

**Safety Training Standards & Delivery Fall Protection SME
April 8, 2009**

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

Acceptance of Previous Meeting Minutes

Minutes accepted as written

Follow Ups from Previous Meeting – Action Items

1. Populating Training Template

Shelly Brown and Jamie Cockerham attended the team meeting to provide guidance on methods for completing the content and evaluation sections of the template.

There was a discussion held on whether or not the Evaluation team could proceed without the Content team providing the learning objectives. The consensus of the group was that both teams could begin their work based on the amount of work that had been done up to this point. Each team can then continue once more information is available.

Content and Evaluation teams met on April 8 to begin work on their respective objectives. Meeting minutes from each team are attached.

Other Discussion Items

1. The group reviewed the Governance document in an attempt to clarify the roles of this committee with regard to the development of the program and what, if any, limits are placed on the committee by the document
2. The group discussed the possibility of having a 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. The general consensus was that this type of system would be difficult to manage effectively and was not the recommended path forward

3. There was a discussion on the needs as they relate to inclusion of technology in the training program. While everyone agreed that a multi media presentation is more compelling for the audience, it is difficult to provide in all potential training venues. As a result, one of the goals of this group will be to determine the minimum requirements for presentation of the program without making it difficult to do in the field.
4. Shelly indicated that there is a need to provide training differently to the current audience than would have been true in the past. The group agreed that attention needs to be paid to “Adult Learning Concepts” in the development of the program. This needs to be discussed further in the final development of the program. Once we get to the design phase of the program, this will be discussed at length.
5. A suggestion was made that we were spending a lot of time discussing items that had already been resolved by the team and it was pointed out that this was probably not a bad thing since it reinforced the consensus of the team on several issues.

Action Items

1. Content and Evaluation teams to begin work on their sections of the template.

Next Meeting

April 15, 2009 – 1:00 – 3:00 IEC Badger Room

Evaluation Team Minutes – April 8, 2009

Elements of evaluation were discussed and it was agreed that there should be 4 levels of verification:

1. **Learner Verification** – consisting of a quiz and practical components
2. **Trainer Evaluation** – determining the requirements for a trainer and how to evaluate against those requirements
3. **Field Validation** – a method of validating that trained individuals in the field retained the information expected in the Learner Verification phase
4. **3 Year Evaluation** – a formal review of the program on a minimum 3 year cycle to ensure that the content, and verification portions are current and effective.
5. **Ongoing evaluation** – an oversight of the program and legislative or local changes to requirements triggering a review.

The team decided that they would discuss “Learner Verification” as a first step to decide a path for development. The actual questions or practical components will be developed based on the outcome of the Content group’s development of Learning Objectives

Learner Verification

The discussion led to the following agreements on the format of the learner verification:

1. There needs to be an immediate evaluation at the time of training
2. There must be a pass/fail component to ensure competence
3. There needs to be a written quiz
 - a. Multiple Choice
 - b. True/False
 - c. Evaluate and answer questions on graphic representations of items
4. Questions to be developed from Learning Objectives
5. Should be an “A” and “B” quiz to ensure learners are able to demonstrate understanding
6. There needs to be a practical component to the verification that would include things like:
 - a. Ability to effectively don and doff equipment
 - b. Ability to identify sub-standard equipment
 - c. Ability to identify effective anchor points
 - d. Ability to decide on the appropriate type of protection for various situations.

Content Team Minutes (April 8 and 10)

Here are the up to date Objectives after today's meeting. We also changed the wording of # 5 and 2 is still not finished so if anybody has any suggestions we would like them.

1. Describe Fall Hazards and their effects on:
 - a. Workers
 - b. Family
 - c. Coworkers
2. Appreciate Statistics (Not finished)
3. Access the regulations and apply them to the workplace
4. Demonstrate the proper use, care and maintenance of fall Protection Equipment
5. Identify how to select, inspect and use portable ladders (changed the wording from the first one)
6. Correctly Identify the safe use of a fixed vertical ladder
7. Recognize the safety requirements of a scaffold system
8. Describe the hazards of a Powered Elevated Work Platform
9. Identify the proper selection and use of
 - a. Fall Arrest
 - b. Fall Restricting
 - c. Travel Restraint
10. Describe and demonstrate the inspection of Fall protection Equipment
11. Demonstrate the ability to properly Don and Doff a Fall Arrest System
12. Demonstrate the ability to Install, Deploy and use a relief step
13. Identify the reasons for proper cleaning maintenance and storage of Fall Protection Equipment
14. Recognize the Hazards of improper and unacceptable Anchor Points
15. Develop the basic requirements of a rescue plan