

MISSISSAUGA TRANSIT
HEALTH & SAFETY COMMITTEE MINUTES
Wednesday, April 28, 2010, 10:00 AM
Malton Satellite Boardroom, 6780 Professional Court

Members: John Cameron, Co-Chairperson, Michael Byfield, Sebastian Valvo,
Frank Magrone, Kathryn James – Recorder

Invitees: Robin Qu – Health & Safety Specialist

Guests: Ed Roeder, Superintendent, Maintenance
Sandra Haywood, Health & Safety Specialist
Paula Hare, Transit Operator, Peer Support Member

Regrets: Kyle Sadowsky

Employees are reminded to speak to their Supervisor first about a health and safety concern. If corrective action is not taken, then the employee is to report the matter to their Health & Safety.

The Superintendent, Maintenance attended the first 30 minutes of the meeting. Committee members were updated on the 32 units equipped with iBus technology, explaining that the balance of the fleet is targeted for installation by year end. Management co-chair stated that a pilot project on the route 19 will begin on May 3rd, testing the Calling out Stops equipment.

The Superintendent also stated that 4 units are being pulled off the road daily for the installation of Presto equipment. Management co-chair advised that during the balance of this week a bus equipped with the iBus driver's console and the Presto console will be in Malton for viewing.

Maintenance is presently installing the storage box which will house the equipment required to run this new technology.

1. ADOPTION OF PREVIOUS MINUTES

The minutes of March 24th were approved as written.

2. SUMMARY OF RECOMMENDATIONS

No recommendations were put forward at the last meeting.

3. WSIB (Workplace Safety Insurance Board) SUMMARY (Malton)

In March two WSIB incidents were reported – one incident which was classified as an assault due to an issue with a transfer and one injury (no first aid). The accident types were struck by/with/against & caught in/on/between.

4. WHMIS

No WHMIS training has been issued since last meeting. The required three WHMIS binders have been received.

5. TRAINING

Three committee members require Sector or Core Specific training. Management co-chair has confirmed with the Corporate Health and Safety Specialist that training is being scheduled for May, date to be announced shortly.

Ontario Health & Safety Conference & Trade Show – Committee members were issued a day pass to attend this event being held at the International Centre, May 4-5th.

Health & Safety Wellness Fair was held on Tuesday, March 30th in the Great Hall at the Civic Centre.

National Day of Mourning is being held Wednesday, April 28th in the Great Hall at 2:00 p.m.

6. MSDS REVIEW

A new MSDS was recently received for BIOVAP (gum remover) and is currently being tested at Central on a trial basis.

7. ITEMS CARRIED FORWARD (see Outstanding Items List)

8. AGENDA ITEMS

Health & Safety Progress Report (October-December 2009)

A) Health & Safety Specialist explained & gave an overview of the above report, highlighting that it is divided into three sections:

- Health & Safety Program & Initiatives
- Health & safety Issues Addressed & Accomplishments Made
- Health & Safety Education, Training & Communication.

B) Consultants, Randal Brown & Associates creating the Malton Fire & Safety Plan, have completed their site visit and are finalizing a report for submission to the Mississauga Fire & Emergency Service for review and approval. Management co-chair is working on identifying the chief fire warden & alternate fire wardens for Malton.

Information only

Peer Support Program

The Health & Safety Specialist and Transit Operator, Paula Hare came to the meeting to discuss the SPI for a pilot project that is in its final stages "Transit Peer Crisis Support Team (TPCST)". Paula Hare is one of two operator co-chairs for the Peer Support Team along with HR representative Tasneem Merchant on the committee.

A draft copy of the SPI was distributed to Committee members. The Peer Support Team project was initiated from the Safety Committee. At the onset of this project volunteers from Transit were requested to join this team which provides support to operators who have experienced a critical or traumatic incident within the workplace.

A two day workshop conducted by a trauma expert from Shepell FGI was held to provide training to the selected volunteers (operators & supervisors). Two follow up practical workshops were also held for additional training.

The SPI describes the process used when a critical incident occurs. A trauma or critical incident is defined as an extraordinary event or series of events which is sudden, overwhelming and often dangerous, either to one's self or significant others. For example, the crisis may be a serious vehicle accident involving a pedestrian, the death of a colleague, a vehicle accident involving injuries, an assault, or violence.

This program is very strict regarding maintaining confidentiality and this is vital to the success of the Peer Crisis Support Program.

To be a team member you must have completed the specialized training. It is expected this program will go live in the next couple of months and will be communicated through pamphlets and/or posters.

The Peer Program is currently a pilot project for operators in Transit only. However, EAP trauma counsellors are always available for other departments if the need arises.

Information only

9. WORKPLACE INSPECTIONS

Malton Satellite – March 31, 2010 Inspection

Location	Hazard Observed	Action
Maintenance GA Grinder	Large gap in between wheel & guard	Adjust guard
Bay 3 & 4 Airline gauge	Air gauge broken	Repair
Operators Lounge First Aid Box	No finger bandages & gloves	Replenish

April inspection to be reviewed at May meeting.

Terminal Inspection Report

Location	Hazard Observed	Action
Subway	Light covers Mouse traps	Install
Meadowvale	Pot hole #27 stop Pot hole entrance	Repair
Square 1 Booth	Tarp Pot light Air vent Repaint raised sidewalk	Remove Replace bulb Install deflector Paint
Square 1 Washrooms	Ceiling tiles	Replace

10. VEHICLE ACCIDENT SUMMARY BOTH GARAGES – MARCH 2010 as of April 28/10

***To be adjudicated.**

Accidents*	Internals*	Incidents	Onboard	Shelters	Total	Preventable Accidents	Non Preventable Accidents
29	8	40	8	0	85	5	22

11. HAZARD INFORMATION REPORTS

No new reports were received.

12. NEW BUSINESS

Route 51 & 5 (March 24th meeting) – Worker co-chair expressed concern on lack of washroom facilities available during early morning prior to 7:30 AM as MacDonalds is the only facility open. Management co-chair to refer matter to Service Development for further investigation.

(April 28th meeting) Management co-chair spoke to Service Development and was advised that there are washroom locations available for route 5 & 51 operators which are noted in the orange book. Prior to 7:30 AM, route 5 operators have the washroom at Tim

Horton's on Midway available and route 51 operators have the washroom at McDonalds available to them. **Item dropped**

Water Fountain – Worker rep stated that when operators fill water bottles at the water fountain in the Malton drivers lounge & at WWM terminal, the water runs down the side of the cooler where a wall plug is located. Worker rep would like plug relocated. Management co-chair to investigate.

Presto Box – Worker rep reported glare off the Presto box is too bright at night. Management co-chair stated that a cover is on order to reduce the glare.

Overcrowding at CCTT – Management co-chair addressed written concern regarding the overcrowding at this location and will review matter & respond back to operator.

13. ADJOURNMENT

Meeting adjourned at 1:00 PM

Next Terminal Inspection:	TBA
Next Plant Inspection:	TBA
Next meeting:	Wednesday, May 19, 2010 @ 1:30 PM

Local 1572 Signature

Date

Transit Department Signature

Date

Items Carried Forward		
Item		Approximate Completion Date
Carbon Monoxide Detector	Worker co-chair requested that a carbon monoxide detector be installed in the report office area. Management co-chair will contact Supervisor Store/Building & Route on installation	Item dropped
Dec/08		
Jan/09	Waiting for feedback & protocol from CFM.	
Feb/09	No update.	
Apr/09	Carbon monoxide detector installed in report office, protocol to be drafted & communicated to employees.	
May/09	No further update.	
June/09	Management co-chair to follow up on status of protocol with Superintendent, Operational Support.	
July/09	Management co-chair to contact Supervisor Stores/Building & Route on direction to follow. Superintendent, Operations has requested that further investigation be done on this issue.	
Aug/09	Supervisor Stores/Building & Route advised that the ventilation system has been fully upgraded and that this problem should not be an issue inside the building. The air conditioning vents are lower than the exhaust ventilation system as the roof is ten feet higher than the air conditioning unit so there should not be a problem with air being drawn in. An air quality test was conducted two months ago for the drivers area and route supervisors office which came back negative. Another air quality test has been requested for the report clerk's office.	
Sept/09	CFM has just completed contract with new vendor and will arrange for air quality testing for the report office shortly.	
Oct/09	Air quality test meters to be delivered by CFM next week.	
Nov/09	No update at this time. Management co-chair to follow up.	
Dec/09	CFM is looking into this. Initial testing shows everything is clear; they want to continue their testing and perform a longer study.	
Jan/10	Air quality tests were conducted and are being analyzed.	
Feb/10	In mid January adjustments were made to the HVAC unit's fresh air damper setting (to increase the amount of ventilation) for which retesting is presently being conducted. The results will be compared to original testing, report to be supplied to management co-chair hopefully by next meeting.	

	Mar/10	Second IAQ report issued to the Committee for review and discussion at the April safety meeting.	
	Apr/10	After reviewing the IAQ report, the Health & Safety Specialist concurred that Transit is meeting all the required air quality standards. Management co-chair stated that should there be any further concerns, the matter be addressed immediately to a committee member.	
Gas Pump		Committee advised arrangements are underway for September/October to install a new gas pump and upgraded fuel lines in the storage area. Management co-chair to follow up with Supervisor, Stores Building/Route on safety factor till replacement completed.	Item dropped
	July/09		
	Aug/09	Supervisor, Stores Building/Route has confirmed that there is no safety concern with the gas pump and that the replacement can wait till fuel lines are upgraded in September/October.	
	Oct/09	Status unchanged, management co-chair to follow up with Supervisor, Stores Building/Route.	
	Nov/09	Contract has been awarded. Work has not been started.	
	Dec/09	Contract has been awarded; starting date is still to be determined.	
	Jan/10	No further updates.	
	Feb/10	Supervisor, Stores Building/Route has confirmed that the gas pump is safe to use and that work has been delayed six weeks due to ground conditions.	
	Mar/10	Work in progress, monitoring to continue.	
	Apr/10	Work has been completed.	
Westwood Mall, Rte 16		Committee informed by worker rep that apparently a large convex mirror has been purchased for this location, for which the HSC is against. Management co-chair will bring matter to Manager, Operations attention and advise HSC of findings.	May/10
	July/09		
	Aug/09	TMT & HSC confirmed that no mirror is being installed. Worker co-chair to follow up with Service Development on the feasibility of installing a sensor light (stop sign) flashing at eye level, advising the route 16 not to pull into the stop as the route 7 is coming through. Findings to be brought to September meeting.	
	Sept/09	Committee advised that the Transit Facilities Planning Project Leader and Acting Manager, Service Development feel that the flashing eye at this location is not a viable option at this time. Management co-chair to arrange for a trainer to assess any training needs at this location with findings brought to the next meeting.	
	Oct/09	No update, employee has just returned from vacation.	

	<p>Nov/09 Trainers have met with employee to discuss how to manoeuvre through the area safely. Some suggestions were brought forward at that time which will be further investigated</p> <p>Dec/09 No changes were made this month.</p> <p>Jan/10 Three items have been identified:</p> <ol style="list-style-type: none"> 1. Traffic flow around the Supervisor's booth. 2. Curb cuts to allow for accessibility at some stops line up with the rear doors. This creates a hazard for passengers exiting the rear doors of the bus. This is being further investigated. 3. Operators have to wait 2 or 3 lights to make a left turn off Morningstar into the Terminal. <p>Planning and training will meet to resolve these issues.</p> <p>Feb/10 1, 2. During the week of March 15th, a representative from the training department and from infrastructure planning will conduct a traffic flow study in a bus with a spare board operator of Westwood Mall terminal; to determine the feasibility of re-routing buses & placement of stop bars while maintaining traffic flow.</p> <p>3. Infrastructure Management to arrange with the traffic department for a traffic study of the left run off Morningstar into the Terminal, results to be forwarded to management co-chair.</p> <p>Mar/10 1, 2. Traffic study conducted findings to be discussed with Service Development.</p> <p>3. Ongoing.</p> <p>Apr/10 1. Service Development reviewed options submitted by management co-chair, concluding that the options are not viable, layout of the terminal to remain the same. Drivers are reminded to use defensive driving skills when manoeuvring in/around the WWM terminal & caution at all times. Co-chairs agreed with findings & to close off this concern.</p> <p>2. Ongoing.</p> <p>3. Management co-chair waiting for reports on traffic study.</p>	
<p>Flag Request</p>	<p>Jan/10 Worker rep. requested a policy be put in place to mount a coloured flag on the bus when it is hoisted, or when bike racks are opened in the shop to prevent injury.</p> <p>Feb/10 Topic discussed at TMT with management co-chair, suggesting that this is an awareness concern.</p> <p>However, in discussion with Health & Safety members it was suggested that as an alternative to flags being used, safety signage be posted advising employees to be aware of their working surroundings at all times and wear protective head gear (bump hat) at all times when working in/around buses.</p> <p>Mar/10 Management co-chair will meet with Superintendent, Transit</p>	<p>May/10</p>

	Apr/10	<p>Maintenance on this matter.</p> <p>Management co-chair advised that the Manager, Maintenance is not in agreement with flags as employees should be aware of their surroundings at all times and that bike racks be in a "closed position" when the bus is on the hoist.</p> <p>Management co-chair to arrange for a memo to be posted advising employees about hazards in the workplace and to be aware of their surroundings.</p>	
05 Series Units	Jan/10	<p>Cold air is blowing down on top of operators head and shoulders through vent. Management co-chair will follow up with Maintenance to discuss how to block the cold air from entering.</p>	Item dropped Oct/10
	Feb/10	<p>Superintendent, Vehicle Maintenance advised management co-chair that very few units have been written up. Both parties will be addressing the details of submitted report, following which the operator will be updated on their progress</p> <p>Operators are encouraged to complete a VCR on a defective unit, stating specifically where the problem is felt, to assist maintenance in their investigation.</p>	
	Mar/10	<p>Management co-chair has spoken to employee advising that maintenance is aware of matter and is working on it <u>as units are written up</u>; another meeting is being arranged with Superintendent, Vehicle Maintenance to discuss further.</p>	
	Apr/10	<p>Maintenance is working to resolve issue by modifying the overhead vent and request units <u>be written up</u> so maintenance can address issue. Co-chairs agreed to close off this concern & monitor again in the fall when weather changes.</p>	
Fire Safety Plan	Feb/10	<p>Management co-chair requested that the Fire Safety Plan for Malton be reviewed and updated if necessary by Health & Safety Specialist & Superintendent, Service Development Information Management.</p>	June/10
	Mar/10	<p>Superintendent, Service Development Information Management is working on the Malton fire safety plan; fire wardens currently being arranged. Committee would like fire enunciator panels located in various areas of the facility similar to what has been installed at Central Parkway.</p>	
	Apr/10	<p>Consultants, Randal Brown & Associates have completed their site visit to Malton and are finalizing their report for submission to the Mississauga Fire & Emergency Service for review and approval.</p>	
Route 11 Northbound	Feb/10	<p>Concern was expressed by worker rep on the lack of public knowledge of Mississauga Transit's Pick up & Drop off Policy. Northbound passengers are coming onto this route wanting to be dropped off at Woodbine when this is not a drop off point (unless it is a continuous trip). This is creating a safety concern/conflict between the operator and passenger. Management co-chair will investigate matter with Service Development, bringing findings to next meeting.</p>	Item dropped

	<p>Mar/10 Committee advised Service Development conveyed that nothing more to be done, memos have been issued on this matter. Worker rep acknowledged this, stating operators are aware of the information; <u>it is the public</u> that does not understand MT pick up & drop off policy.</p> <p>Management co-chair to further follow up with Service Development as to specifically what has been done & how to communicate this information to the public.</p> <p>Apr/10 After discussion with Service Development, management co-chair advised this matter is covered by the Toronto Act where MT buses cannot pick up & drop off <u>the same passenger</u> in the Toronto boundary (unless it is part of a continuous trip).</p> <p>As always when dealing with passengers, operators are expected to use good judgement and that their job is to make the customer aware of our policies. Operators are reminded to contact Transit Control for assistance when dealing with difficult passengers when necessary. This matter will eventually be resolved thru fare integration with TTC in the future.</p>	
<p>Interior Lights, 06 Series</p>	<p>Feb/10 Worker co-chair addressed concern expressed by an operator on the glare from the interior lights in the 06 units. Management co-chair contacted Superintendent, Vehicle Maintenance and was advised that prior to units coming to Malton no complaints had been received from Central operators. The Committee requests operators to complete a VCR on a defective 06 unit so that maintenance will inspect/adjust accordingly. This matter is still being investigated, management co-chair will be responding back to employee.</p> <p>Mar/10 On March 5th, worker co-chair drove a 06 unit to CP to be included in an experiment being conducted with the Eldorados for the same problem, glare in the windshield. Agreement was reached that Eldorado units require further investigation and that 06 units require further testing as blue lights reduce the glare only slightly.</p> <p>Worker co-chair responded findings back to employee, who expressed that late at night on the route 15 (industrial route - Drew/Tranmere) street lighting is OFF on one side of the street but ON, on the other side of street; creating a safety concern when going around bends as the glare focuses right on where a car would be which is not noticed until the last minute.</p> <p>Committee feels that safety concern specific to route 15 lighting conditions and will arrange to have two buses changed over with alternate blue lighting for testing on this route. Further testing will be done with operator to determine a solution.</p> <p>Apr/10 Worker co-chair to further discuss concern with operator, notifying management co-chair of findings.</p>	<p>May/10</p>