

**Safety Training Standards & Delivery Fall Protection SME
May 3, 2009**

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

Acceptance of Previous Meeting Minutes

Minutes accepted as written

Discussion Items

- Ron led a discussion based on the meeting held last week with the IEC management team.
- We agreed to provide the completed template to Shelly and Mike by the end of this week which meant we needed to have all the remaining parts of the template completed. This was accomplished in time to have the template ready by this meeting
- Doug will send the completed (but still living) document to Shelly and Mike for their review
- After their review, it will be sent back to the team to make any necessary changes before it is sent to the Steering Committee.
- The completed template will be sent out to the Stakeholder group for comment by the Steering Committee
 - There was a discussion about the concerns of some members of the team around the possibility of getting significant negative comments back from the Stakeholders requiring a complete change in direction
 - It was decided that it was unlikely that this would occur, but that any significant comments would be a possible learning opportunity for the group to allow improvements to the program
- There was a discussion on the negative comments being made in meetings unrelated to the SME team. It is unfortunate that the people that have such strong feelings about the process have not seen fit to provide any direct feedback to the team and we all agreed that everyone is entitled to their opinion, but it is not going to stop the team from doing their job

Populating Training Template

Tracey did a great job of completing the template with the information provided by the members of the team.

The template is now in a condition to be turned over to Shelly and Mike for review

The team agreed that we should include an addendum to the template that outlines the 4 areas where we have recommended changes to current standards or where standardization would improve the standards in the region. The addendum will indicate the following items need to be reviewed and decisions made by the Steering Committee:

- Refresher Training to be completed for everyone on a 3 year cycle
- 3 Tag system for scaffold to be standard across the region
- 1.8 M requirement for fall protection including ladders, scaffold, guardrail requirements
- Rescue planning to include suspension trauma mitigation (suspension straps)

The team also felt that it would be appropriate for the template to include a new section that would mirror our addendum since all future teams will be recommending specific standardization items to be decided on by the Steering Committee and Stakeholders

Program Development

The team agreed that there would be 3 possible ways the development could go. A fourth was discussed (outsourcing completely) but was discounted. The three possibilities are:

1. SME Team to put together a sub committee to develop program
2. SME Team give the development over to the IEC
3. SME Team give the development to the IEC but include a member of the team to provide any assistance required.

Regardless of the option chosen, it was agreed that the developers would be required to present to the SME on a regular basis (once a series of objectives had been completed) for discussion and approval by the team.

Each of the attending members discussed their opinions on which of the directions to go and it was agreed that option 3 was the most effective

Tracey once again stepped up and indicated that she would be willing to spend as much time as she had available to assist in the development and the group agreed that any member of the team who wished to do so could put their name up for assisting. It was also agreed that the development team would be able to contact any member of the SME if they had questions on a given objective.

The development team will inform Doug when they have something to present and a meeting of the SME will be convened on the following Wednesday

Action Items

1. Doug to prepare and attach the addendum to the template
2. Doug to provide the template to Shelly and Mike
3. IEC to begin development of training program with Tracey's involvement

Next Meeting

The SME team will meet when the first objectives have been translated into the training program