

**Safety Training Standards & Delivery Fall Protection SME
February 11, 2009**

Invitees	Affiliation	Attend ?	Invitees	Affiliation	Attend ?
Bob Schenek	Carpenters	No	Lonnie Cope	Suncor	Yes
Blair Allin	Boilermakers	Yes	Gary Krumholtz	Shell	Yes
Dave Lambert	CSAO	No	Tom Hennessy	IEC	No
Jim Joncas	NOVA	Yes	Kevin Mackowski – co-chair	IOL	Yes
Paul Healy	LamSar	Yes	John Hybers	Curran	No
Harry Smitts	DCCL	No	Paul Spearman	IOL	No
Victor Horvath	Laborers	No	Ron Mombourquette	ALUMA	Yes
Brian Strong	Millwrights	Yes	Dave Taylor – co-chair	Chemfab	Yes
Doug McKay-scribe	Kel-Gor	Yes	Moe Carson	UA	Yes

Acceptance of Previous Meeting Minutes

Previous minutes accepted with the note that several attendees did not receive the minutes by e-mail. All attendees provided Doug with their contact information to ensure that all would receive minutes.

Timeline

A brief discussion was held regarding the established timeline for this project. All agreed that one month was unrealistic to be able to achieve the project goals. We will work diligently to achieve the goal in as short a period as is reasonable.

Steering Committee Template

All agreed that it was necessary to have this template in order to prioritize the group's activities in developing the program. Dave agreed to follow up with Ron Mombourquette in an attempt to get at least the draft of the template to this committee as soon as possible.

Follow Ups from Previous Meeting

1. Plant Representatives to send current Fall Protection Rules

IOL, Suncor, Shell provided their current policies. NOVA will forward their current program to Paul Healy this week. Kel-Gor and Chemfab will provide their current policy/program to Paul Healy this week.

2. Plant Representatives to present current on-site training package

Programs provided included IOL, CSAO, IEC, NOVA (Including Joffrey and US). Boilermakers indicate they use CSAO with the addition of a practical component and a crossword type quiz (provided). Kevin Mackowski presented the new IOL training program and all agreed that it was a well prepared video on the topic.

3. Gap Analysis

Paul Healy volunteered his staff to perform the gap analysis based on the products supplied by Clients and Contractors. It was generally agreed that the group can not progress the project significantly until this gap analysis is complete. Paul committed to having the analysis completed by the next meeting for review.

4. Tom to send contact list for the group

Doug will update the e-mail contact list based on the information provided by the group at this meeting.

5. Feedback Loop on IEC Website

The group felt that this would take some time to develop. It was also agreed that the step is an important one in furthering the goals of the project. Doug agreed to follow up with the IEC on an ongoing basis to ensure that it is completed in time to be of value to this process.

General Discussions

Discussion was held on several topics that are relevant to this group's mandate but not directly impacting on the expected work product. Some of those discussions were:

- Whether or not we had appropriate representation on the committee
- 5 year requirement for retiring fall protection equipment – not a legal or manufacturers requirement
- Standardization of height requirements for tie off throughout the valley – 6'/10'? Contractors currently use 10' with the provision that they will meet Client requirements if they are more stringent than legislation. There is no current consistency between Client organizations on this topic.
- A generalized question for the Client group as to whether or not they would be able to accept the recommendations of this committee on specific requirements from a corporate governance perspective. Each agreed that they would follow up with their management line to determine the answer to this question

New Business

The group agreed that, regardless of the need for a template to complete the project mandate, there were items that the group could move forward with that would be considered standard requirements for any training package.

We agreed that the first order of business in this respect was the development of a set of guiding principles for the program. Gary agreed to prepare a draft to be discussed at the next meeting

Next Meeting

February 18, 2009 – 2:00 – 3:00

The committee agreed that we would probably need to continue with the weekly meetings into March in order to effectively complete the project in a reasonable timeframe.