

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

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Bob Schenek	Carpenters	No	Lonnie Cope	Suncor	Yes
Blair Allin	Boilermakers	Regrets	Gary Krumholtz	Shell	Yes
Dave Lambert	CSAO	No	Tom Hennessy	IEC	Yes
Jim Joncas	NOVA	Yes	Kevin Mackowski	IOL	Yes
Tracy Verdone for Paul Healy	LamSar	Yes	John Huybers	Curran	No
Harry Smitts	DCCL	No	Paul Spearman	IOL	No
Victor Horvath	Laborers	No	Ron Mombourquette	ALUMA	Yes
Brian Strong	Millwrights	Yes	Dave Taylor	Chemfab	Yes
Doug McKay - Scribe	Kel-Gor	Yes	Moe Carson	UA	Yes
Michael Manz	IEC - Guest	Yes	Jamie Cockerham	IEC - Guest	Yes

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. Doug, Dave and Lonnie will work with the IEC to bring the template up to our current level of discussion..

Follow Ups from Previous Meeting

1. Tom to send contact list

Complete. Doug sent the notice to the members who have not indicated they have a continued interest in the group. The following members who did not respond will be removed from the roster: Bob Schenek, Harry Smitts, Paul Spearman. Dave Lambert will be maintained on the list as an external resource to the team. Dave is unable to attend, but is interested in staying involved as much as possible.

2. Feedback Loop on IEC Website

The link on the website is functional. Doug has agreed to be the contact person for comments and questions from anyone using the link.

3. 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 since it contained all of the requirements of the CSAO program plus some local items.

4. Gap Analysis

The analysis was updated to include the status of the majority of items

5. CSA Standards

Jim provided the group with copies of the appropriate standards. The group decided that these standards will be used as reference documents for content development

6. Items to be discussed with Clients

The group discussed what the vehicle should be for discussing with Clients, items requiring consensus or agreement. Two options were discussed: Taking the items back through the committee members to their respective owners; Ron taking items back through the Steering Committee. The decision was made to finalize the list and the presentation requirements prior to deciding on the method of taking the list to the Clients.

The items to be taken back to the Client group mostly revolve around the 1.8 metre tie off requirement:

- Requirement for tie off when working from a ladder – over 1.8 M
- Guard Rail requirements above 1.8 m
- Fall protection required when working unprotected over 1.8 M

The only other item to be discussed is the Scaffold tagging system. This is only an IOL issue and will be discussed with them directly.

The group also discussed the possibility of a Client deciding at some future date to make a change that is directly related to Fall protection. A system needs to be implemented, most likely through the steering committee, to ensure that these changes are not made unilaterally by an individual Client. They need to be discussed and agreed prior to implementation so that the training program can continue to reflect common practices.

For items listed above, it was agreed that a cost/benefit analysis needed to be done as part of the presentation to the Clients. Jim, Ron and Kevin agreed to prepare this analysis.

Other Discussion Items

Discussed whether or not 100% tie-off should be mandatory. The group could not think of any Client locations that do not already require it, so the decision was made to include it as a mandatory item in the program.

Discussed the requirement for renewal of training – current training is evergreen. It was agreed that this is probably not appropriate, but discussion of a reasonable frequency was put off until later in the development.

A brief discussion was held on other items that need to be included in the training program that have not been formally touched on in these meetings previously:

- The issue of working over water, rotating equipment etc.
- Working out of a basket (crane or EWP)

The group also discussed the point that this training is region wide, not just for use in dealing with the primary Client requirements. It will be used for roofing companies and others that have no direct involvement with the Client group. The training needs to be designed to ensure that the needs of this group are also met.

Action Items

1. Committee for cost/benefit analysis of the 1.8 metre requirement for fall protection – Jim, Kevin, Ron – to work on developing the analysis to be used in discussion with Clients
2. Committee to put current work into the template – Dave, Doug, Lonnie – Will meet on Monday March 16 at 2:30 at the IEC to begin the process.
3. Kevin and Ron will resolve the Scaffold Tag issue

Next Meeting

March 18, 2009 – 1:00 – 3:00 IEC Board Room