

**Safety Training Standards & Delivery Asbestos SME
March 19, 2009**

Invitees	Affiliation	Attend?	Invitees	Affiliation	Attend?
Christine Marsh	Shell	yes	William Deschamps	Terra	No
Rob Wieringa	B and D	Yes	Bob Sauve Chair	UA	Yes
Dave Lambert	CSAO	No	Tom Hennessy	IEC Guest	no
Bob Huggett	NOVA	Yes	John Swart	Insulators	No
			Jamie Cockerham Back up chair	IEC -	Yes
Wayne Allen	DCCL	Yes	Michael Manz	IEC - Guest	no
Giselle Owen Scribe	Suncor	no	Paul Spearman	IOL STS Rep	no
Matt Guerette	Nel-Tekk	yes			

Acceptance of Previous Meeting Minutes

Minutes accepted as written – no questions

Follow Ups from Previous Meeting

Jamie, Rob W., Bob S. and Wayne were asked to do a Gap Analysis on the different training programs and standards we had collected (9) and hand into Jamie

Done

Gap Analysis

Discussion on do we add any new topics that we found were not addressed on the Gap Analysis spread sheet – consensus was no, all was covered at this time.

The Gap Analysis will be reviewed by all at the next meeting when Jamie has all 9 programs on one spread sheet – easier to read

Template

Discussed the template and how we would work through it. We cannot just look at several existing training modules and tweek them into one. The template must be followed. There was some work we had already done, ie. The target audience and task/topic analysis. We decided to go back and start at needs analysis and follow the template as written.

Needs Analysis

Everyone had a work sheet as we reviewed what the need for this training was & what our opportunities are. The current state of affairs vs. desired state of affairs would be our gaps – these will be discussed at the next meeting with the new spread sheet.

The worksheets were given to Jamie to input the ideas into the template and reviewed next week.

Task/Topic Analysis

The Task/Topic Analysis was reviewed. The Elements we already had from a previous meeting so we had to fill in our Knowledge components, Skill components and Attitudinal components for each. These ideas will also be put on a clean work sheet for all to review for next meeting.

Home work

- Jamie to finish putting gap analysis spread sheet and Template document together.
- Send out both documents to members
- All members review and bring comments to the next meeting
- Jamie to meet with Shelley Brown and Mike Manz to review progress.

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Next Meeting

March 26th, 2009 – 1:00 – 3:00 IEC Board Room