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|  | <b>Health &amp; Safety Management System Form:</b><br>JOHSC Meeting Minutes |  | Page 1 of 4     |
|                                                                                   | <b>Monitor:</b><br>Director, Health, Safety & Environment                   |  | Form #: 14.04.2 |

| Meeting Details            |                                                                                     |                    |
|----------------------------|-------------------------------------------------------------------------------------|--------------------|
| Group: JOHSC Thermal       | Location: Andy and Bob in Inuvik, Robert in Inuvik line shop, Boyd in Fort Simpson. |                    |
| Date: January 23, 2019     | Start time: 10:30 am                                                                | End time: 11:30 am |
| Chairperson: Boyd Mallaley | Secretary: Andy Crowther                                                            |                    |

| Attendance                                |   |                           |                                                                     |                |
|-------------------------------------------|---|---------------------------|---------------------------------------------------------------------|----------------|
| Name                                      | # | Worker, Management, Guest | Present                                                             | Reason absent  |
| Boyd Mallaley                             | 7 | 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 |                |
| Daniel Bruneau                            | 5 | Management – by skype     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Excused        |
| Steve Harrison                            | 8 | Management                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Jacob Pokiak                              | 2 | Worker                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On duty travel |
| John Williams                             | 4 | Worker                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave       |
| Trudy Nelner                              | 6 | Worker – by skype         | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                |
| Robert Gerhardt                           | 6 | Worker                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Andy Crowther                             | 9 | Guest                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Tony McDonald (for J. Williams)           | 1 | Worker                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                |
| Lawrence Neyando (acting for B. Eldridge) | 1 | Acting Manager            | <input type="checkbox"/> Yes <input checked="" 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-18-18 | Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Outstanding Items at Previous Meeting |
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| Item # <b>2018-08</b>                                                                                                                                                      | Date initiated: January-26-18 |
| Item details: Review of incident investigations<br>- Inuvik incorrect lockout<br>- Inuvik Fire alarm while welding<br>- Colville Lake Improper service hookup              |                               |
| Recommendations: - Inuvik incorrect lockout: Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy |                               |

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- order labelling kit
- summer student or apprentice to make labels and affix
- to be checked by maintenance staff

Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton

- Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet.
- Plant superintendents to install valve tags based on valve numbers in drawings
- Les to send req# to Bob so he can order same valve tag kit.
- Bob to order kits for his plants following Boyd's requisition # 19257
- check with Bob in August
- check with Bob in September
- Bob's requisition is in. Waiting for delivery to Bob
- Bob has received. Engineering to be involved in tagging/numbering/standardizing.
- Examine scope of this project at November meeting
- John to bring up this project with Mike. Determine if capital or operations budget. Size of project.
- John to give update in February

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| Initiated by: | Date required: December-28-18 |
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| Responsible party: John | Date complete: |
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| Item # 2019-10 | Date initiated: June-28-18 |
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| Item details: Training for casuals in communities |
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| Recommendations: |
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Actions taken: Discussion - Need to do a better job of training casuals

- Casuals have no experience with outages
- Plant Super should bring in casual when they have an outage. For some Plant Supers this is rare.
- Casual staffing changes from year to year in some communities
- Fort Good Hope outage – casual had missed safety training in Inuvik Fall 2017
  - casual was doing everything he had been taught but it just wasn't working (3 hr outage)
  - 5 people already on site when casual arrived to address outage – added pressure
  - Review Concern Report at next meeting (when submitted)
- Sahtu Work protection training completed as well as follow-up with Daniel Bruneau Aug 7-15
- Beau-Delta plant casuals to receive training last week of September
- QEW training completed
- QEW - Follow-up with Plant Supers needed to verify they can identify/change fuse and to rack out their own breaker (with line crew and electrician).
- Follow up with David Dewar Re: training verification. (for Dec 28)
- Hold meeting with Josh at beginning of March re: this item. Josh away until Mar. 4
- Training block with casuals this year?

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| Initiated by: Daniel Bruneau | Date required: December-28-18 |
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| Responsible party: Andy | Date complete: |
|-------------------------|----------------|

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| Item # <b>2019-11</b>                                                                                                                                                                                                                                                                                                                                                                                                 | Date initiated: June-28-18    |
| Item details: <b>Camlock plug incident (05-22-18 Ft Liard Glycol Spill).</b>                                                                                                                                                                                                                                                                                                                                          |                               |
| Recommendations: Comments:<br>- Do H&S Alert after plant visits in August – everything that can leak should have a valve and a plug that works<br>- <b>Work order – Kyle to mechanics – Look at valves and ensure camlock, cap or plug installed.</b><br>- <b>Follow-up with Daniel for January meeting</b><br>- <b>Daniel to send out another email to Plant Superintendents to check valves.</b><br><b>Complete</b> |                               |
| Actions taken: Reviewed                                                                                                                                                                                                                                                                                                                                                                                               |                               |
| Initiated by: Daniel Bruneau                                                                                                                                                                                                                                                                                                                                                                                          | Date required: December-28-18 |
| Responsible party: D. Bruneau / A. Crowther                                                                                                                                                                                                                                                                                                                                                                           | Date complete:                |

|                                                                                                                                       |
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| <b>New Items</b><br>(Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns) |
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|---------------------------------------------------|-------------------------------|
| Item # <b>2019-25</b>                             | Date initiated: January-23-19 |
| Item details: Review of December Incident Reports |                               |
| Recommendations: None                             |                               |
| Actions taken:                                    |                               |
| Initiated by:                                     | Date required: January-23-19  |
| Responsible party:                                | Date complete: January-23-19  |

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|----------------------------------------------------------------------------------|-------------------------------|
| Item # <b>2019-26</b>                                                            | Date initiated: January-23-19 |
| Item details: Review of Incident Investigations:<br>- <b>Inuvik Line contact</b> |                               |
| Recommendations:                                                                 |                               |
| Actions taken:                                                                   |                               |
| Initiated by:                                                                    | Date required: January-23-19  |
| Responsible party:                                                               | Date complete: January-23-19  |

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### Items Completed in Current Year

| Item #  | Brief Description                         | Date Initiated | Date Completed   |
|---------|-------------------------------------------|----------------|------------------|
| 2019-01 | Union to select 4 members to sit on JOHSC | April 30, 2018 | June 5, 2018     |
| 2019-05 | June General Health and Safety Meeting    | June 5, 2018   | June 28, 2018    |
| 2019-12 | Tank F Lead Paint                         | June 28, 2018  | August 27, 2018  |
| 2019-19 | 1000 volt gloves                          | Sept 28, 2018  | October 31, 2018 |
| 2017-12 | Canada Safety Council JOHSC training      | Nov. 24, 2017  | Dec. 5, 2018     |
| 2019-24 | Fire drill in Fort Simpson                | Nov. 28, 2018  | Dec. 12, 2018    |

### Thermal JOHSC Facility Safety Inspection Schedule

| Month        | Inuvik      |           | Ft. Simpson  |  |
|--------------|-------------|-----------|--------------|--|
| June 30      | Bob/Andy    | Completed | Daniel/Trudy |  |
| September 30 | Robert/Andy | Completed | Boyd/Trudy   |  |
| December 31  | Bob/Andy    |           | Daniel/Trudy |  |
| March 31     | Robert/Andy |           | Boyd/Trudy   |  |

\* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

### Next Meeting Details

|                      |                 |
|----------------------|-----------------|
| Date: February-28-19 | Time: 1:30 PM   |
| 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.