



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: January-12-17	Start time: 10:30 a.m.	End time: 11:30 a.m.
Secretary: Tammy Martel (3)	Chairperson: John Stewart	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	5	Union Rep Worker / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Taylor	1	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Gilles Ringuette	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Davidson	2	Management	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Erin Dean	4	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

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

Approval of Previous Meeting Minutes

Date of last meeting: November-28-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

Item # 1: FORT SIMPSON BUCKET TRUCK INCIDENT	Date initiated: September-29-16
Item details: Incident Report Review; the truck was pulled in the garage with the jib not stored all the way.	
Recommendations: Bucket Truck – Jib must be recertified before returning to truck base in service.	
Actions taken: Emailed Rex to find out if truck is back in service. Requires re-certification given that it was struck, is being planned for the next week or so. He will keep us informed. Truck has been re-certified by Red Associates Engineering.	
Initiated by: David Duncan	Date required: November-15-16
Responsible party: Fort Simpson Line Crew	Date complete: January-12-17

Item # 2: FORT SMITH DIGGER TRUCK INCIDENT	Date initiated: November-3-16
Item details: Truck went into the ditch, icy conditions, no injury. Significant damage, needs to be mechanically recertified.	
Recommendations: Investigation underway; will need to review and possibly suggest use of tire chains (with appropriate training).	
Actions taken: There have been discussions with DoT. See “Section G – Immediate Actions Taken.” Recommended actions have been implemented including scheduling of Crash Avoidance Training.	
Initiated by: Trevor Wetmore	Date required:
Responsible party: Grant Penney / Rex Dalley	Date complete: January-12-17

Item # 3: INUVIK METER CHANGE INCIDENT	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: Gilles to follow up & report back.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item # 4: INCIDENT & INVESTIGATION ANALYSIS	Date initiated: November-10-16
Item details: Completed for last 5 years for high rated events only.	
Recommendations: John to show team at next meeting	
Actions taken: Postponed until further notice when agenda allows.	
Initiated by: John Stewart	Date required:
Responsible party: John Stewart	Date complete:



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Item # 5: HAY RIVER HO & WH INSPECTION REVIEW	Date initiated: November-9-16
Item details: These are done quarterly, to be done in January 2017.	
Recommendations: Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda/Rod/Vern). Bulletin boards need to be updated and kept up to date.	
Actions taken: Erin to follow up with Rod.	
Initiated by: Pennie Pokiak	Date required: February-8-17
Responsible party: Various?	Date complete:

Item #6: INUVIK POLE HIT	Date initiated: November-28-16
Item details: All reviewed & discussed; to be investigated.	
Recommendations:	
Actions taken: Investigation completed and corrective actions implemented.	
Initiated by: Roger Rivait	Date required:
Responsible party:	Date complete: January-12-17

Item #7: ULUKHAKTOK G2 AFTERCOOLER INCIDENT	Date initiated: November-28-16
Item details: No guards on aftercooler	
Recommendations: Should add to CMMS for all plants.	
Actions taken: Reviewed & discussed; staff are on track to complete.	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: January-12-17

Item #8: YK DIGGER TRUCK IN PINE POINT INCIDENT	Date initiated: November, 28, 2016
Item details: Top portion of power pole fell on truck when cut off.	
Recommendations: HSE recommended to have a lead hand & dedicated observer when cutting down power poles. Procedures may need to be reviewed for best method of taking down power poles, including cleanup of site in congested areas. Should be part of original scope of work & planning. If conditions of a job change, hazard assessment should be re-done.	
Actions taken: John suggested that HSE formally recommend the above.	
Initiated by:	Date required: Click here to enter a date.
Responsible party: HSE	Date complete: January-12-17



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Item #9: TULITA – POWER POLE CUT W/CHAINSAW	Date initiated: November-28-16
Item details: Someone cut ½ way into a power pole.	
Recommendations: Pole likely to be replaced.	
Actions taken: Investigation completed & corrective actions implemented.	
Initiated by:	Date required:
Responsible party:	Date complete: January-12-17

Item #10: SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: An investigation has been requested. <i>Will follow up once investigation is concluded.</i>	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #11: SAFETY/FIRE EXTINGUISHER INSPECTION	Date initiated: November-28-16
Item details: Extinguishers inspected in Head Office and Warehouse	
Recommendations: All complete except one. These need to be done monthly.	
Actions taken: Lida waiting on parts for one extinguisher (Lida still away, will check on her return). Check with Heather for a list/schedule for the inspections. Warehouse needs to be flagged so it doesn't get forgotten. Dept.'s take turns doing them. <i>Sam to lead/follow up.</i>	
Initiated by: Lida	Date required: February-8-17
Responsible party: Lida	Date complete:

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Item #12: EMERGENCY PREPAREDNESS	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: New employees must be shown new muster point in their orientation and all employees should be updated as well. Fire drills to be done every year, could be more so maybe do two per year – winter & summer. A mock disaster was suggested by Lida, an incident of some kind, done by JOHSC group. To include first responders in the know & possibly Senior Management.	
Actions taken: Some door hangers have been made up. Sam to talk to the Fire Dept and prepare for a drill. John suggested some tabletop planning in January meeting for the mock disaster drill in possibly February/March. Come up with ideas for next meeting. CARRY FORWARD – THEME FOR NEXT MEETING IS EMERGENCY PREPAREDNESS.	
Initiated by: Lida/John/Sam	Date required:
Responsible party: John/Sam	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 #1: JOHSC MEETINGS & OTHER ACTIVITIES 2017	Date initiated: November-28-16
Item details: Proposed meeting schedule, alternate members, nomination of management co-chair & when should JOHSC be involved in incident investigations? Also, recognizing current & long standing members.	
Recommendations: <i>Proposed meeting schedule:</i> <ul style="list-style-type: none"> • Meeting held every 2nd Wednesday of each month • Minutes published every 3rd Wednesday of each month • Deadline for Agenda Item submissions every 4th Wednesday of each month • Agenda published every 1st Wednesday of each month This meeting schedule was accepted by all members. A reasonable expectation for each member is to spend about 5 hours per month on JOHSC meetings, activities, etc. Alternate members: Sam suggested that only the co-chairs should have alternates not necessarily all members. If there are any attendance issues, we'll revisit this issue. Management Co-Chair: Erin nominated Andrew Taylor. 2 nd by Tammy. Accepted. When should JOHSC be involved? All low & medium incidents should be trimmed off. JOHSC should only be looking at the high risk incidents. JOHSC should only be involved when incidents are systemic or policy/procedure driven. Sam suggested both co-chairs review all incidents and choose the items to review at meetings then one member each month could do a high level summary. Recognizing current & long standing members: Anyone who serves 8 meetings in a year; Kudos + gift certificate(s). Also, any interested parties to sit on JOHSC could be allowed to sit in to get an idea of what the group does.	
Actions taken:	
Initiated by: John	Date required:
Responsible party: John/Andrew T.	Date complete: January-12-17

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Item #2: INCIDENT REPORTING	Date initiated: January-12-17
Item details: Employee(s) should NOT be named in the circulating incident reports.	
Recommendations: John will follow up with Safety to ensure this doesn't happen. Erin will follow up with Human Resources for same.	
Actions taken: Discussion with Dept's noted above.	
Initiated by: Erin	Date required: February-8-17
Responsible party: John/Erin	Date complete:

Item #3: CONTRACTOR INCIDENT – INUVIK CRANE WIRE BROKE	Date initiated: January-12-17
Item details: Crane rated for 2.2 tons – actual weight tried to lift was over 8000 lbs (Dec. 13/16)	
Recommendations: As this is a procedural issue; corrective actions based on the investigation must be taken. Any/all contractors must have overhead training course. All plant operators and maintenance workers should have this as well. NTPC staff is up to date with training. NTPC has Contractor Management System software - it is recommended that we use it & reference it prior to issuing a contract. SM has to encourage use of this software to all staff – especially Project Managers and Contract Specialist.	
Actions taken: General discussion of the incident and NTPC's software that could be beneficial.	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #4: UPDATE FROM CENTRAL JOHSC	Date initiated: January-12-17
Item details: Update from meeting in Yellowknife	
Recommendations: Thermal Operations did quite well. Hydro Operations not as well, not current. Central group is not meeting their targets and Minutes are not where they should be. These used to be 2 day meetings, now down to 1 – trying to keep it as such! Eddie did a quarterly status review. JOHSC Groups were sent home with a homework assignment - how to improve safety culture at NTPC. All Groups seem to have spent a lot of time looking at the formalities rather than the content; now that regulations are set we need to try to concentrate on the content. Members to bring ideas to the group for Andrew to present at the April meeting. (Meetings are quarterly.)	
Actions taken: Carried forward – JOHSC to come up with ideas to improve Company safety culture.	
Initiated by: John	Date required: February-8-17
Responsible party:	Date complete:



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Item #4: PRELIMINARY PLANNING	Date initiated: January-12-17
Item details: National Day of Mourning – April 28 th & NAOSH Week – May 7-13	
Recommendations: HSE (Eddie’s Group) usually do this with JOHSC support; NAOSH could be tied in with the Atrium meeting in May	
Actions taken: Erin will double check with HSE if this is how it's done	
Initiated by: Erin	Date required: February-8-17
Responsible party: Erin	Date complete:

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Water Treatment Plant Shock	Sept. 29, 2016	Nov. 10, 2016
2	Fort Simpson Bucket Truck Incident	Sept. 29, 2016	Jan. 12, 2017
3	Fort Smith Digger Truck Incident	Nov. 3, 2016	Jan. 12, 2017
4	Incident & Investigation Analysis	Nov. 10, 2016	Jan. 12, 2017
5	Inuvik Pole Hit	Nov. 28, 2016	Jan. 12, 2017
6	Ulukhaktok G2 Aftercooler	Nov. 28, 2016	Jan. 12, 2017
7	YK Digger Truck in Pine Point	Nov. 28 2016	Jan. 12, 2017
8	Tulita – Power Pole Cut With Chainsaw	Nov. 28, 2016	Jan. 12, 2017
9	Snare – Chemical Shipping	Nov. 28, 2016	Jan. 12, 2017

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
April	Hay River HO	Hay River Warehouse		
July	Not Complete			
October	Hay River HO	Hay River Warehouse		
January				

Next Meeting Details

Date: February-8-17	Time: 10:30
Chairperson: Andrew Taylor	Secretary: Tammy Martel

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