

**Safety Training Standards & Delivery Fall Protection SME
February 4, 2009**

Invitees/ Attendees

Bob Schenek	Carpenters	Lonnie Cope	Suncor
Blair Allin	Boilermakers	Gary Krumholtz	Shell
Dave Lambert	CSAO	Tom Hennessey	IEC
Jim Joncas	NOVA	Kevin Mackowski	IOL
Paul Healy	Lamsar	John Hybers	Curran
Harry Smitts	DCCL	Paul Spearman	IOL
Victor Horvath	Laborers	Ron Mombourquette	Aluma
Brian Strong	Millwrights	Dave Taylor	Chemfab
Doug Mackay	Kelgor		

MINUTES

Tom Hennessey welcomed all the members of the committee and did a round of introductions.

BACKGROUND

Ron Mombourquette then gave a background of the role of the STS Committee and the role that Tom and Ron would play on the committee.

Ron gave the committee a chance to read the governance document and asked if there were any questions. (none at this time)

Ron then gave a very good history of the IEC. Also gave the role that the IEC would play on this new committee and the role that is played by the IEC on the STS committee.

PROJECT OVERVIEW

- Ron gave a review of the project and covered the things that the committee must under take over the next while.
- We need to do a gap analysis between the different programs that have been submitted by the different groups.
- We also covered off the delivery recommendations IE:
 - Venue
 - We need to decide how the training would be accomplished?
 - Who will do the training?
 - Where will the training be done?
 - What will the auditing program look like?
 - What will the accreditation for the trainers look like?
- Lots of discussion took place on all the above topics but no conclusions were drawn. Ron cautioned the committee that they need to be open minded and that a consensus is what has worked for other groups trying to achieve what we are undertaking.

TIMELINES

We discussed what is a realistic timeline for implementation (discussion no conclusion)

RECERTIFICATION: We also discussed recertification (discussion no conclusions)

RECIPROCITY

- Discussion around reciprocity with other areas and we need to investigate how that might happen
- Brian voiced the opinion that success for him would include some way to use the existing CSAO Fall Protection training, that his members can come from other areas with or leave Sarnia and work in other areas.
- It was noted that our solution(s) should meet this challenge.

SELECT TEAM LEADERS**Co-Chairs**

- Kevin Mackowski IOL
- Dave Taylor Chemfab

Scribe

- Doug Mckay Kelgor

Establish Ground Rules

We discussed simple team guidelines for success:

- Good attendance and notice when we know we will miss meetings
- Use of a Parking Lot to stay on track but capture items for future needs
- Look for opportunities to give homework assignments to meet our timelines.

Next Steps

1. Plant representatives need to send the plant's current fall protection rules, guidelines or requirements to Tom.
2. Plant representatives will present the training they use for item 1 at our next meeting. lo needs use of a computer or DVD player and projector.
3. The group will do a gap analysis as we review current training.
4. Tom to send contact list complete with email addresses to all members
5. Feedback loop to be completed on IEC website and then we need a plan to manage it.

Set Next Meeting Date: Wednesday February 11th 1-3pm at the IEC

We decided to stay on Wednesdays from 1-3pm for the rest of February and then decide what is necessary going forward.