
 NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: Yellowknife	
Date: January-20-17	Start time: 9:00am	End time: 10:00am
Secretary: C.Steed	Chairperson: C.Steed	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	On duty travel
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Duane Rohne	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	1	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Darren Hazenberg	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" 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: July-15-16	Approved? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Discussion: Review incidents/Central JOHS meeting minutes/HSE Power line	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Outstanding Items at Previous Meeting


Item # 2015-04	Date initiated: July-7-16
Item details: Incident/Accident Investigation training required for new staff employees & Managers	
Recommendations: Set Up Training	
Actions taken: Scheduled to take place in Yellowknife Feb 9/2017- can remove from next meeting minutes	
Initiated by: Colin Steed	Date required:
Responsible party: HSE	Date complete: February-10-17

Item #	Date initiated: Click here to enter a date.
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete: Click here to enter a date.

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2


New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)

Item # 1 11-03-16 Ft. Smith Digger Truck incident review	Date initiated: November-3-16
Item details: Digger truck went into ditch, icy condition's, substantial damage	
Recommendations: Is there a policy for winter tires ?	
Actions taken: Email regional contacts for feed back on other locations, discuss with maintenance planners	
Initiated by: C.Steed	Date required: March-31-17
Responsible party: Senior Management	Date complete: Click here to enter a date.

Item # 2 30-12-16	Date initiated: December-30-15
Item details: Floor Matt interfered with drivers control causing vehicle to accelerate	
Recommendations: Ensure vehicle floor matts are clear of obstruction	
Actions taken: Can floor matts can be purchased with restraining device to prevent this- All Tech	
Initiated by: D. Hazenberg	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Item # 3 23-12-16	Date initiated: December-23-15
Item details: 3 rd party truck made contact with service at Northern store- Fort Simpson	
Recommendations: Install notices in the communities, maybe local band office for awareness	
Actions taken: Power line safety DVD sent to contractor	
Initiated by: D. Bruneau	Date required: Click here to enter a date.
Responsible party: A.Crowther	Date complete: January-4-17

Item # 4 27-11-16	Date initiated: November-23-15
Item details: UPS was dropped moving into B1 building, sustained damage	
Recommendations: Investigation required	
Actions taken: Review investigation when completed	
Initiated by: Bill Hayne	Date required: Click here to enter a date.
Responsible party: Tom Deleff	Date complete: Click here to enter a date.

 NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item # 5	Date initiated: January-20-17
Item details: Ensure new services or Lines be constructed meet the electrical code	
Recommendations: We have a documented standard for construction	
Actions taken: Mangers to review with staff to ensure we meet code during construction	
Initiated by: D.Hazenberg	Date required: Click here to enter a date.
Responsible party: T&D Engineering	Date complete: Click here to enter a date.

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-02	Work Protection Training	March 7/ 2015	Feb 7/2016
2016-04	Drum Labelling for Snare/Jackfish	Nov 13/2016	June 30/2016
2016-07	First Aid Training	May 20/2016	Dec 31/2016

(Name) JOHSC Facility Safety Inspection Schedule				
Month	(Location)		(Location)	
March	Ken/Jay	Fort Smith	Dennis/Colin	Jackfish
June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

Next Meeting Details	
Date: February--17	Time:
Chairperson: Ken Bell	Secretary:

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