

Safety Training Standards & Delivery Fall Protection SME
April 22, 2009

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Dave Taylor	Chemfab	Yes	Kevin Mackowski	IOL	No
Blair Allin	Boilermakers	Yes	Lonnie Cope	Suncor	Yes
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	Regrets	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

1. Discussion on the CSAO and workers arriving with a card. People will be asking about the CSAO program and whether or not it will still be accepted. For the time being, we can only say we are working on it and CSAO will be accepted in the near term
2. 2 tiered training program with a full training session and a session where a worker would complete a test and then be trained to match the gaps identified. **(this discussion was tabled until a later meeting).**
3. All agreed that simple is best for transportability. Most felt that powerpoint is a minimum and that trainers would need to have some ability to use a computer in their training.
4. Moe Carson presented what we are doing and the directions we are taking to the membership of the UA. Others have difficulty in achieving this because of internal structures. The group felt that, when we are ready, the best means of ensuring that everyone is aware of the changes would be through a toolbox talk broadcast to all Clients and Contractors for use
5. Pass/fail considerations for trainee evaluation. The biggest stumbling block in this area is literacy concerns. IEC currently does verbal testing when necessary. Language could be an issue also and needs to be discussed further.
6. Database – too early to discuss.
7. Content/Design Team – the group agreed that it was time to begin designing a program. While all of the details of content have not yet been finalized, there is enough content defined to be able to begin work on the program. Items that come up over the next few weeks can be incorporated into the program as necessary.

The design team was set and were to begin work on Thursday April 23 at 1:00. It was decided that the team would probably have to meet twice a week. The design team is:

- Emilio Iacobelli
 - Moe Carson
 - Tracey Verdone
 - Tom Hennessy and Shelly Brown will assist the team as advisors
8. Tracey will do the content gap analysis to ensure we have captured everything to allow the design team to get started.
 9. The group decided that this SME team should probably scale back on its meetings at this point since the majority of the effort will be in the design team meetings. They will bring back their work to the team. The team will meet on April 29th, but will begin meeting every other week after that.

Populating Training Template

The group reviewed the revised template completed by Tracey and Tom. There are still some questions about the template design.

The group agreed that there needed to be a blanket disclaimer in the program. This is the responsibility of the Steering Committee to ensure but the group felt we could take a stab at a draft.

3 items came up as potential new topics for the training. Each will need an associated training objective. The 3 items are:

- Horizontal/vertical lifelines
- Floor openings
- Guard rails

The group agreed that each of these topics need to be covered in the training and were not currently captured in the template.

Action Items

1. Tracey will redo the Gap Analysis for Content
2. The Design team will meet and begin work on the program – report at SME next meeting on progress, issues, roadblocks.

Next Meeting

The SME will meet on **April 29 from 1:00 to 2:00** in the Board Room