

**Safety Training Standards & Delivery Asbestos SME
May 11th**

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	No	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	No			

Acceptance of Previous Meeting Minutes

Minutes accepted as written

Discussion;

- First order was to Thank Wayne Allen for doing a great job representing us at the IEC general meeting and going over the Asbestos Awareness Standard.
- Bob asked Jamie to review with the team the process to follow for the template. Jamie went through the time frames of the review. The first is to have a completed copy of the template sent to Shelley Brown/Mike Manz of the IEC for review, by May 15th. It will go through several reviews and feedback will be returned to the Asbestos SME group June 5th. or 11th. At this time we will review, make changes if needed and present to the steering team.
- Jamie was asked to review the E mail from Terra on how they do their labeling. **Jamie forwarded E mail to all.**
- The team looked at re-certification and length of course again. It was decided that a 2 year re-cert be put into place and the course length would be 1.5 hours, including test.
- The team reviewed the training program vs. the template. We found very little that was not in the program 1/ Disclosure of Inventory, 2/ Demolition, these will be added. We did discuss that some slides can be reduced in size, pictures that could be added, work exercises we could use, etc. Wayne & Christine will work with Shelley Brown and move forward with the program. This may not start until May 25th. as some people have scheduled holidays. We will try and review the program on a bi-weekly

schedule or when needed.

Additions to Template

Reviewed the template 1 last time before handing off. Made some small changes and deletions. Also looked at the type 1 work material that was added to the template last week – its good.

Items to be Discussed at Next Meeting

* Next meeting we will be discussing our Gaps. Because of holidays etc. the meeting is tentative scheduled for May 25th. Jamie is sending out E mails to reps from Shell, Nova, IOL and Suncor as the group feels they should attend this session for good input.

Action Items

- Paul Spearman to give an up-date on Asbestos program vs. new Basic Safety
- Gaps – Reporting, Labeling and Type 1 best practices.

Next Meeting

Tentative May 25th. 1:00 till 4:00 (IF NEEDED) at the IEC – discuss Gaps