

**Safety Training Standards & Delivery Fall Protection SME
August 12, 2009**

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Dave Taylor	Chemfab	Yes	Kevin Mackowski	IOL	Yes
Blair Allin	Boilermakers	Yes	Lonnie Cope	Suncor	Yes
Dave Lambert	CSAO	Yes	Gary Krumholtz	Shell	No
Doug McKay - Scribe	Kel-Gor	Regrets	Emilio Iacobelli	NOVA	Yes
Tracey Verdone	LamSar	Yes	John Huybers	Curran	No
Victor Horvath	Laborers	Yes	Ron Mombourquette	ALUMA	Regrets
Brian Strong	Millwrights	No	Shelly Brown – Guest	IEC	Yes

Acceptance of Previous Meeting Minutes

Minutes accepted as written.

Discussion Items

1. Dave Lambert will approach CSAO to see if we can get @ 1,000 Summer 2009 Construction Safety Magazines (all about fall protection) to use as a handout to course participants. Dave reminded us that CSAO members can request them for free as well.
2. It was the group's understanding that perhaps the learner's guide and the course material may not be ready at the same time. Shelley clarified that both will be ready prior to rolling out for training – just probably not for STS review in September.
3. Shelley mentioned after looking at the CSAO magazine that perhaps we should include a small section on slips, trips and falls. The committee agreed that this was a good idea as it's not really covered anywhere else.
4. Dave L. stressed the importance of inspecting lifelines and rope grabs. Lifelines deteriorate from the inside out and the general consensus was that many workers don't know the correct way to inspect this equipment.
5. The group discussed some of the most common errors in the use of fall protection as noted in the field. The group will supply a list to Shelley to facilitate highlighting these issues in the training.
6. Blair suggested stickers for hardhats being handed out at successful completion of training. The whole group thought it was a great idea.
7. It was suggested that perhaps a quarterly meeting of the committee (at least initially) to review how the training is being met, whether any gaps have been identified and results of audits. It was recommended by the committee that the IEC be the collecting pool for any changes to legislation, technology, etc.

8. The criteria for who will be qualified to provide training were discussed. This is covered on Page 25 of the course template and the committee agreed those were satisfactory qualifications.
9. In trying to determine criteria for auditors it was decided that we need further information. Shelley will bring the auditing material prepared so far to the next meeting.
10. The group put deciding all that would be included in refresher/gap training on hold until course is completed. We definitely agreed that at a minimum it needs to include any legislative and/or technological changes, and inspection and donning and doffing of equipment.
11. Blair has some feedback on the evaluation that he will bring to the next meeting. Due to work constraints Blair was unable to offer his suggestions prior to this meeting. Shelley also agreed that she still feels there needs to be some wording changes. Depending on the "common errors" the group provides there may be a need to add/change questions to address these problem areas.

Action Items

1. Prepare learner's guide outline.
2. Shelley to outline objectives with related media in order to determine best way to prioritize objectives.
3. Emilio to provide examples of rescue plans.
4. Ron will provide pictures of equipment.
5. Criteria to give to Steering Committee for who will be qualified to do training.
6. What to include in refresher/gap training.
7. Recommendations for change management.

Next Meeting

August 19, 2009 – 1:00 – 3:00 IEC Room TBD