<b>9-Aug-17</b> Emailed to committee
<b>Long Plain Grain Terminal</b> Tall and prickly weeds by the switches and control box for automatic switch and derail. Weed tall weeds down and spray them so we are able to see and get to these areas.	B	Track	4-Aug-17	<b>17-Aug-17</b> As per email from Mgr. S&C Dan Magee, weeds have been cut.
<b>Shepard</b> Shepard coordinator disallowed student from learning to switch. Proper training.	C	T&E	3-Aug-17	<b>9-Aug-17</b> Emailed to committee
<b>Dunmore</b> West main line switch at Patterson Dunmore hard to throw. Adjust switch	B	Track	29-Jul-17	<b>31-Jul-17</b> As per email switch has been adjusted and lubricated.
<b>Medicine Hat Station</b> Driver's side door on Chevy truck doesn't close properly.	C	T&E	28-Jul-17	<b>3-Aug-17</b> Email sent to committee.
<b>Carseland Cargill</b> Switch point derail is very difficult to lift into derailing position. Oil and align switch.	B	Track	12-Jul-17	<b>21-Jul-17</b> As per email switch has been oiled and aligned by Elevator Manager.
<b>P&amp;H</b> Big trees on conductor side. Almost knocked my brakeman off. Trim them or don't send us there at night you can't see them or judge them.	B	Track	5-Jun-17	<b>11-Jul-17</b> Forward to Freeman Hickey and Willie Davis <b>22-Jul-17</b> As per email from Asst Roadmaster George Byrd trees have been trimmed by P&H.
<b>Med Hat New Hires</b> New hires training	B	TM Chris Shuttleworth	9-Jun-17	<b>11-Jul-17</b> TM Chris Shuttleworth and Pat

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program is too short. There is an attachment to SHR-refer to last page of July minutes.		and H&S Member Pat Nahmiash		Nahmiash to come up with training process. <b>12-Sep-17</b> On-going
<b>Piapot Siding</b> Weeds covering Dwarf Signal west end of siding. Weeds need to be cut	B	Dan Magee	10-Jun-17	<b>11-Jul-17</b> Sent to Dan Magee. <b>17-Jul-17</b> As per S&C Dan Magee weeds have been cut.
<b>Mile 167.5 Brooks Sub, North Track</b> Permissible speed is 55 mph on North track at mile 167.5 for eastward trains, there is no sign indicating that.	C	H&S Member(s)	13-Jun-17	<b>22-Jun-17</b> TM Isaac Neibert forward H&S report to committee. <b>11-Jul-17</b> H&S member(s) will confirm if signs are in the correct place next time they are out there. <b>12-Sep-17</b> TM Isaac Neibert is aware on which signs need to be done.
<b>Approx. Mile 169 – Brooks Sub-North Track</b> Reduce speed sign is facing west should be facing east for the 40 mph speed at mile 168 and should be posted at mile sign 169.0	C	H&S Member(s)	13-Jun-17	<b>22-Jun-17</b> TM Isaac Neibert forward H&S report to committee. <b>11-Jul-17</b> H&S member(s) will confirm if signs are in the correct place next time they are out there. <b>12-Sep-17</b> TM Isaac Neibert is aware on which signs need to be done.
<b>Mile 168 – Brooks Sub</b> 40 mph permissible speed sign is on the south track and approx. 500 feet of mile sign 168. Should be on the north track.	C	H&S Member(s)	13-Jun-17	<b>22-Jun-17</b> TM Isaac Neibert forward H&S report to committee. <b>11-Jul-17</b> H&S member(s) will confirm if signs are in the correct place next time they are out there. <b>12-Sep-17</b> TM Isaac Neibert is aware on which signs need to be done.
<b>Med Hat Yard (east end over pass)</b> Used drug needles lying on ground next to track. If employee(s) fall or step on these it would be bad. Employee would like MHPS notified to remove and dispose of safely as advised on media.	C	Asst Supt Gary Delaney	18-Jun-17 Received in office: 6-Jul-17	<b>22-Jun-17</b> Email sent to CP Police Joel Chenard from Asst Supt <b>11-Jul-17</b> Forward email to CP Police to contact Hazmat to clean up the needles. <b>14-Jul-17</b> Hazmat and Emergency Response Officer Dustin Ritter has been notified. <b>21-Jul-17</b> Forward to Asst Supt to contact Dustin Ritter. <b>24-Jul-17</b> A per email from Dustin Ritter, Hazmat and Emergency will be cleaning up tomorrow mid-day (July

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				25/17). <b>3-Aug-17</b> Along with the resolve of this SHR, there has been a bulletin put into place on what to do if you encounter Biological Hazards.
<b>2<sup>nd</sup> Unit with deadhead crew on it</b> Poisoning from fumes from the lead unit and second unit into the cab. Employee would like to have units repair with new seals around the door.	B	TM Chris Shuttleworth	21-Jun-17 Employee reported on 27-Jun-17	<b>11-Jul-17</b> TM Chris Shuttleworth will call employee for unit number so he can put a bad order on this. <b>12-Sep-17</b> On-going
<b>Alyth Bunkhouse</b> Fire alarm went off around 2000 on June 26/17. It was silenced by bunkhouse attendant. So it would not work if there was a fire all night. There was no action taken.	A	TM Chris Shuttleworth	27-Jun-17 Received in office 6-Jul-17	<b>11-Jul-17</b> TM Chris Shuttleworth to find out more details on this and will speak with Project Mgr. Muhammad Pasha <b>12-Sep-17</b> Asst Supt Jordan Stebner will deal with this issue.
<b>Maple Creek Sub</b> Ticks from walking in grass watching trains by found 2 ticks on me and had to remove one. Give employees tick keys or tick removers so less chance of lime disease.	C	T&E	12-May-17	<b>11-Jul-17</b> Emailed Mgr Safety Program Kevin Sholes. Gave copy on Lyme Disease Prevention from the Spring-Summer Hazard Awareness Package. <b>11-Jul-17</b> As per mail from Mgr Safety Programs Kevin Sholes said to give a copy of Lyme Disease Prevention Guideline from Spring-Summer Hazard Awareness Package. I copy of this is in the Book-in room and on the safety whiteboard for employees to read and/or make copies. As well, will discuss tick keys or tick removers at the next H&S meeting.
<b>Motel 6</b> Cooking appliances don't work on new stoves. Pots and pans are not new enough to work. Purchase new pots and pans.	C	T&E	20-Apr-17 Received in office 9-May-17	<b>11-Jul-17</b> Forward to facilities who forward to the hotel. <b>21-Jul-17</b> Response as follows "Manager from Motel 6 advised the stainless steel pots and pans work. They bought 4 new ones."

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## Old Business Review

Date Identified	Old Business Description	Responsible Person(s)	Date to Be Resolved
12-May-16	<p>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.</p> <p><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.</p> <p><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.</p> <p><b>7-Mar-17</b> Will discuss at safety blitz this month with RTEs to see who still needs to exchange their radio.</p>	Dir Intermodal Operations AB John Bonham	<p><b>9-May-17</b> Follow-up</p> <p><b>11-Apr-17</b> Medicine Hat radio, S&amp;C Jeff Stemler approved for \$7,000 radio to install and boost signal – in progress</p> <p><b>9-May-17</b> Bulletin will be put out on who needs to change radios please do so</p> <p><b>13-Jun-17</b> Bulletin as be issued as per TM Colin Love</p> <p><b>11-Jul-17</b> Asst Supt Gary Delaney will follow-up with TM Colin Love.</p> <p><b>12-Sep-17</b> Bulletin will be issued on a further date. TM Colin Love was unavailable to issue it.</p>
11-Jul-17	<p>Safety Hazard Reports – As per WHSC Safety Hazard Reports submitted by employees are not being responded to Canadian Pacific. INFO-AB-097-17 will be reissued with following update added to it: "If Safety Hazard is Urgent, please report Immediately."</p> <hr/> <p>Newer process – Employees will scan SHR through the ATMs fax machine. There is a button marked "safety hazard reports". This will ensure all managers and committee members are aware and can resolve the issue in a timely matter.</p>	Trainmaster(s)	<p><b>11-Jul-17</b> Update Bulletin sent to Calgary General Clerk to issue.</p> <p><b>12-Jul-17</b> Bulletin has been put in the bulletin book and post on the SHR box.</p> <p><b>7-Sep-17</b> Updated process has been implemented. Bulletin has been put into the book.</p>

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## New Business Review

Date Identified	New Business Description	Responsible Person(s)	Due Date
12-Sep-17	Plan for snow removal in front of Medicine Hat yard. <b>20-Sep-17</b> Email sent to Freeman Hickey for snow removal process. Process will be done up for next H&S meeting.	Roadmaster Freeman Hickey	3-Oct-17
12-Sep-17	Weeds in Medicine Hat Parking lot need to be removed.	Facilities-West	3-Oct-17
12-Sep-17	Schematic for Alyth and paint track numbers on switch stands	Supt Robert Milne	3-Oct-17

## Tabled/Escalated Items

- 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.

**11-Jan-16** Supt Operations Calgary and Alberta South Craig Ruff to review for next meeting. Timeline: 29-Jan-17.

**13-Dec-16** This will be escalated to Kevin Bishop from Supt Operations Calgary and Alberta South Craig Ruff (30 days). Response by 30-Jan-17

**29-Jan-17** 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.”

**7-Mar-17** Move to escalated items. Supt. Operations Calgary & AB South will send correct form to be filled out by H&S Committee members. Once the form is completed the H&S committee members are to email to AVP Operations Western Regions Ben Serena.

**17-Mar-17** Alyth Terminal Reminded TTM of our 10 hours with 2 hours 30 mins remaining on our clock. He joked we had lots of time on Train 499-15 today, Yarded in N12, Power was foul west end, Doubled 66 cars to N11. I advised of tying power down in the track. Terminal advised of power to shops. Told him I was deliberately being put over 10 hours, I was fatigued and the rest of the day was on him. They told us that we had to keep doubling for the purposes of yarding train. Told him we fit in first track except power so there was no need to double over for our 10 hours. Said to carry on with switching OPS and then I took down his name – Sean Wiebe. Asst. Supt. Trevor Pilatzke to escalate to TM Sean Wiebe.

**25-Apr-17** Over ten violations – OC, CMC, and T&E instructed by ASI Pilatzke directive no over tens – may not be a full resolve, team to continue working towards zero

# Medicine Hat Cross-Functional Health & Safety Committee

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**11-Jul-17** Over 10 hours has improved.

**12-Sep-17** On-going

2. **25-Aug-16** Asst. Supt Trevor Pilatzke will escalate to Calgary AB & South Robert Milne. The CP Cross-Functional Safety Plan for 2017 requires the local committee to have completion dates for any Findings. Some of the Alyth Bunkhouse deficiencies date back in our local minutes to August 25 2016, Blackout Blinds, and New shower Heads.

**10-May-17 (Blinds) As per email from Facilities** - There are blackout blinds in all bedrooms, however we are looking at installing channels so the blinds stay in place as to not let in any light. Following up with the contractor and will provide timelines asap.

**16-June-17 (Blinds) As per email from Facilities Muhammad Pasha** - The blinds have been measured for all rooms and the tracks are in production and will be replaced over the next couple of weeks.

**12-Sep-17** As per email dated 31-Aug-17 the blackout curtains you had requested are also on-site. The installer will on site next and will complete.

**Update 10-May-17 As per email from Facilities** - B&S have been asked to repair the urinal and toilet. Also to replace shower head in the men's room and the sinks.

**8-Nov-16**, Men's countertop laminate along the side needs replacement in right wing.

**11-Feb-17**, Eaves trough above the front door leaks (When cold it freezes on the steps to the front door, the downspouts on either side of the door drips on to the floor and freezes, sand was put down as temporary measure).

**Update 10-May-17 As per email from Facilities** - Eavestroughs were repaired in February of this year.

**7-Mar-17** sinks are chipped-need new sinks. The bunkhouse committee would like a storage area on site.

**Update 10-May-17 As per email from Facilities** - B&S have been asked to repair the urinal and toilet. Also to replace shower head in the men's room and the sinks

**6-Apr-17** Alyth Bunkhouse Bathroom - Mold growing in men's shower on east wing bathroom. Men's urinal still b/o east win

**Update 16-06-17 As per email from Facilities Muhammad Pasha** - Mold cleaning is complete but the contractor will be sent back to do another clean regarding the area in question. Although it did not look like mold just discolored corner but we will still have that addressed.

**7-Apr-17** Alyth Bunkhouse - Cleaning staff move furniture into possible dangerous locations in rooms. Leave furniture as members put them.

**Update 10-May-17 As per email from Facilities** - An inspection was conducted a few days after the initial report about moving furniture. The location the attendants are moving the furniture to is not unsafe, perhaps just less desirable.

**16-May-17 As per email from Facilities Muhammad Pasha** - The chain link fence which was asked to be raised will not be done because bottles cannot be stored outside because of health concerns around the building. In the past they have been left outside and caused an issue with bugs living at that end of the building.

**Update 10-May-17 As per email from Facilities** - Carpet runners have been requested to minimize the noise in the hallways. Rooms are insulated and built according to requirements. Perhaps Muhammad can comment further on this item



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**14-Apr-17** Alyth Bunkhouse – Asst. Supt Trevor Pilatzke spoke to Muhammad Pasha regarding the conditions, Facilities will continue to repair and maintain, this is the most economical building and no relocation to hotels necessary. Meeting is scheduled for May 16, 2017 with Muhammad Pasha, Supt Operations AB South Cam Tytgat and H&S Committee Rep Patrick Nahmiash.

The Medicine Hat committee has in the minutes a completion date for all deficiencies of April 6, 2017. If any of these deficiencies cannot be fixed before this date, advised of completion dates.

**11-Jul-17** H&S committee is going to work on a list of outstanding Alyth Bunkhouse items. Once the list has been completed they are to give to Asst Supt Gary Delaney and then he will forward to Project Mgr Muhammad Pasha.

## **Miscellaneous/Comments**

Nil

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

Place: Medicine Hat Yard - Main Floor, Meeting Room

Date: Tuesday, October 3<sup>rd</sup>, 2017

Time: 10:00 am

**Meeting Adjourned At:** 12:35 PM

# Medicine Hat Cross-Functional Health & Safety Committee

## **Schedule 10 Tracking**

		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
<b>Meetings</b>	Regular	X	X	X	X	X	X	X		X				
	Special	0	0	0	0	0	0	0		0				
<b>Complaints</b>	Received	0	0	0	0	0	0	0		0				
	Resolved	0	0	0	0	0	0	0		0				
	Unresolved	0	0	0	0	0	0	0		0				
<b>Refusals to work</b>	Received	0	0	0	0	0	0	0		0				
	Resolved	0	0	0	0	0	0	0		0				
	Unresolved	0	0	0	0	0	0	0		0				
<b>Inquiries, Investigations and Inspections</b>		0	0	0	0	0	0	0		0				
<b>Programs, measures and procedures monitored</b>		0	0	0	0	0	0	0		0				
<b>Health and safety hazards</b>	Identified	2	6	4	6	3	2	16		31				
	Resolved	1	4	3	6	2	1	4		15				
	Unresolved	1	2	1	0	1	1	12		16				
<b>Injuries</b>	Disabling injuries	0	0	0	0	0	0	0		0				
	Minor injuries	1	1	0	0	0	0	1		1				
	Time lost due to injuries	0	0	0	0	1	1	0		1				

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**CPSTATION**

## NEW AND IMPROVED EMPLOYEE ID CARDS

**Published: August 2, 2017**

CP is introducing a new employee identification card (ID) to improve visible identification, and ultimately the safety and security of the workplace for all employees. This ID will also serve as your access card to gain entry to CP properties across the network. Whether in the cab of a locomotive or working behind a desk, all employees are required to have their ID cards on their person while on CP property.

CP buildings have or will be upgraded in the near future from keyless or punch-code door locks to an electronic system that will require your new ID card for entry. Levels of access to facilities will be governed by your manager and department, and granted by the facilities team.

Roll out of the new cards began August 1 and will take some time to be put in place across the entire network. Much like the current access cards for Ogden campus and Bensenville, the new ID cards will feature employee photo and employee number with new logo branding.

### Employees who currently carry photo access cards:

- The new ID and access control card will be sent to your manager for distribution.

### Union and non-union employees who do not currently have a photo ID access card:

- Will have to make arrangements with their managers to have their photos taken. Managers are to submit their employee's photos by email to [Facilities\\_West@cpr.ca](mailto:Facilities_West@cpr.ca) **as per these standards**. After photos are received, employees should expect to see the cards within three to four business days.

The new ID card is part of a larger initiative to enhance the safety and security of CP property, employees and assets. Your ID confirms your employment with the company. Each card contains hidden security features and should be carefully managed. Employees are expected to carry their cards at all times.

- [read our frequently asked questions here](#)



[Portrait]

**Last Name**

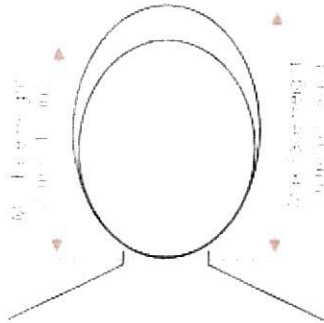
First Name

[Text5]



### What are the standards for the photograph?

The standards are similar to a passport file type and size. The individual should be look straight at the camera, and be above the shoulders



### What do we do with old cards?

The old cards will be exchanged with your manager for your new card. Managers will send all old cards back to your nearest CP Facilities department.

### Who do we contact if our cards are lost/stolen?

Contact either [Facilities\\_East@cpr.ca](mailto:Facilities_East@cpr.ca), [Facilities\\_West@cpr.ca](mailto:Facilities_West@cpr.ca) , [Facilities\\_US@cpr.ca](mailto:Facilities_US@cpr.ca)

### What if I need access to a building?

Please contact your manager and local facilities team.

### Why is my employee ID number on the badge?

Employee ID numbers are put on every badge to reduce fraudulent claims, validate a person's employment status through employment checks, and allows CP vendors to ensure a name and employee ID are provided and accurate.

### What if I need access to a facility afterhours?

Please contact the CP Police Communication Center at 1-800-716-9132. You will need to identify yourself by employee number, name and department.

### Have Contractor and Visitor Badges Changed

Yes. All badge types have changed to meet the new branding standards.