



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-23-19	Start time: 2:00 p.m.	End time: 3:00 p.m.
Secretary: Matthew Lakusta	Chairperson: Sam Mugford	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	4	Management / Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Sam Mugford	7	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	2	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tammy Martel	6	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Allan Cunningham	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast		Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input 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-23-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

Item # 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) as well as the maintenance schedule/practices
- Still in process; then forward to CMMS Planners as these doors are assets
- Ongoing
- **Gilles will complete & attend next meeting as a guest to close this off; delayed until next month.**

Initiated by: Gilles

Date required:

Responsible party: Gilles

Date complete:

Item #2018-03 Annual Fire Drill

Date initiated: May 9, 2018

Item details: Start making preparations for this annual event

Recommendations: Start planning this for September

Actions taken:

- Erin has taken this on & will work with another group member (not yet identified)
- Ian's a good connection with the HRFD, will ask if he's interested in helping organize
- Ongoing
- Erin spoke with Ian who is meeting with Ross Potter tonight to discuss & will get back to us with a timeline; requested it be in the next few weeks before it gets colder.
- **Ian & Ross not yet in agreement; Ian waiting to hear back from Ross**
- **Erin to check with Eddie if HRFD is necessary each time; we continue to do annual drills but every 2nd year HRFD would participate as well; they send a report afterwards that provides feedback which is beneficial for improvement**
- **HS&E is not sure if HRFD needs to be a part of it. If they do not need to come we are unsure how to initiate our panel without their help. We need to know how to trigger it (HRFD to provide information)**
- **April and September to have the HRFD to do practice drills. Josh to check availability by HRFD.**

Initiated by: Sam

Date required:

Responsible party: Erin

Date complete:



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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:

- Andrew T. will follow up with Kristen
- No dates set as yet, possibly November
- Regroup regarding attendance at last session & plan from there
- Erin will send link for 1st part to those still needing to catch up & new members; will check with Kristen re license (only 1) to finish on our own at our desks (Scheduled for Nov 30) - COMPLETE

Initiated by: Sam M.

Date required:

Responsible party: Andrew/Erin

Date complete:

Item #2018-08 Awareness Campaign “Look Up & Live”

Date initiated: October 17, 2018

Item details: Noticed trends of High RPH & incidents hitting poles and/or lines

Recommendations: An advertising Public Awareness Campaign to “Look Up & Live” or similar

Actions taken:

- Josh will see Eddie & Doug and respond to group re what’s been done in the past, when the last campaign was, etc.
- How will we advertise? Possibly:
 - CBC radio
 - Facebook
 - Twitter
 - Newspapers
 - Posters
 - Signs
- Facebook has been decided to be used.
- CBC/Radio could be a good outlet
- Follow up with Doug about plan – Josh – COMPLETE
- Follow up with “father” – Sam – COMPLETE “father” has sent us some pamphlets to use
- How much would radio ads cost? CBC, Cabin Radio, The Moose FM. Contact Doug about costs - Matt
- How much will stickers or pamphlets cost? Swag. – Get quotes - Josh

Initiated by: Sam

Date required:

Responsible party: Josh & Sam

Date complete:



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Item #2018-09 Schedule for JOSHC Events	Date initiated: Nov 21, 2018
Item details: Develop a schedule of events for the committee to interact with the organization	
Recommendations: Discuss with group for further details	
Actions taken:	
<ul style="list-style-type: none"> • Discuss next meeting 	
Initiated by: Sam	Date required:
Responsible party: TBD	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 #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	✓
Nov/Dec 2018	Next Issue to be worked on for issuing in Nov/Dec 2018	



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JOHSC Monthly Incident Review

Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018	Reviewed; noticed the trend in vehicle accidents has decreased	✓
August 2018	Reviewed and discussed collectively	✓
September 2018	Reviewed; FGH outage investigation completed this period	✓
October 2018	Reviewed; trends of High RPH & of incidents hitting poles and/or lines – see New Item 2018-08	✓
November 2018	Reviewed & discussed	✓
December 2018	Review and discussed	✓
January 2019		
February 2019		
March 2019		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June ✓
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	✓
August 2018	Treasury & Enterprise Risk	Treasury & AME will combine their inspections for Aug/Sept
September 2018	Asset Management	
October 2018	JOHSC Members (David & Andrew)	✓
November 2018	Information Technology	x
December 2018	JOHSC Members	✓
January 2019	JOHSC Members (Allan and Josh)	
February 2019	Executive	
March 2019	Corporate Planning	



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JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)

Month	HR Head Office	HR Warehouse
April 2018	Blaine & Matthew ✓	Blaine & Matthew ✓
July 2018	Gilles & Sam ✓	Gilles & Sam ✓
October 2018	David & Andrew T ✓	David & Andrew T ✓
January 2019	Matt & Dave & Zach	Matt & Dave & Zach

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18
2018-04	Blaine's resignation; seat filled by David Kopp	06-13-18	07-11-18
2018-05	Gilles' resignation; filled by Zach Biggar	07-11-18	09-12-18
2018-06	New Union Member & HSE Rep, Josh Clark joined group	09-12-18	09-12-18
2018-02	Summer Atrium Meeting	05-09-18	10-19-18
2018-09	Central JOHSC meeting in YK	10-17-18	11-21-18
2018-10	Outside door courthouse side, sticking	11-21-18	12-30-18

Next Meeting Details

Date: February-27-19	Time: 3:00 in Engineering Boardroom
Chairperson: Sam Mugford	Secretary: Tammy Martel

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