

**Safety Training Standards & Delivery Asbestos SME
March 12, 2009**

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Christine Marsh	Shell	No	William Deschamps	Terra	No
Rob Wieringa	B and D	Yes	Bob Sauve Chair	UA	Yes
Dave Lambert	CSAO	No	Tom Hennessy	IEC Guest	Yes
Bob Huggett	NOVA	Yes	John Swart	Insulators	No
			Jamie Cockerham Back up chair	IEC -	Yes
Wayne Allen	DCCL	Yes	Michael Manz	IEC - Guest	Yes
Giselle Owen Scribe	Suncor	Yes	Paul Spearman	IOL STS Rep	Yes
Matt Guerette	Nel-Tekk	No			

Acceptance of Previous Meeting Minutes

Minutes accepted as written

Template

Mike Manz discussed the requirements as laid out in the template. In his opinion, the group is currently at the stage of "task topic analysis" but not as far as "learning objectives" The group agreed that completing the template should be taken off line from the weekly meeting. Wayne, Bob and Jamie will work with the IEC to bring the template up to our current level of discussion..

Follow Ups from Previous Meeting

Jamie to send contact list

Complete.

Feedback Loop on IEC Website

The link on the website is functional. The materials will be placed here for everyone to monitor the process..

Base Program to be used for training development

All agreed that the current IEC program was probably the best starting point for development of this program.

Items to be discussed

- Jamie opened the meeting explaining that Nancy has left Suncor and they will name a replacement for the STS committee. Her replacement from the STS committee will be Paul Spearman
- Jamie started by explaining his role on the committee and also the role of the IEC. He also introduced Mike Manz and Tom Hennessey and explained their roles.
- Jamie explained the standard and how it works. There was much discussion on this topic and it helped for everyone to now understand how the standard works.
- Bob explained that the two presentations done by Rob and Jamie were good. There was agreement that these two programs would provide the necessary material to provide a course.
- Mike Manz explained the template was developed by Shelly Brown and himself.
- Bob questioned if a gap analysis had been done on the two programs presented and also on the rest of the programs that were provided.
- There will be a gap analysis done on these programs and this will be done before the next meeting.
- Giselle questioned the word standard and it was explained.
- There was lots of discussion about changing the standards and what is the process.
- Questions on what will be the process on reviewing other training materials.
- Jamie explained that the gap analysis needs to be done. There are two things that has to be reviewed and that is the training materials and the policies and procedures of the member companies. This will have to be done to identify opportunities to align processes.

Other Discussion Items

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Action Items

1. Work on Draft Template	Jamie
2. Send standards to committee members	Jamie
3. Do Gap analysis	Bob Wayne/ Jamie
4. Gap analysis on different plant standards	Giselle
5. Fill in Design Template	Jamie
6. Do gap analysis on IEC and B&D Training programs	Rob Wieringa

Next Meeting

March 19, 2009 – 1:00 – 3:00 IEC Board Room
