



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

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

Form #:  
14.04.2

**Meeting Details**

Group: Hydro	Location: North & South Slave	
Date: January-26-18	Start time: 13:30	End time: 15:00
Secretary: Darren Hazenberg	Chairperson: Robert Sutherland	

**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jason Courtemanche	7	Worker	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ken Bell	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean Guy Poitras	6	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Darren Hazenberg	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	5	Hydro Field EIT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Sergio Catlyn	0	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

\* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required



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**Approval of Previous Meeting Minutes**

Date of last meeting: December-21-17      Approved?     Yes     No

Discussion: Reviewed December Minutes. Had discussion regarding Chair and Co Chair Positions of Committee. Darren Hazenberg has agreed to be chair and Rob Sunderland will be Co Chair of Committee. Committee had detailed review of SWP 1.24 – Working in Cold Weather.

Following last months meeting Darren sent note to David Dewar regarding the required use helicopter helmets during line patrols as not all workers can wear a helmet in a helicopter. Darren also put in a concern report regarding helicopter landing at snare garage. There has not been a response as of yet regarding those two items.

**Outstanding Items at Previous Meeting**

Item # 2017-001      Date initiated: May-15-17

Item details: Emergency Response Plans need to be reviewed & tested

Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans

Actions taken: **Ongoing review completed and sent to HSE for draft. Once Taltson is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to simulated at Jackfish. \*Need to Complete Simulations\***

Initiated by: Colin Steed      Date required: [Click here to enter a date.](#)

Responsible party: Eddie Smith      Date complete: July-31-17

Item # 2017-003      Date initiated: July-17-17

Item details: CMMS WOs on incident reports

Recommendations: JOHSC hydro are willing to provide input to HS&E in tracking completing them in Guide-TI

Actions taken: **We are waiting for a response from Colin Steed and Eddie regarding this issue. Initialed To be removed from Minutes.**

Initiated by: Colin Steed      Date required: September-29-17

Responsible party: Jean-Guy      Date complete: January-26-18



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Item # 2017-003	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however there is no project brief at this time. Darren to Email Burgin for Update.	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: <a href="#">Click here to enter a date.</a>

**New Items**

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

Item # No New Items this Meeting	Date required:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Initiated by:
Responsible party:	Responsible party:
Discussion: We had incident this past month regarding a member of public falling through ice at Jackfish Lake. There has been an incident reported started and the committee will have this report to review for next months meeting.	

\* Copy table above and insert as required

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
1			
2	Put in preventative work order for checking and possibly replacing AED batteries	May 15	November 16
3			
4	Put up the thin ice warning sign by the line shop	November 28	December 4



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**Hydro JOHSC Monthly Incident Review**

Item #	Brief Description	Date Initiated	Date Completed
06-28-17	Snare Boat Damage	June 28/17	
10-16-17	Wha Ti Slip and Ankle Injury	Oct. 16/17	
10-20-17	Yellowknife Breaker Fault	Oct. 20/17	
11-13-17	Snare Truck Mirror Damage	Nov. 13/17	
11-10-17	Yellowknife Walking on Switchgear	Nov. 10/17	

**Hydro JOHSC Facility Safety Inspection Schedule**

Month	Fort Smith		Jackfish	
Dec	Ken/Duane	X	Grant/Dennis	X
Feb			Darren / Jean-Guy	
March				

**Next Meeting Details**

Date: February-22-18	Time: 1:30PM
Chairperson: Darren Hazenberg	Secretary: Nihal Costa

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