ORCGA Geographic Council
Oshawa
Meeting Minutes
October 23, 2015

Attendee Name	Company	Stakeholder Category
Mike McGivery	Enbridge	Oil & Gas Distribution
Paul Pimek	TSSA	Regulator
Carmel Woodman	Bell	Telecommunications
Darcee Grove	Spring Grove Hydro Excavation	Excavator
Jeff Hitchcock	ON1Call	One-Call
Al Levy	Promar	Locator
Sandy Fevreau	Town of Whitby	Municipal & Public Works
Steve Grove	Spring Grove Hydro Excavation	Excavator
Stu Mcallister	Region of Durham	Municipal & Public Works
Terry Britton	Veridian	Electrical Distribution
Vicki Mitchell	Enbridge	Oil & Gas Distribution
Heather Muir	Hard Co Construction	Excavator
Vance Caird	Bell	Telecommunications
Steve Meringer	Oshawa Fire Rescue	Municipal & Public Works
Eric Lamain	Region of Durham	Municipal & Public Works
Scott Thompson	Municipality of Durham	Municipal & Public Works
Jondon Wilson	Hydro One	Electrical Transmission
Leanne Ireland	Veridian	Electrical Distribution
Ken Smuck	TSSA	Regulator
Leonard Greene	TSSA	Regulator
Collin Briden	Town of Whitby	Municipal & Public Works
Haven Lin	Town of Whitby	Municipal & Public Works
Lawrence Corby	Region of Durham	Municipal & Public Works
Rob McGlashan	Hydro One	Electrical Transmission
Mark Grimley	Enbridge	Oil & Gas Distribution
Emily Marsh	Hard Co Construction	Excavator
Derek Mepstead	Rogers	Telecommunications
Ian Munro	ORCGA Staff	
Jennifer Parent	ORCGA Staff	

Item	Meeting Minutes	Action Items
1	**Oshawa Fire Chief Steve Meringer** **Oshawa Fire Rescue** **Natural Gas Line Breaks** Since January 1, 2013 the Oshawa Fire Service (OFC) has responded to 226 calls for Public Hazard - Natural Gas. Of those 226 natural gas calls, 47 were gas line breaks where OFS was first on scene. There were an additional 10 -15% (4-7) more calls where the gas company was on scene first. When the OFS communications center receives a call for a Natural Gas line break, the response protocol is to send 2 Pumpers, an Aerial and the Platoon Chief. The dispatcher then notifies the Natural Gas company.	**None**

	The first arriving units shut off traffic flow by blocking all intersections and lanes of traffic nearest the reported leak. The approach is from upwind. All OFS apparatus is parked far enough away and not over manhole covers in case of gas migration. Crews will take air samples in the immediate area with the Altair 4-gas detectors as OFS attempts to evacuate the area. OFS then establishes a 'hot' zone (explosion, building collapse or trench collapse). OFS then follows the Service Valve Shutoff procedure at buildings served by Enbridge Gas Distribution. **Technical/Trench Rescue** Trench Rescue Operations present a significant danger to Fire Department personnel and may involve complex requirements for shoring, hand tools, earth moving equipment and other specialized resources. The safe and effective management of these operations requires special considerations. Oshawa Fire Services policy is to NOT allow the entry of any personnel into an unsafe trench or excavation. Cave-ins and collapses generally occur because of unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse must always be considered as a primary hazard and personnel must be aware that any action may disrupt the temporary stability and cause and additional collapse. Temporary stability, at any point in an operation, may be disturbed by removing soil or debris, by adding weight near the edge of an open cut, by vibration, rain, or simply by the passage of time. **Phase 1 Arrive on Scene. Take Command. Size Up** First arriving company officer should take command and begin an immediate size-up of the situation. Spotting apparatus. The first-in captain should spot the apparatus at least 50 feet from the location of the trench failure. Command should stage any incoming apparatus at least 150 feet from the scene. **The Primary Assessment** Command should determine exactly what has happened Ladders placed no more than 50' apart for all persons working in the trench to evacuate. Approach trench from both ends Assess the potential hazards to the rescuers Secure an RP (responsible party), job foreman, or witness to the accident Identify any language barriers that may be present between witness(es) and rescuers An immediate assessment of the victim's injuries should be determined Determine how many victims are affected by the accident If no witness is present, command may have to look for clues on the scene as to what has happened If there are victims, command should determine how long the victim has been buried An early decision must be made as to whether this operation will be run in the rescue or recovery mode. **The Secondary Assessment**	

Assess on-scene capabilities.
Assess the need for additional resources.
Assign a safety officer. (Safety Sector)
Assign personnel.

Phase II Pre-Entry Operations
Make The General Area Safe
Create a hot, warm, and cold zone. Hot zone extends 0-50 feet
Warm zone extends from 50-150 feet
Cold zone extends from 150-300 feet
Control Traffic Movement
Shut down roadway
Re-route all non-essential traffic at least 300 feet around the scene
Control Crowd
Remove all non-essential civilian personnel to at least 150 feet from the incident
Remove all non-essential rescue personnel at least 50 feet from the incident
Shut down all heavy equipment operating within 300 feet of the collapse.

Phase III Entry Operations
Make The Trench Lip Safe
Approach the trench from the ends if possible.
Look for unidentified hazards (i.e. fissures, unstable spoil pile)
Assess spoil pile for improper angle of repose and general raveling.
Remove any tripping hazards (i.e. shovels, shores, tree roots)
Provide level area for ground pads.

Make Trench Safe
Extrication Sector will be responsible for entry operations. Extrication Sector shall ensure that all personnel operating in the hot zone are wearing steel-toed boots, helmet, eye protection and gloves.
Decide on shoring system to be used (i.e. hydraulic shore, pneumatic shore, timber shore).
Create a safe zone in the uncollapsed portion of the trench (possibly from both ends). This shall be accomplished using an approved shoring system, i.e. pneumatic, hydraulic, timber.
Remove the dirt from the collapsed zone. Rescuer shall remain in the safe zone while removing the dirt from the collapsed zone.
Secure all unsecured utilities, pipe or any other obstruction in the trench.

Victim Removal/Accidents With Cave-In
Create a safe zone
Begin dirt removal, operating from a safe zone (buckets, small shovels, by hand).
Continue extending safe zone into collapse zone.
Continue dirt removal.
Uncover victim to below the diaphragm.
Begin patient assessment if possible (ABC's)
Begin ventilation if possible.
Completely uncover the victim.
Proper patient packaging.
Remove the victim from the trench (vertical haul, horizontal haul).

Treatment
ABC's and primary survey
C-Spine precautions
Secondary survey
Consider removing the victim from danger prior to providing definitive care.
Follow local protocol.

	Consider Ambient Conditions Heat: Consider rotation of crews. Cold: Consider effects of hypothermia on victim and rescuers. Rain/Snow: Consider the affects of rain or snow on the hazard profile. Time of day: Is there sufficient lighting for operations extending into the night. Consider the affect on family and friends: keep family informed. Consider news media: assign a P.I.O. Call for OSHA: Command should consider calling on OSHA representative to the scene if there has been a serious injury or death.	
2	**Vance Caird** **Bell** **Bell Relocates** After detailed investigation and root cause analysis we came to the conclusion that the largest factor leading to late locates was the amount of unnecessary relocates our Locate Service Providers (LSPs) had to complete. **Examples of unnecessary relocates:** • Requesting relocates on jobs that have not even started. • Requesting relocates just to check the box off in an office to say they've been requested to satisfy internal procedural requirements • Requesting relocates even though the field crew could easily be maintaining their own marks based on the initial locate measurements. A new policy needed to be built to provide Bell Relocates in a manner that is truly useful to the excavator, and makes productive use of the LSP's time. The New Bell Relocate Process: The original/initial locate for the project is **now valid for the life of the project** (assuming the job starts within 60 days of the locate completion date) as we expect the excavators to maintain their field markings. Therefore any Relocate ticket that is requested will be suppressed as the Initial Locate is still valid. The Bell Relocate Policy does recognize that there are situations where an excavator will need a relocate. Therefore, along with every Relocate Request Suppression Notice, the excavator is given a phone number to call in, speak to a Bell representative and provide a legitimate reason for a relocate.	**None**
3	**Paul Pimek** **Fuels Safety Inspector** **TSSA** TSSA is a risk-based, prevention-oriented organization that provides a variety of safety services, including public education; training and certification, engineering design review; inspection activities; and safety management consultation. The TSSA has been delegated authority to administer and enforce the acts, regulations, standards, and codes of the Technical Standards & Safety Act. This act applies to hydrocarbon fuels, specifically, pipelines (oil and gas), liquefied natural gas plants, terminals, etc. **The Ontario Regulation 210/01 states:**	**None**

	9.(1) No person shall dig, bore, trench, grade excavate or break ground with mechanical equipment or explosives without first ascertaining from the license holder the location of any pipeline that may be interfered with. 9.(2) The license holder shall provide as accurate information as possible on the location of any pipeline within a reasonable time in all the circumstances. 10. No person shall interfere with or damage any pipeline without authority to do so. **In other words, the Ontario Regulation 210/01 means:** An excavator must 'get a locate' prior to disturbing the ground. The excavator must be able to show a copy of a valid locate if asked (up to date, proper dig area, etc). "Getting a locate" means ascertaining the location of, through discussion with the locator, examination of the paperwork produced by the locator, the marks they left of the ground, and examining for any obvious field indications. It is not acceptable to simply look for paint, or to simply look at the paper sketch. Use all reasonable means to 'ascertain the location".Locate must show underground plant to within 1 m accuracy and be performed within 5 working days of request unless there are extenuating circumstances. You cannot damage the pipeline. The root causes of pipeline strikes are: • Fail to hand dig • Assumption • Fail to obtain locate/reader fails to understand locate • Inaccurate locate Paul then discussed real examples of the above root causes. Please plan your digs carefully.	
4	**Jeff Hitchcock** **Education & Training Program Manager** **Ontario One Call** **Compliance Overview** **Process Late Locates** • Confirm locates are unreasonably late • Review 360 Feedback to confirm status • Contact the LSP or Member • No solution /response inadequate, contact ON1Call Compliance • Provide ticket number, Member name and all related info • ON1Call will provide a complaint number and contact the Member directly and provide response to complainant **Process - Insufficient Response** • Contact the Member directly to provide paperwork, accurate paperwork or correct physical locate • No solution /response inadequate, contact ON1Call Compliance • Provide ticket number, Member name and all related info • ON1Call will provide a complaint number and contact the Member directly and respond to complainant	**None**

	Process – Emergency Abuse • Contact the excavator prior to arriving on site (if possible) to confirm emergency • No solution /response inadequate, contact ON1Call Compliance • Provide ticket number, Member name and all related info • ON1Call will provide a complaint number and contact the excavator/ Member directly and provide response to complainant **Emergency Locate Definition** An Emergency Locate Request is defined as a loss of service by a utility that in the circumstances would be considered essential, so that absence of the service can reasonably be expected to result in an imminent or significant safety or environmental hazard, or imminent threat to the person or the public. The facility owners need to take all reasonable steps to complete a Locate response (clear or locate) within two (2) hours from its receipt on the system. **Registering a Complaint - Go Online** Online complaint form http://www.on1call.com/ **Registering a Complaint - Go Online** ON1Call Investigations & Compliance Department Phone - (519) 265 8006 Ext 8201 **I've complained! Now what?** • The Compliance Department reviews the complaint to establish and confirm the validity • The complaint is input into the ON1Call data base • A complaint number is assigned • A reply is sent to the complainant, in writing • Communication with the Member concerned is provided • Member is notified to address the complaint • Member and/or Compliance contacts the complainant to advise of steps being taken • Members responds to/ addresses/ corrects the complaint • Should a Member be found to be non-compliant, they may be subject to disciplinary action(s)	
5	The meeting concluded. The next GC meeting is scheduled for: **01APR16 Oshawa** All other GCs are scheduled for: 17FEB16 Chatham 18FEB16 Sarnia 19FEB16 London 25FEB16 Thunder Bay 02MAR16 Toronto 03MAR16 Burlington 04MAR16 Waterloo 07MAR16 Ottawa 22MAR16 Sudbury 23MAR16 Barrie 24MAR16 Owen Sound 25FEB16 Thunder Bay	**All**

	31MAR16 01APR16	Kingston Oshawa	