



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: JOHSC Thermal	Location: Boyd, Daniel, Rex, and Les in Fort Simpson; Bob, Andy, Chris K, Riley MacDougall in Inuvik, Tommy by phone	
Date: January 13, 2017	Start time: 10:00 am	End time: 10:38 pm
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	


**Attendance**

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	8	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	6	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rex Dalley	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman		Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Roger Rivait	6	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Andy Crowther	8	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rob Closs	1	Management (Acting) – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Stewart	1	Guest – SJP specialist	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Riley MacDougall	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Chris Kemshall	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: November-23-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Outstanding Items at Previous Meeting**

**Discussion:**

Item # <b>2015-030</b>	Date initiated: December-16-15
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Item details: Grounds testing for Plants

Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town

Actions taken: - Boyd, Rex, and Kelly to coordinate  
 - Andy to follow-up with responsible parties – suggest electricians complete this work in plants  
 Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. Coordinate with Bob and Kelly to have plant grounds tested. Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites. Darren Hazenburg to send test unit to Inuvik next week – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds

- Instructions and DVD came with equipment.
- Electricians to test grounds in each Thermal community when they are in there.
- Biannual ground fluke testing to be entered by Les into CMMS.
- Les will copy Kyle on this. (Les to do make sure this is done)
- Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities.
- Boyd has most of his communities completed.
- Bob to check if entered on CMMS
- Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS

Email from Kyle:


Hi Andy  
 I looked at the preventive task list and don't see ground testing in there anywhere.  
 I will check to see what all is involved in testing the ground and see where I can get it added or if it needs its own work order.  
 Thank you

Andy to follow up with Viola

**Dean Hendrickson has taken this on. Andy to follow up with Dean RE: completion**

Initiated by: Boyd	Date required: January-31-17
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Responsible party: <b>Roger, Boyd, Darren, Les</b>	Date complete:
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Item # <b>2016-012</b>	Date initiated: November-3-16
<p>Item details: Casual Plant Superintendent training delayed because no Neevee - Where are certificates going now that Neevee is gone? –</p>	
<p>Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back <b>Andy to email HR to find out where certificates are being sent</b></p>	
<p>Actions taken: - <b>Emailed Sharmayne – waiting for response</b> - <b>HR Recruitment status report shows first screenings for training coordinator position to take place Jan 15.</b> - <b>Bob will email HR and ask them to make the casual plant superintendent training session a high priority for the incoming training coordinator</b></p>	
Initiated by: Boyd, Bob	Date required: December-31-16
Responsible party: Bob, Daniel, Andy	Date complete:

Item # <b>2016-013</b>	Date initiated: November-23-16
<p>Item details: Safety orientation needs a review to determine effectiveness - Online orientation needs update - Need checklist like we used to have, to go through with Contractors to discuss SWPs they need to use and hazards/controls of the job they are doing.</p>	
<p>Recommendations: Contact HSE about this, Andy to follow-up with Eddie</p>	
<p>Actions taken: - <b>Managers asked to use “Contractor pre-work checklist” from the Contractor Safety Management element of the NTPC Health and Safety Management System.</b> - <b>Orientation item broken out into separate item (2016-017)</b></p>	
Initiated by:	Date required: December-31-16
Responsible party: Andy	Date complete: January-13-17

\* Copy table above and insert as required

<p><b>New Items</b> (Incident reports, investigations, group H&amp;S meeting referrals, facility safety inspections, interests, concerns)</p>
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Item # <b>2016-017</b>	Date initiated: January-13-17
<p>Item details: <b>Safety orientation needs a review to determine effectiveness</b> - <b>Online orientation needs update</b></p>	
<p>Recommendations: <b>Contact HSE about this</b></p>	
<p>Actions taken: <b>Andy to follow-up with Eddie</b></p>	

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Initiated by:	Date required: January-31-17
Responsible party: <b>Andy</b>	Date complete:

Item # <b>2016-018</b>	Date initiated: January-13-17
Item details: Review of Incidents and Investigations from past month	
Recommendations: <b>Discussion only</b>	
Actions taken: - Inuvik crane wire broke investigation - Ulukhaktok intoxicated employee investigation	
Initiated by:	Date required: January-13-17
Responsible party:	Date complete: January-13-17

Item # <b>2016-0</b>	Date initiated: January-13-17
Item details: Recurring agenda item: What can we do to improve safety at NTPC?	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016
2015-055	Noise level signs for plants	March 30 2016	July 5, 2016
2015-057	Defensive Driving for staff	March 30 2016	July 5, 2016



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2015-061	Services attaching to power masts	March 30 2016	July 5, 2016
2015-029	Grounding requirements for customers	December 16 2015	October 12, 2016
2016-013	Checklist for contractors	November 23, 2016	January 13, 2017
2016-014	Line crew hearing testing	November 23, 2016	December 7, 2016
2016-004	Added "lifting devices" to HSE plant audit checklist	October 12, 2016	November 23, 2016

**Thermal JOHSC Facility Safety Inspection Schedule**

Month	Inuvik		Ft. Simpson	
April	Bob	X	Daniel	X
July	Roger	X	Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

**Next Meeting Details**

Date: January-25-17	Time: 10:00 AM
Chairperson: Boyd	Secretary: Andy

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

- If an item is on the minutes longer than 3 meetings (3 months), it can be elevated to the next committee up.
- Group H&S Meetings > JOHSC > Central JOHSC > Director HSE > Senior Management.
- Items that will take more than 3 months to complete can be entered onto a Concern Report and submitted.