

**Safety Training Standards & Delivery Fall Protection SME**  
**April 1, 2009**

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

**Acceptance of Previous Meeting Minutes**

Minutes accepted as written
-----------------------------

**Follow Ups from Previous Meeting – Action Items**

**1. Committee for Cost/Benefit Analysis**

Ron and Jim made presentation to the executive. There was very positive feedback from everyone on the progress of the group.
--

**2. Populating Training Template**

Each of the topic templates were reviewed and, while there was variation in the level of detail in each, and a discussion of the appropriate level of detail to be included in this section of the template, everyone agreed that we have most of what we need to progress to program development. Doug agreed to send out the entire package of templates to all members of the team for one final review. The next steps involve moving on to the design of the program and development of the evaluation section of the template. The group agreed to break into 2 sub committees. The committees are:
---

<b>Program Development Team</b>	<b>Evaluation Team</b>
Dave Taylor	Doug McKay
Lonnie Cope	Victor Horvath
Moe Carson	John Huybers
Blair Allin	Tracey Verdone
Emilio Iacobelli	Ron Mombourquette
Tom Hennessy	

These teams will meet on April 8 to begin work on their respective tasks. These meetings will take place prior to this team's meeting. The meetings will take place between 12:30 and 2:00 with this meeting to follow in the Badger Room.
--

## **Other Discussion Items**

1. Ron took the concept of a “Train the Trainer” program to the steering committee. The question was documented in their minutes. The IEC also had a meeting to discuss this issue. Programs are available but they would need to be developed to meet local needs. As part of this overall discussion, the group agreed that a decision needed to be made on what criteria need to be met in order to be a trainer. This will be discussed as part of the evaluation team’s mandate.
2. A suggestion was made that updates on this team’s progress should be put out to the various committees in the region to ensure that everyone gets the same information and is aware of what is happening.

## **Action Items**

1. Final review of completed sections of the template to be completed by all.

## **Next Meeting**

April 8, 2009 – 2:00 – 3:00 IEC Badger Room