



## Joint Health & Safety Committee Meeting

Minutes – October 29, 2010 at 1:00 pm

**Present:** Bruce Mullin Management  
Marissa Swerdfeger Office Representative  
Cindy Ault Office Representative  
Rodney Gunter Local Driver  
Pat McLean Garage Representative

**Regrets:** Lyle Ross Long-haul Driver

### Old Business:

- Workplace and Truck Inspection completed by Cindy on October 28/10.
- MSDS sheets are updated.
- Any infractions on KBD's Carrier Data with CSA 2010 which were dismissed in court were challenged, but to no avail. Because we signed the inspection stating that the violation was corrected, it was proof that it existed. All challenges were denied!
- Booklets with U.S. and Canadian Log Book Rules were issued to all drivers.

### New Business:

- Review of Loading and Unloading Safety Policy on Ivaco Property. These rules will be given to all flatbed drivers who pull out of Ivaco.

Meeting Adjourned at 1:45 pm

Date of Next Meeting: December 29, 2010

**Loading & Unloading Safety Policy**  
**On Ivaco Property**

Truck Loading and Unloading operation must be performed safely and the correct procedures must be followed

- Safety glasses, safety boots (not safety shoes) and long pants (no shorts) must be worn at all times to permit loading. Hard hats must be worn at all times in the “strapping / tarping” area. Reflective safety vests are not mandatory but are highly recommended.
- Posted speed limits (20 km in yard) must be respected at all times and trucks must yield right of way to Yard & Production forklifts.
- No strapping in yard while truck is being loaded. Driver is to secure first and last coils only then slowly proceed to “strapping / tarping” area to strap remaining coils and to completely secure load.
- Driver must always be alert to forklift and other vehicles that are operating in the surrounding area and must stay out of harms way of them at all times while waiting to be loaded/unloaded or during loading/unloading. Driver must stay a minimum of 50 feet away from forklift as indicated by caution sign on back of forklift and ensure that the forklift operator has a clear view of him at all times.
- Driver must never get between a forklift and a trailer, a wall or a fixed object and never go underneath the raised forks.
- Trucks must come to a complete stop at all railway crossings and then proceed with caution when rail line is clear. If driver must park near the rail track, they must park 20' minimum from any track.