

**Safety Training Standards & Delivery Fall Protection SME
August 5, 2009**

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Dave Taylor	Chemfab	Yes	Kevin Mackowski	IOL	Regrets
Blair Allin	Boilermakers	Regrets	Lonnie Cope	Suncor	Vacation
Dave Lambert	CSAO	Info only	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	Yes
Brian Strong	Millwrights	No	Shelly Brown – Guest	IEC	Vacation

Acceptance of Previous Meeting Minutes

Minutes accepted as written.

Discussion Items

1. Discussed Shelley's requirements for pictures and videos. Ron will be able to provide many of pics she is looking for. Dave and Shelley went through Lonnie's pictures after the meeting last week and selected approximately 8 to be included in course material. It was agreed that we may need to assign responsibility to individuals for certain sections in order to complete this in a timely fashion.
2. It was the group's understanding from the meeting last week that perhaps the learner's guide and the course material may not be ready at the same time. The group feels that the learner's guide is an important part of the training material as it can have more information than the course and be used as reference material out in the field. Therefore we agreed that it should all roll out at the same time.
3. Much of the rest of the meeting was spent trying to determine what outstanding items remain on the action list – see list.
4. In discussing the field audit and meaning of failure, it was agreed that this would best be determined by the Steering Committee.
5. There was discussion around the concept of having the training material reflect that it was a joint effort between Labour, Contractors and Clients not just an IEC endeavor. The group felt that this may help participants feel more involved in the process.

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 12, 2009 – 1:00 – 3:00 IEC Room TBD