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	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: January-10-18	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: John Stewart	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	8	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	10	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	9	Management	☒ Yes ☐ No	
Sam Mugford	7	Union Rep Worker	☒ Yes ☐ No	
Gilles Ringuette	5	Union Rep Worker	☐ Yes ☒ No	On leave
Andrew Davidson	10	Management	☒ Yes ☐ No	
Erin Dean	7	Excluded Worker	☐ Yes ☒ No	Excused
<i>Vacant</i>		<i>Union Rep Worker</i>	☐ Yes ☐ No	
Tammy Martel	9	Excluded Worker	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes	
Date of last meeting: December-13-17	Approved? ☒ Yes ☐ No
Discussion:	

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Outstanding Items at Previous Meeting	
Item #1: 11-08-17 Member Change	Date initiated: November-8-17
Item details: Ian has been promoted to Manager – need to fill his spot	
Recommendations: Send an email to all Hay River for volunteers to fill his spot – Union Rep Worker needed	
Actions taken: - An email will be sent once Ian takes on his new role (November 20) - Email sent by John to All Hay River on December 11/17; no response at all - John will re-email All Hay River so any new employees are aware as well - Also suggested to send out an Agenda to All Hay River to invite & encourage staff to sit in without commitment to see if interested in joining - This item will be brought up at the Union AGM coming up soon (overdue)	
Initiated by: John	Date required:
Responsible party:	Date complete:

Item #2: 12-13-17 Street Signage, Crosswalks & Parking	Date initiated: December-13-17
Item details: Visibility issues have come up again as the “big, yellow truck” is back parking alongside the road across the street from Head Office causing visibility issues again.	
Recommendations: Follow up with the Town of HR	
Actions taken: - Erin will follow up with John who initially communicated this issue to the Town - John will send an email to the Town of HR - Town SAO responded by email (letter attached), Town By-Law Officer/Fire Chief called and spoke to John; John mentioned having signage then makes these issues enforceable - Still in the process; SAO will bring forward to the next Town Council meeting	
Initiated by: Erin	Date required:
Responsible party: John	Date complete: January-10-18

Item #3: 12-13-17 Review of Element 14.04	Date initiated: December 13, 2017
Item details: To review JOHSC Element 14.04	
Recommendations: It was suggested that at the first meeting of each new year (April) JOHSC Element 14.04 should be reviewed. A good refresher prior to starting off each year as well as good to review with any new members.	
Actions taken: - All agreed to implement this review each year - Element 14.04 was reviewed in this month's meeting; can be reviewed again in April as we should have a full membership again by then	
Initiated by: Erin	Date required:
Responsible party:	Date complete: January-10-18

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Item #4: 12-13-17 Overhead Door Incident	Date initiated: December 13, 2017
Item details: Overhead door fell while closing	
Recommendations: - Overhead door rules should include NEVER walk under them, always use a man door - Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors	
Actions taken: - Gilles will check into the SWP for walking underneath overhead doors (if any) - Gilles will also check on the maintenance schedule/practices	
Initiated by: Gilles	Date required:
Responsible party: Gilles	Date complete:

* Copy table above and insert as required

New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #2: 01-10-18 Snow Removal in Parking Lot	Date initiated: January 10, 2018
Item details: Snow removal contractor is leaving windrow which is a tripping hazard	
Recommendations: Bring to contractors attention to shovel the windrows away	
Actions taken: John will mention to Rod G. to make contractor aware and to ensure these are removed when doing snow removal	
Initiated by: Andrew T.	Date required:
Responsible party: John	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)		
JOHSC's role IS Communications as we are the Head Office Spokesperson		
November-8-17	- Erin has started to create a year-end newsletter (all members can contribute) for Head Office staff, Hydro & Thermal JOHSC groups to inform who we are & what we've done - Will also include a questionnaire/survey. - Newsletters will be published after each of the two yearly atrium presentations	To be issued in January 2018; working on final copy
December-13-17	Bios & Content for Newsletter The Year in Review (Andrew T., Erin & John)	Working on final copy
December 13-17	Mervin's resignation; ask Eddie to follow up – is there merit to his email? Discussed and closed.	Andrew T. will talk to Eddie

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December 13-17	SWP's are updated each year; in progress	To be completed by March 31-18

JOHSC Monthly Incident Review		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017	Read & reviewed; discussed ratings on incidents	✓
October 2017	Read & reviewed; discussed ratings on incidents & reasons some have been re-ranked; members felt re-ranking was appropriate	✓
November 2017	Read & reviewed	✓
December 2017	Read & reviewed	✓
January 2018	Read & reviewed; discussed the fuel overfill incident, Blaine will mention to Ian (THAM) a simple remedy could be a "whistle" fill device; also discussed switching incident – switching fundamentals need to be reviewed more frequently	✓
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection		
Month		
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	Complete ✓
October 2017	JOHSC Members (Blaine)	Complete ✓

November 2017	Information Technology	Complete ✓
December 2017	Budgeting & Regulatory	Complete ✓
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

JOHSC Quarterly Facility Safety Inspection Schedule

Month	HR Head Office	HR Warehouse
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓
July 2017	John & Ian ✓	John & Ian ✓
October 2017	Erin & Andrew D. ✓	Erin & Andrew D. ✓
January 2018	Blaine & Tammy	Blaine & Tammy

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	January 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	January 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	November 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017
7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017
10	04-12-17 Air Quality Testing	April 12, 2017	September 13, 2017
11	04-12-17 KPI'S for JOHSC	April 12, 2017	September 13, 2017
12	05-10-17 Safety Trends	May 10, 2017	September 13, 2017
13	07-12-17 HS Committee Training	July 12, 2017	November 8, 2017
14	11-07-16 Inuvik Meter Change	November 7, 2016	November 8, 2017

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15	11-15-16 Snare Chemical Shipping	November 28, 2016	November 8, 2017
16	10-11-17 Fire Extinguisher Re-numbering	October 11, 2017	November 8, 2017
17	10-11-17 2nd Atrium Meeting – Winter Driving/Kits	October 11, 2017	December 13, 2017
18	12-13-17 Review of Element 14.04	December 13, 2017	January 10, 2018

Next Meeting Details	
Date: February-14-18	Time: 3:00 in Engineering Boardroom
Chairperson: Andrew T.	Secretary: Tammy Martel

Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4) Post