



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: Engineering Boardroom	
Date: January-22-20	Start time: 1:30 p.m.	End time: 2:30 p.m.
Secretary: Colleen Davie	Chairperson: David Kopp Van Egteren	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	1	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	1	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	1	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	0	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	1	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	1	Union Rep 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: December-20-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

Item #2018-07 JOHSC Committee Training (continued)	Date initiated: September 12, 2018
Item details: We have not yet finished the 2nd part of our training.	
Recommendations: Get this scheduled to complete – possibly sometime in November.	
Actions taken:	
<ul style="list-style-type: none"> • Erin to confirm if training can be done on individual desk tops vs group setting • Update 2019-05-27: Bailey looking at options to see what is the best way to go about training • Update 2019-06-26: JOHSC training is taking place in Yellowknife in the next few months. Matt has 	

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asked Bailey to see if our group can be added to their list for participation. Other option is for the training to come to Hay River or for us to attend via Skype.

- **Update 2019-09-25:** Training coming to Hay River. Date to be set either October/November
- Training was conducted in HR by the NSA. Not all members were able to go. The attendees were; Doug, Zach, Allan, Mitch and Matt. Still requiring training are; Erin, David, Adam, Colleen/Josh?
- **Update 2019-11-27:** Matt to talk to Bailey about this training
- **Update 2020-01-22:** Ongoing

Initiated by: Sam M.

Date required: Early 2020 if possible

Responsible party: Erin

Date complete:

* Copy table above and insert as required

Item #2019-04

Date initiated: April 24, 2019

Item details: JOHSC Communication/Near Miss Reporting

Recommendations: Send communication out to remind everyone of committee/members/what we do etc..

Actions taken:

- JOHSC will no longer do recurring communication newsletters
- Once Annual Fire Report Drill is received the JOHSC will send out company wide email reviewing results and reminding everyone of what our committee does/members/how to contact etc...
- Doug – Find out who maintains the JOHSC information on PowerLine
- **Update 2019-06-26:** Fire Drill final report has been received. Josh to send copy to Dave/Matt for them to review and to create communication newsletter
- **Update 2019-09-25:** Communication newsletter in the works
- **Update 2019-11-27:** To be worked on
- **JOHSC Item 2019-06** added to this item as it will be included in Communication

Initiated by: JOHSC

Date required:

Responsible party: Matt/Dave

Date complete:

New Items

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

Item # 2019-07

Date initiated:

Item details: Fire Extinguisher Training

Recommendations: Is there training available for the building?

Actions taken:

- Josh to look into fire extinguisher training for employees
- **Update: 2019-11-27:** Ongoing
- **Update: 2020-01-22:** Josh sent follow-up email to Fire Department

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.



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Initiated by: JOHSC

Date required:

Responsible party: Josh

Date complete:

New Items

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

Item # 2019-09

Date initiated: Sept 25, 2019

Item details: JOHSC Kudo's Account

Recommendations: Create JOHSC Kudo account

Discussion surrounding the possibility to recognize those employees for notable safety events/issues/concerns. Is it possible to set up a group Kudo's event? (Erin to look into) To discuss further at next meeting. Is there support from HSE?

Actions taken:

- **Update 2020-01-22:** Erin to discuss with Noel/Eddie (JOHSC to review submissions...public or private?) This is for above and beyond

Initiated by: JOHSC

Date required:

Responsible party: JOHSC

Date complete:

New Items

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

Item # 2019-10

Date initiated: Sept 25, 2019

Item details: Call Before You Dig - Process

Recommendations: Should we have a process/policy in place for "Call Before You Dig"

Actions taken: There are times when the general public phones regarding "Call Before You Dig" and nobody is available to answer questions or it is routed to the wrong employee. Should we have a process in place?

- **Matt/Dave to work with T&D team and Customer Service to see how feasible developing and implementing a process will be.**
- **Update 2020-01-22:** Ongoing

Initiated by: Matt

Date required: Spring of 2020

Responsible party: Matt/Dave

Date complete:

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New Items

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

Item # 2019-11

Date initiated: Oct 31, 2019

Item details: Develop JOHSC New Member and Chair Packages

Recommendations: A review of or developed of a formal package with information, processes and annually schedule to be developed for new Members and Chairs.

Actions taken:

- **Matt/Dave working on draft**
- **Update 2020-01-22: Ongoing – draft in progress**

Initiated by: Matt

Date required: Before 2020-21 Fiscal

Responsible party: Matt/Dave

Date complete:

New Items

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

Item # 2019-16

Date initiated: Jan 22, 2020

Item details: Personal Vehicle Insurance when Driving on Company Time

Recommendations: What is the policy around this? Discuss with Finance

Initiated by: JOHSC

Date required:

Responsible party: Colleen

Date complete:

New Items

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

Item # 2019-18

Date initiated: Jan 22, 2020

Item details: Items in Stairwell – Building Inspection Violation

Recommendations: Noted on visit by WSCC that any items in our building stairwells is a violation and needs to be removed. Follow up required

Initiated by: JOHSC

Date required:

Responsible party: Josh

Date complete:

JOHSC Monthly Incident Review

Month		
March 2018	Reviewed and Discussed	✓
April 2019	Reviewed and Discussed	✓
May 2019	Reviewed and Discussed	✓
June 2019	Reviewed and Discussed	✓
July 2019	Reviewed and Discussed	✓
August 2019	Reviewed and Discussed	✓
Sept 2019	Reviewed and Discussed	✓
Oct 2019	Reviewed and Discussed	✓
Nov 2019	Reviewed and Discussed	✓
Dec 2019	Reviewed and Discussed	✓
Jan 2020		
Feb 2020		
March 2020		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2019	Erin and Matt	✓
May 2019	Colleen and Dave	✓
June 2019	Zach and Allan	✓
July 2019	Dave and Adam	✓
Aug 2019	Erin and Doug	✓
Sep 2019	Colleen and Mitch (Adam to help – Mitch on leave)	✓
Oct 2019	Zach and Matt	✓
Nov 2019	Doug and Allan	✓
Dec 2019	Erin and Colleen	✓
Jan 2020	Adam and Dave	✓



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Feb 2020	Zach and Doug	
March 2020	Allan and Adam	
JOHSC Quarterly Facility Safety Inspection Schedule (See Finance Admin. Assist. for binder & keys)		
Month	HR Head Office	HR Warehouse
April 2019	✓ Allan and Doug	✓ Allan and Doug
July 2019	✓ Josh, Dave and Colleen	✓ Josh, Dave and Colleen
October (Changed to November) 2019	✓ Adam and Zach	✓ Adam and Zach
January 2020	Matt and Erin	Matt and Erin

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-26
2019-06	Near-Miss Reporting (added to 2019-04)	2019-07-24	2020-01-22
2019-08	Winter Atrium Event – Hosted Dec 17	2019-09-25	2019-12-17
2019-12	Gather Codes and Practices – WSCC	2019-10-31	2020-01-22
2019-13	Safety Act & Regulations	2019-10-31	2020-01-22
2019-14	“How to” formalize/document to HS&E	2019-10-31	2020-01-22
2019-15	Signature on Meeting Minutes	2019-10-31	2020-01-22
2019-17	Allan Cunningham stepped down from committee	2020-01-22	2020-01-22

Next Meeting Details	
Date: February-26-20	Time: 1:30 Engineering Boardroom
Chairperson: Matt Lakusta	Secretary: Colleen Davie

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



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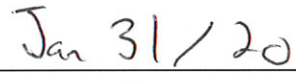
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GOVERNANCE

Management
Chair

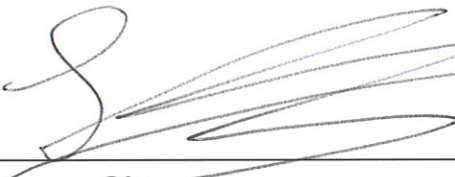


Signature

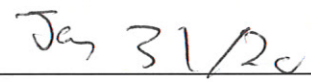


Date

Union Chair



Signature



Date