

Medicine Hat Cross - Functional Health & Safety Committee

October 12, 2023



Agenda:

- Call to Order
- Review minutes of previous meeting/errors/omissions
- Safety Briefing
- Attendance/Confirm Quorum
- Introduction of Guests
- Motion to accept previous minutes
- Local Stats
- Safety Performance/Incident Review
- Safety Framework Activity Review
- SOFA/Planned Peer Observation Review
- Review E-Testing discussing results
- Workplace/Customer Inspection Review
- Safety Hazard Report Review
- Risk Assessments Review
- Work Refusals
- Taxi Exception Reports
- Old Business
- New Business
- Escalated items
- Confirm minutes and closing comments

Meeting Called to Order by: 10:08 Chris Gingras

Quorum: A quorum of a committee consists of the majority of members, at least half of which are employee members and at least one of which is an employer member.

New Errors / Omissions Last Month's Minutes: Nil

Motion to Accept Minutes as Submitted/Amended:

Committee Members:

| Name: | Email: | Phone Number: | Department: | Committee Position: | # of Meetings: | H&S Trained: | Present at Meeting: |
|-------------------|--|---------------|---------------------------|---------------------|----------------|--------------|---------------------|
| Chris Gingras | chris_gingras@cpr.ca | 250-272-6319 | Mgr, T&E | Co-Chair | 9 | Yes | Yes |
| Mark Ellis | mark_ellis@cpr.ca | 403-580-7199 | Mgr, T&E | Member | 0 | Yes | No |
| Patrick Nahmiash | patrick_nahmiash@cpr.ca | 403-458-1825 | T&E Engrs | Co-chair | 9 | Yes | Yes |
| David Getz | david_getz@outlook.com | 403-529-7724 | T&E, Cndrs | Member | 1 | Yes | Yes |
| Colin Sehn | colin_sehn@cpr.ca | 403-866-1306 | Mgr, T&E | Alternate | 5 | Yes | No |
| Evan Deadlock | evan_deadlock@cpr.ca | 403-548-5587 | Mgr, T&E | Alternate | 5 | Yes | Yes |
| Ryan Marshall | ryantcra@icloud.com | 403-580-6552 | T&E, Engrs | Alternate | 4 | Yes | No |
| Darren Burzminski | darren_burzminski@cpr.ca | 403-548-1212 | T&E, Trnm | Alternate | 2 | Yes | No |
| Jason E Ross | jasone_ross@cpr.ca | 403-581-0752 | Mechanical Union | Member | 6 | Yes | No |
| Miles Heit | miles_heit@cpr.ca | 403-548-4970 | Eng. Track Structure | Member | 5 | Yes | Yes |
| Geoff Tedrick | geoff_tedrick@cpr.ca | 306-313-8244 | Mgr, Eng. Track Structure | Alternate | 1 | Yes | No |
| Daniel Villeneuve | daniel_villeneuve@cpr.ca | 705-698-4330 | Mgr, S&C | Member | 5 | Yes | Yes |
| Clive Gray | clive_gray@cpr.ca | 403-304-2141 | S&C Tech | Member | 6 | Yes | No |

| | | | | | | | |
|---------------------------------|----------------------|--------------|-------------------------------|-----------|---|-----|-----|
| Colton Moquin Brooks Sub | Colton_moquin@cpr.ca | 306-713-3714 | Mgr, Eng Track / Structure | Member | 3 | Yes | Yes |
| Willie Davis Maple Creek Sub | willie_davis@cpr.ca | 403-866-9955 | Mgr, Eng Track / Structure | Member | 3 | Yes | No |
| Kory Hill | kory_hill@cpr.ca | 403-329-7794 | Mechanical Mgr | Member | 3 | Yes | No |
| Jody Barron | jody_barron@cpr.ca | | Eng. Track Structure | Alternate | 0 | Yes | No |
| Nick Lepard Brooks Sub | nick_lepard@cpr.ca | | Eng. Track Structure | Member | 4 | Yes | No |
| Vicki Martin | vicki_martin@cpr.ca | 403-528-5000 | Other | Secretary | 9 | Yes | Yes |

Guests: Nil

Employees & Geographical Region WHSC Represents:

Craft Employees Represented Subdivision Miles Represented: Numbers Represented:
 Department WHSC member: (Include subdivision name and mileage range) Employees Buildings

| | | | | |
|---------------------------------------|---|---|------------------------------------|---|
| T&E, Engrs / Cndrs | Patrick Nahmiash / Darren Burzminski | Medicine Hat Yard, Brooks and Maple Creek Sub - the number is the total for Engineers and Conductors | 239 Updated on Aug 30 | 2 |
| Mech, Car | Jason E Ross | Medicine Hat | 2 | 1 |
| Eng, Track Structure | Miles Heit, Nick Lepard | Medicine Hat, Maple Creek Sub, Brooks Sub | 26 | 6 |
| Eng, S&C | Daniel Villeneuve | Brooks, Maple Creek | 14 | 4 |

| | T&E | | Engineering | | Mech.-Car | |
|------------------------------------|------|------|-------------|------|-----------|------|
| | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| FRA Reportable Injuries | 2 | 4 | 1 | 2 | 0 | 0 |
| Non FRA Reportable Injuries | 0 | 5 | 0 | 2 | 0 | 0 |
| FRA Train Accidents | 0 | 0 | 3 | 1 | 0 | 0 |
| Non FRA Train Accidents | 2 | 2 | 3 | 3 | 0 | 0 |
| Rule Violations | 3 | 5 | 0 | 2 | 0 | 0 |
| Motor Vehicle Accidents | 0 | 0 | 0 | 0 | 0 | 0 |

| Date of Last Local Incidents | T&E | Engineering | Mech.-Car |
|-------------------------------|------------------|-----------------|------------------|
| Number of Days Since: | Date (Days) | Date (Days) | Date (Days) |
| Personal Injury | 8-Mar-23 (217) | 11-Oct-23 (1) | 01-Jan-17 (2474) |
| Train Accident | 23-Jun-23 (110) | 1-Oct-23 (11) | 05-Jul-22 (463) |
| Rules Violation | 16-Jun-23 (117) | 24-Apr-21 (900) | 01-Jan-17 (2474) |
| Motor Vehicle Accident | 12-Jan-19 (1733) | 29-Mar-21 (926) | 07-Aug-19 (1526) |

Previous Month's Last Incident / Injury Causes:

Personal Injuries:

| Date: | FRA Reviewed: | Description: |
|-----------|---------------|--|
| 11-Oct-23 | Yes | <p>Yes</p> <p>IM 1001976656 Personal Injury Maple Creek Sub (ES) At approximately 08:30, a two-man section welding crew was getting ready to perform a repair to a frog at mile 75.5 on the Maple Creek Subdivision. Upon arriving to site, the crew completed a job brief, obtained a TOP, and started getting ready for the job. The foreman noticed that the frog point was cracked out. He reached for a sledgehammer, put his mesh face-shield down and tried to break off the cracked piece. After striking it about 5 times, the piece finally broke but managed to get under the face-shield hitting the employee in the face causing a laceration close to his nose. The employee's manager was immediately notified, and the employee was taken to the hospital where he received 3 stitches. No lost time due to the incident, employee was back to work by noon.</p> <p>Action Taken: Freeze the scene; Notify direct manager and escalate to Division director, ACE and CE; Provide medical care to employee; Complete initial incident reports; Conduct a re-enactment of the events.</p> <p>Preliminary Cause: Struck by - metal on metal; Not using the right tool for the job.</p> |

Train Accidents:

| Date: | FRA Reviewed: | Description: |
|------------|---------------|--|
| 1-Oct-23 | Yes | <p>Yes</p> <p>IM 1001971624 Derailment Medicine Hat (ES) At 18:45 MST On October 1st, 2023, C03-01 derailed 10 cars in Medicine Hat Yard. C03-01 was pulling eastward at 8mph out of Track 6 in Medicine Hat onto the Back Lead when they derailed 10 loaded tank cars just west of the high/low switch. 6 loaded Methanol tanks on their side, 3 loaded Anhydrous tanks on their side & 1 loaded Anhydrous tank upright with one set of trucks derailed. No leaking cars, no injuries.</p> <p>Action Taken: Escalated to Assistant Superintendent, GM and VP. Mechanical, ES & T&E all responded. Fire Department attended and cleared scene, no leaking cars. . Employees interviewed & incident reports filled out. Download retrieved and reviewed – no train handling exceptions. LocoCam downloaded and reviewed. Hazmat dispatched. Secure Contracting on site with equipment.</p> <p>Preliminary Cause: Broken rail</p> |
| 10-Aug-23 | No | <p>Yes</p> <p>IM 1001969301 Equipment damage (Mech) – Not a reportable statistic 411-08 Received a missing axle on HBD at mile 112.5 Brooks, upon inspection the crew found a broken wheel on PROX 45115.</p> <p>Action Taken: Alyth Mechanical dispatched. Trainmaster Dispatched.</p> <p>Preliminary Cause: Mechanical Deft</p> |
| 16-Sept-23 | Yes | <p>Yes</p> <p>IM 1001964018 Derailment (Piapot-ES) At 12:43 MST. On September 16, 2023, train 243-14 was proceeding Westward at mile 60.8 Maple Creek Sub when the train went into emergency. Conductor walked back and reported that they had derailed 17 cars on the Main Lone at Mile 60.8. Train was proceeding in FTO at 24.22 mph in a GBO slow order 25 mph track speed restriction at Approximately 12:43 mst the train went over a thermal misalignment located at mile 60.8 and subsequently derailed.</p> <p>Action Taken: Escalated to Superintendent, and AVP, and SVP; Employees interviewed; Incident reports filled out by entire crew; Engineering and Mechanical dispatched; Downloads retrieved and analyzed; Lococam retrieved and analyzed.</p> <p>Preliminary Cause: Thermal Alignment</p> |

Rules Violations:

| | | |
|-------|-----------|--------------|
| Date: | Reviewed: | Description: |
| | | Nil |

Motor Vehicle Accidents:

| | | |
|-------|-----------|--------------|
| Date: | Reviewed: | Description: |
| | | Nil |

Safety Framework Activities Completed Last Month:

| Status: | Date: | Department: | Description (include description, action taken by who and when to be completed by): |
|-----------|------------|-------------|---|
| Completed | 14-Sept-23 | T&E | Ryan Marshall and Patrick Nahmiash participated in committee work; SWA debrief, safety meeting. |
| Completed | 10-Sept-23 | T&E | David Getz and Patrick Nahmiash participated in committee work; Site inspections on Brooks Sub listed in minutes. |
| Completed | 11-Sept-23 | T&E | David Getz and Patrick Nahmiash participated in committee work; Site inspection listed in minutes, peer observation |

SOFA / Planned Peer Observations:

| Status: | Date: | Department: | Employees Observed | Total Observed | At-risk Observed | Description (include description, action taken by who and when to be completed by): |
|-----------|---------|-------------|--------------------|----------------|------------------|---|
| Completed | October | T&E | 3 | 233 | 2 | .85% at risk. Incorrect end of the car ridden and misunderstanding of protecting the point, reflective learning employed. |

E-Testing (AB South):

| Status | Department | Tests Performed | Failed E-tests | Description |
|-----------|------------|---|---|--|
| Completed | T&E | CRT26.3 636 tests performed CRTPOINT 514 tests performed | CRT26.3 8 non-compliances 1.26% fail rate CRTPOINT 8 non-compliances 1.56% fail rate | <p><u>Switches and Point and Observe (CRT26.3 and CRTPOINT)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees check the switch points prior to and after operating a switch <input type="checkbox"/> Employee must replace the keeper or lock after operating a switch <input type="checkbox"/> Employees must use both hands to line a switch <input type="checkbox"/> Employees must not kick or use excessive force to operate a switch handle |
| completed | T&E | CRT115A 333 test performed | CRT115A 1 non-compliance 0.30% fail rate | <p><u>Shoving Equipment on Non-Main Track (CRT115A)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> On a non-main track, ensure crew member is on the leading car or on the ground in a position to observe the track to be used and in a position to give signals or instructions to control the movement. NOTE: A crew member need not be so positioned when the track to be used is seen or known to be clear. The track must be known to be clear of equipment and in addition on non-main track, of the red flag, track units, blue signal, derails and switches not properly lined for the movement and as having sufficient room to contain equipment being shoved. This determination must be made by a qualified employee who can observe the track and has radio contact with the employee controlling the movement. |

Workplace Inspections:

Status: Date: Department: Description
 Classification: (include description, action taken by who and when to be completed by):

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|--------|-----------|------|---------|---|
| Closed | 10-Oct-23 | T&E | Nil | Strangmuir back track – good clean site. |
| Open | 10-Oct-23 | T&E | Class c | Crowfoot back track – weeds at east end of back track are in the entraining/detrain/walking path. Timeline: 31-Oct-23 |
| Open | 10-Oct-23 | T&E | Class c | Kininvie back track – west end debris in entraining/detrain/walking path. Timeline: 31-Oct-23 |
| Closed | 10-Oct-23 | T&E | Nil | Alderson back track – good clean site. |
| Open | 10-Oct-23 | T&E | Class c | Suffield north and south side – weeds need to be cut throughout all tracks. Timeline: 31-Oct-23 |
| Open | 10-Oct-23 | T&E | Class c | Dunmore station <ul style="list-style-type: none"> - First aid supplies need to be restocked. - Plan required for monthly checks of first aid supplies (last check was April). - Safety board requires all applicable legislation for employee access. Patrick Nahmiash to update board the week of October 16th. Update: William Riely will update and T&E members will confirm. |
| Closed | 10-Oct-23 | T&E | Nil | Dunmore yard – good clean site. |
| Open | 13-Sep-23 | Mech | Class C | Medicine Hat Mechanical Vehicles No BC class fire extinguisher. Class A on board. Mount class BC spare extinguisher on truck. Timeline: 29-Sep-23 |
| Open | 29-Mar-23 | T&E | Class B | Alyth Bunkhouse 1. Emergency evacuation plan. Alarm expired in plan. Update yearly. Person responsible: Facilities/B&B Reply: Please provide more details regarding this request. Need confirmation of process for required monthly checks, lighting and fire extinguishers. Update: All emergency lighting was replaced, and stickers have been put in place. There is a plan put into place to have the monthly checks done monthly by B&B and/or Facilities. Local H&S members are to check the fire extinguishers. Timeline: June 8, 2023. Below responses (hi-lighted in green) were emailed from Scott Welling on July 17. Below responses (hi-lighted in blue) were emailed from Pat Nahmiash on July 19. Update (May 20): Review of Emergency Evacuation plan (email sent) outstanding items: Not all pages are numbered. First item circled in green, need updated / current alarm inspection. Fire alarm inspections are required yearly. <i>Yes. Fire alarm is inspected yearly. The FERP only needs to be updated when the system is updated. The panel was replaced in 2019 that's why the FERP states this.</i> <i>Email July 19: The plan states it was updated on March 10, 2023, therefor the newest inspection report should be included.</i> <i>(3) An emergency evacuation plan referred to in subsection (1) shall be kept up-to-date and shall take into account any changes in the building or the nature of its occupancy.</i> |

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| | | | | <p>Update (Sept 25): Email from Scott Wellings "Annual fire alarm inspection report will be placed on site."</p> <p>Third item underlined in green, when will training be provided for occupants so they may be the building coordinator as required? <u>Training is reading the FERP as all instructions are in it.</u> Email July 19: Prescribed in regulation, responsibility falls on employer to provide time and training. CLC; Duties of employers 125 (q) provide, in the prescribed manner, each employee with the information, instruction, training and supervision necessary to ensure their health and safety at work; COHS Instructions and Training 17.6 (1) Every employee shall be instructed and trained in (a) the procedures to be followed by him in the event of an emergency; and (b) the location, use and operation of fire protection equipment and emergency equipment provided by the employer. Update (Sept 25): Email from Scott Wellings "I'm working with Hallcon to ensure they have fire extinguisher training for employees who work at the rest house."</p> <p>Fourth item circled in green, training is required for occupants to act as building coordinator. <u>Halcon is the building coordinator as they are onsite 24/7</u> Email July 19: The FERP states otherwise and needs to be updated to reflect 24/7 Halcon onsite. Update (Sept 25): Email from Scott Wellings "FERP clearly states this – Section 3, Pae 8 of 8."</p> <p>Fifth item circled in green, page 9 of 8, occupants may not act building coordinator without training. <u>Responsibilities of the building coordinator are stated above this.</u> Email July 19: FERP needs to be updated with removal of occupants as building coordinator. Update (Sept 25): Email from Scott Wellings "Will not be removed as Halcon is onsite 24/7."</p> <p>Seventh item circled in green, page 3 of 5, responsibility may not be placed on individuals that have no training to perform this requirement and places all occupants at risk. <u>All occupants are required to read the FERP. We were doing this and having the employees sign confirming they have read and understand the FERP. Has this stopped?</u> Email July 19: No record of completion in 2023. Update (Sept 25): Email from Scott Welling "How does T&E want to train their employees? I think all who come to the Resthouse need to read the FERP as all of the info is in it? Please provide comments."</p> <p>Eighth item underlined in green, page 4 of 5, no on-line training has been provided. <u>Classes are provided online by T&E during the new hire process</u> Email July 19: Prescribed in regulation, responsibility falls on employer to provide time and training. CLC; Duties of employers 125 (q) provide, in the prescribed manner, each employee with the information, instruction, training and supervision necessary to ensure their health and safety at work; COHS Instructions and Training</p> |
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| | | | | <p>17.6 (1) Every employee shall be instructed and trained in (a) the procedures to be followed by him in the event of an emergency; and (b) the location, use and operation of fire protection equipment and emergency equipment provided by the employer. August 25, 2023; Labour co-chair sent email request action plan prior to September meeting. Email from Scott Welling on Sept. 7: We are coming together as a group to provide answers to your concerns below. We should have something early next week. Update: The updated FERP is in the bunkhouse. Copy to be emailed to H&S. Update (Sept 25): Email from Scott Welling "T&E to review and advise. October 11 update: item 2 resolved, all other items outstanding, email provided. Update (Oct 12): Chris Gingras to set up a meeting with Ben Shielder and then with Patrick Nahmiash. Timeline: Updates to be done prior to December meeting.</p> |
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Customer / Industry Inspections:

| Status: | Date: | Department: | Classification: | Description (include description, action taken by who and when to be completed by): |
|---------|----------|-------------|-----------------|---|
| Closed | 1-Aug-23 | T&E | Class B | Dunmore Pioneer Elevator 1. Near tracks – Weed whip and spray weeds. 2. West crossover switch – Cannot line switch – adjust/oil switch. 3. West M01 M02 switch – Switch right & broom worn out – Adjust/oil switch and replace broom. Responsible party: Elevator Timeline: Aug 9. Update Aug. 14: email sent to costumer for update? Patrick and David confirmed outstanding issues are resolved. |
| Closed | 1-Aug-23 | T&E | Class B | Richardson Pioneer Maple Creek 1. Track 3 east end – No broom or shovel. Replace broom and shovel. 2. All walkways along tracks – cut and spray weeds. Responsible party: Richardson Pioneer Timeline: Aug 9. Update Aug. 14: email sent to costumer for update? Update October 11, phone conversation confirmed items listed are complete. |

Safety Hazard / Unsafe Condition Reports:

| Status: | Date: | Department: | Classification: | Description (include description, action taken by who and when to be completed by): |
|-----------------------------------|----------|-------------|-----------------|---|
| Closed Move to old business #4 | 2-Oct-23 | T&E | Class A | SHR 70000005828 Super 8 hotel (bunkhouse) The Swift Current bunkhouse (Super 8) there are leaks everywhere. I made a comment about it at the front desk and he said they know it's an old building. On the third floor it's pouring out they are trying to collect it in containers that are overflowing. On the main level just drips right now. The front desk was talking about, leaks and some of the rooms. This water is pouring down between the walls or ductwork, possibly coming into contact with live, electrical circuits, also soaking carpets, and possibly insulation in the walls, which will cause mould and bacteria. Find a new hotel until this one can be repaired and remedied to standards. Reply (Oct 4 @ 11:23): Nothing is leaking anymore they have to fixed the ceiling in the hallway. None of the rooms were leaking, just the pool which they shut down but is repaired now along with the ceiling by rooms 319-321. |

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|--------------------------------|---|-----|---------|--|
| | | | | Update (Oct 3 @ 12:20): The Super 8 is performing repairs after a rainstorm cause some water leaks and damage. Further info to come after all the repairs have been completed.: Labour co-chair this to be moved to old business #4. Request for reports from inspector/contractor |
| Closed Move to new business #2 | 1-Oct-23 | T&E | Class C | SHR 700000005825 Heritage Inn hotel Heritage inn hotel room 130 no proper way to control temp. When asked if I had a room that had it they said yes so I tied up. When I got to the room it wasn't will send picture to Colin. When I asked manager what happened to our rooms that they save for us with temp control he said they had some walk-in. Come in and they gave away our rooms again. If I would have chosen to go to another hotel would have been over 12 hours and I was too tired to go through the hassle. Different hotel that doesn't give away our rooms and all rooms have proper temp control. Reply: Facilities is working with the hotel to ensure rooms with no temperature control are not to be utilized until repaired. The hotel is contracting out for parts and replacement. Labour co-chair, SHR to be moved to new business. Confirmed with facility preferred rooms are not being held "first come first serve" |
| Closed Move to new business #2 | 23-Sept-23 | T&E | Class C | SHR 700000005816 Heritage Inn No temp controls in room 142 also cracks in tub pictures included which can lead to mold if there isn't any already. Also, it pinches your foot while showering Picture to follow. Not to use this room until fixed. Reply (Sept 28): Escalated to Hotel and room removed from service until it had been repaired. Labour co-chair, SHR to be moved to new business. Confirmed with facility preferred rooms are not being held "first come first serve" |
| Closed Move to new business #2 | 15-Sept-23 | T&E | Class C | SHR 700000005795 Heritage Inn Moose Jaw Heritage inn in Moose Jaw doesn't always offer climate-controlled rooms due to not having a lot of them. Last 3 trips had to spend time getting new rooms or staying in a room without it because I just needed sleep. Never seen a hotel not have this. This place puts no money back into there place I will include pictures of some of there units if possible. This may put us over our 12 at times of they run out of room in the future, and we have to find another hotel for the night. The rooms without temp control get very hot. Change hotel to comfort inn or qualify or anyplace that has been updated in the last 30 years. Reply (Sept 23): CPKC Travel is negotiating with different venues in Moose Jaw. Discussion with the employee to supply specific room numbers that di not have climate control, so we can avoid using these room. Labour co-chair, SHR to be moved to new business. Confirmed with facility preferred rooms are not being held "first come first serve" |
| Closed Move to old business #2 | 28-Aug-23 Entered in app on 14-Sept-23 | T&E | Class B | 700000005789 Medicine Hat Paper copy submitted to committee by email on August 28, 2023. submitted into system by Labour co-chair on September 14. When I checked the line up at approximately 1030, I was lined up as a conductor for Aug. 29 around 2000. after Supper (1930ish) I checked again and saw that although I was at the bottom of the east pool and 7-8 unrested turns out, Medicine Hat was out of engineers. I looked at the board for held ESB's which showed no results. I then called CMA to ask how many ESB's were held in currently but B.C. desk answered. He transferred me to Alberta desk where I was sent to voicemail. I then tried to nap before being called for 2330. As part of a proper Fatigue management plan, CP should: - Use the ESB held board to display these extra turns. - Call ESB's in order of LEEB seniority |

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| | | | | <p>because lately they have been random and not calling to hold anyone in as ESB.</p> <p>Action recommended and WHSC comments</p> <p>DRPR, railway companies are responsible for: a. managing employees in a manner that provides them with adequate sleep opportunity in order to return to work fit for duty; Plan needs to be developed to adhere to requirements.</p> <p>Reply (Sept 16): SHR was never properly submitted into the system until September 14 and discussed on H&S meeting in Medicine Hat, this is a lineup issue that will be taken back to CMA and addressed in reference with ESB's advertising. this is not a SHR as discussed.</p> <p>Labour co-chair this is a SHR and will be moved to old business #2. DRPR requirements identified are not being provided.</p> |
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Risk Assessments Completed:

| Status: | Date: | Department: | Description (include description, action taken by who and when to be completed by): |
|---------|-------|-------------|--|
| | | | Nil |

Work Refusals / Right to Challenge:

| Status: | Date: | Department: | Description (include description, action taken by who and when to be completed by): |
|---------|-------|-------------|--|
| | | | Nil |

Taxi Exception Reports:

| Status: | Date: | Department: | Description (include description, action taken by who and when to be completed by): |
|---------|-------|-------------|--|
| | | | Nil |

Old Business Review:

| Item Number: | Item Origin: | Old Business Description: | Responsible Person(s): | Status: | Due Date: |
|--------------|------------------|---|---|---------|--|
| 1 | Committee member | <p>Medicine Hat station - Eaves trough leaks every winter and causes icy / tripping hazard – patch jobs have unsuccessfully been attempted; evidence is the recurring hazard. Update: Scott Welling will have B&B take a look at all the eaves troughs.</p> <p>Update: Contractor was here to assess. July 13 - Sent to Ben Shielder.</p> <p>Update (Sept 14): Contractor will complete on September 18.</p> <p>Update (Sept 18): This has been completed.</p> | Chris Gingras - Facilities | Closed | 10-Aug-23 18-Sept-23 |
| 2 | Committee member | <p>Duty and Rest Period Rules for Railway Operating Employees, May 25, 2023, implementation – No information/ guidance has been provided for Part A, B, and C that are in effect May 25, 2023. Part B;</p> | Chris Gingras to take this to Gurjit Singh Gill | Open | 25-May-23 13-Jul-23 12-Oct-23 |

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|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> - 4 c. providing scheduled employees with their schedule in accordance with this Rule; switchers' schedules are as indicated, 0800 and 1800. closed - 4 d. providing employees with the training required under this Rule; no training to date as required by May 25, 2023. - 4 f. are employees required to record time data or is a system in place? When will training be provided? Update: CMC will be tracking hours as per system bulletin dated: May 17, 2023. Closed. <p>Part C;</p> <ul style="list-style-type: none"> - 7 d. when will a controlled napping protocol be released? - 7 e. when will a task rotation protocol be released? <p>Administrative duties: Will cessation by management of contacting members occur on May 25 or is a system in place to record and add time towards duty periods and to cumulate towards the reset break?</p> <p>No information / training on how to record time towards duty periods and towards the reset break in regard to union time, health and safety, online training (27.02 collective agreement), and minimum standards classes.</p> <p>9. Maximum cumulative duty period time. Are subdivision run times plus a turn away from home [Maple Creek sub 24 hours (7hrs each direction plus a turn), Brooks sub 27.5 hours (8.5hrs + 9hrs plus turn)] used for the determining to not exceeding the 60 hours in any consecutive 7 days. How will each individual be advised they are on the reset break?</p> <p>If a duty period consist of 4 hours, will the employee have 8 hours remaining (if fatigue status is green) to start and complete another duty period for a total of 12 hours in a 24-hour day, then be required to use a minimum rest period depending on location (8.1 or 8.2)? Yes. Closed.</p> <p>Reset break notification will be provided to each individual at the completion of the duty period preceding the reset break?</p> <p>Further, 12 questions were sent on March 29 and April 13, 2023, to start the process – no clarification to date as required.</p> <p>Update June 13: DRPR Application document is not being adhered with. In specific the reset break page 29 section 10 - minimum time free from work, in part reads; The DRPR include provisions that provide a balance between work assignments and necessary periods away from work. Providing a reset break that is scheduled and at home provides employees with the ability to plan their time away from work, to balance work and personal responsibilities, and is supported by fatigue</p> | | | |
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| | <p>science. CMC 007-23 contravenes the DRPR, states in part, “This rest will normally be updated prior to 18:00 on the 2nd night of the ‘undisturbed period’, however the Company reserves the right to extend this period up to 2200 on a case-by-case basis if required.”</p> <p>Email provided to Committee on September 14, 2023, information provided by TC: clarification in the application of Part C, 9 and 10.</p> <p>9. Maximum Cumulative Duty Period Time</p> <p>9.1 A railway company shall not assign a duty period to an employee, if the duty period would result in the employee’s cumulative duty period exceeding 60 hours in any consecutive 7 days.</p> <p>9.2 A railway company shall not assign a duty period to an employee, if the employee’s cumulative duty period would, as a result, exceed 192 hours in any consecutive 28 days.</p> <p>10. Minimum Time Free from Work</p> <p>10.1 Freight railway companies shall provide a reset break that begins within any consecutive 7 days.</p> <p>Are the following to be considered time towards total hours / days and Is the carrier required to provide a mechanism to record and add time for each individual?</p> <p>For the following;</p> <ul style="list-style-type: none"> - Union work initiated by the Carrier (ex; representing division members in carrier initiated statements, meeting with management). <p>Yes, this would be considered work as part of employment and as such, it would count towards an employee’s cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days.</p> <ul style="list-style-type: none"> - Health and Safety work as required by the local terms of reference and part 2 of the Canada Labour Code. <p>Yes, as a health and safety committee member, any work performed in relation to the committee would count towards an employee’s cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days.</p> <ul style="list-style-type: none"> - Courses outlined in the collective agreement that are required to be completed in off duty hours (attached snippet). <p>Yes, courses you are required to take as part of your employment would count towards an employee’s cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days.</p> | | | |
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| | | <p>- Union work not initiated by the carrier but required as part of the union role (ex; writing grieves, writing appeals, writing complaints). I will have to seek further guidance on this question. I do believe it would count as it is a part of your role being employed by an employer who has unionized employees. That said, it would have to be union work relating to your employment. *I will seek further guidance and provide an official response to this*</p> <p>- When contacted by the carrier representative (management, CMC, etc.). This would have to be looked at on each individual circumstance as to why the employee was contacted, what the discussion consisted of and how long this discussion took.</p> <p>Some examples of contact that may not be considered as time that would be counted towards an employee's cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a call to proactively inform an employee they are being put into a status – CMC called to inform you that you were put on a reset break <input type="checkbox"/> a call to inform an employee that they are required to attend a meeting or training – you are called proactively to inform you that you are required to attend a meeting or training on a specific date and time <input type="checkbox"/> a call to inform of a start time for an assignment with a floating window – an employee is on an assignment that can be called between a specific window of time each day and the employee receives a call the day ahead of the assignment in an interest to proactively inform them of the time they will be called the following day. <p>Some examples of contact that would count towards an employee's cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A call requesting an employee to immediately attend a meeting, whether it be in person or virtual – the time of the meeting would count <input type="checkbox"/> A call requesting an employee to provide information regarding a situation, incident or accident that | | | |
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| | | <p>occurred – an employee is required to give a detailed account that takes an excessive amount of time</p> <ul style="list-style-type: none"> <input type="checkbox"/> A call requesting an employee to provide witness statement, participate in an interview, provide feedback whether it be in person or virtually via the phone – the time required to perform these tasks would count <p>Please note the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An employee who is on a reset break must receive 2 periods of 8 hours undisturbed between 22:00 – 08:00 within a minimum 32 hour continuous period free from duty – any call that occurs during an 8 hour period between 22:00 – 08:00 would be considered a disruption. <input type="checkbox"/> The examples above are only as reference and EVERY situation must be looked at separately to determine whether or not the contact would count towards an employee's cumulative duty period times for the 60 hours in any consecutive 7 days and 192 hours in any consecutive 28 days <p>Update (Sept 15): September 14, GM Scott McGraw to gather information and provided to CPKC DRPR group for guidance and procedures.</p> <p>Update (Oct 12): This will be added as n appendix. Patrick Nahmiash will follow the escalation procedure.</p> | | | |
| 3 | Committee member | <p>Sofa sock west end Medicine Hat yard needs to be replaced. Update August 25: ordered and arrived waiting installation.</p> <p>Update (Sept 15): 2 more windsocks have been ordered and will arrive the week of Sept 18. Terry Maser will have them installed once he is able to have a forklift here to install them.</p> <p>Update (Sept 18): 2 windsocks at the Medicine Hat yard have been replaced. The three at Dunmore will be replaced by the end of the week.</p> | Chris Gingras Patrick Nahmiash | Closed | 12-Oct-23 |
| 4 | T&E | <p>Relocation to a new rest facility in Swift Current. The Super 8 has had approximately 20 reports of bed bugs in under 3 years. This facility has and is not addressing the bed bug problem. Individuals are bidding pools to stay away from this facility, when they are cross pooled, they are staying in the station to obtain rest or paying for a rest facility. This is also affecting individuals home life; families are terrified that CPKC employees will bring the bed bugs home.</p> | Chris Gingras CP Travel | Open | 12-Oct-23 14-Dec-23 |

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| | | <p>Reply (Sept 14): Chris Gingras will check with CPTravel on different vendor till the bunkhouse is built. Bunkhouse is in procedural approval process.</p> <p>Email October 4, 2023; referencing SHR 5828, It is evident that this facility continues to disregard basic needs and has no measures in place do mitigate rest disruptions.</p> <p>Is an update available on relocation? What mechanism are in place to locate a new rest facility?</p> <p>Request for reports identified in SHR</p> <p>Update (Oct 12): Chris Gingras will contact CP Travel on all the issues that are at the Super 8. He will also check with the timeline for a new hotel.</p> | | | |
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New Business Review:

| Item Number: | Item Origin: | Business Description: | Responsible | Status: | Due Date: |
|-----------------|------------------|--|---------------|---------|-----------|
| 1 | Peer observation | <p>Bulletin for new end of tracks in Medicine Hat, tracks 13 and 14.</p> <p>Update (Oct 12): Will established which tracks are to be taken out.</p> | Chris Gingras | Open | 14-Dec-23 |
| 2 15-Sep-23 | Committee member | <p>Moose Jaw Heritage Inn. Live bed bugs were found, and no spray was applied as per report. Isolation of room is insufficient; larvae may not be identified by human eye that is why spray and isolation is required.</p> <p>Update (Oct 12): Chris Gingras will add to the Super 8 issues when sending to CP Travel.</p> | Chris Gingras | Open | 14-Dec-23 |
| 3 15-Sept-23 | Committee member | <p>Swift Current Super 8. Live bed bugs were found, and no spray was applied as per report. Isolation of room is insufficient; larvae may not be identified by human eye that is why spray and isolation is required. Report identifies "treatment required" and no treatment concluded.</p> <p>Report provided states "Bed Bug Conventional Liquid Treatment, Bed Bug Furniture Inspection/Treatment, Bed Bug Inspection"</p> | Chris Gingras | Closed | 14-Dec-23 |

Escalated Item:

| Item Number: | Item Origin: | Escalated Item: | Responsible Person(s): | Status: | Review Date: |
|-------------------|--------------|---|------------------------|-----------|--|
| 1 Nov 15, 2022 | T&E | <p>T&E AVAILABILITY STANDARD CANADA</p> <p>View Tab 1 for information</p> | Policy Committee | Escalated | <p>8-Dec-22</p> <p>9-Feb-23</p> <p>25-Feb-23</p> <p>5-Apr-23</p> <p>8-Jun-23</p> <p>13-Jul-23</p> <p>14-Sept-23</p> <p>14-Dec-23</p> |
| 2 Nov 15, 2022 | T&E | <p>Training for T&E members for Duty and Rest Period Rules section 5-part B</p> <p>View Tab 1 for information</p> | Policy Committee | Escalated | <p>8-Dec-22</p> <p>27-Jan-23</p> <p>Feb-27, 2023</p> <p>8-Jun-23</p> <p>13-Jul-23</p> <p>14-Sept-23</p> |

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| | | | | | 14-Dec-23 |
| 3 May 18, 2023 | Committee member | Fire Extinguishers - No training is being provided. View Tab 1 for information | Policy Committee | Escalated | 8-Jun-23 13-Jul-23 30-Sept-23 14-Dec-23 |

Tabled item:

| Item Number: | Item Origin: | Escalated Item: | Responsible Person(s): | Status: | Review Date |
|--------------|--------------------------------|--|----------------------------|----------|---|
| 1 | Old Business November 15, 2022 | There is in need of a women's Change room/locker room at the Maintenance of Way Building. Update: Scott Welling looking into options and provide inform by the end of the month. Update (Feb 9): There is approval to build a ladies change room. Just waiting for a timeline to have completed. Update (April 13): Measurements and budget in plan. | Ben Shideler Jason Ross | On-going | 12-Jan-23 Update: 9-Mar-23 13-Apr-23 8-Jun-23 10-Aug-23 15-Nov-23 14-Dec-23 |

Miscellaneous / Comments:

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| <ul style="list-style-type: none"> - Soap dispensers were ordered for women's and men's shower room. B&B have installed them into the shower rooms. Completed on September 22. - WHSC Co-Chairs must plan and execute an emergency evacuation drill, debrief with local HS members, and update the Emergency Action plan on an annual basis. Assigned to Colin and Patrick, to be completed the week of October 16. - Review Harassment survey outstanding items and develop action plan. This has been in the minutes for multiple months the excel document was emailed to the manager co-chair on June 14th. Labour co-chair to email action plan to employer co-chair. To be completed the week of October 16. |
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Next Meeting:

| Place | Date | Time |
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| Medicine Hat Board room, 2 nd floor, 402 North Railway Street SE Medicine Hat AB | 14-Dec-23 | 10:00 am |
| Meeting Adjourned At: 11:30 | Approved by Management Co-Chair: Chris Gingras | Approved by Employee Co-Chair: Patrick Nahmiash |
| End of meeting recap completed? Yes | | |