
 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: JOHSC Thermal	Location: Steve, Andy, Bob, Mike, and Roger in Inuvik, Boyd and Daniel in Fort Simpson, Tommy by phone	
Date: January 26, 2018	Start time: 10:30 am	End time: 11:09 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	9	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	8	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Off shift
Roger Rivait	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	9	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Gerhardt	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Closs	1	Acting Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ned Day	1	Worker	<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-19-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

 <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 # 2017-12	Date initiated: November-24-17
Item details: Canada Safety Council JOHSC training	
Recommendations:	
Actions taken: Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix. - Kristen still working on this - no update – Andy to message Kristen again	
Initiated by:	Date required: February-26-18
Responsible party:	Date complete:

Item # 2017-16	Date initiated: December-19-17
Item details: Review of incident reports from October/November 2017	
Recommendations: - Discussion about mechanical check of overhead doors in plants - Les to have doors in Fort Simpson checked - Roger working to replace overhead doors in line crew shop in Inuvik - Mechanics in Inuvik to check doors in Inuvik plants	
Actions taken: Complete	
Initiated by:	Date required: December-19-17
Responsible party:	Date complete: December-19-17

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

Item # 2018-01	Date initiated: January-26-18
Item details: Review of Health and Safety Alert – Incident Summary December 2017	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: January-26-18
Responsible party:	Date complete: January-26-18




Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Item # 2018-02	Date initiated: January-26-18
Item details: Review of incident investigations from December 2017 / January 2018	
Recommendations:	
Actions taken: Reviewed 11-15-16 Inuvik switching Error Investigation 11-07-16 Inuvik Meter Change Investigation – Complete	
Initiated by:	Date required: January-26-18
Responsible party:	Date complete: January-26-18
Item # 2018-03	Date initiated: January-26-18
Item details: Review of incident reports from October/November 2017	
Recommendations: - Discussion re: Norman Wells Fuel Spill - Site orientation/safety orientation for fuel truck drivers coming on site - Dipping procedure from contractor - Follow-up next meeting with any updates	
Actions taken: Complete	
Initiated by:	Date required: February-26-18
Responsible party: Daniel	Date complete:
Item # 2017-xx	Date initiated: January-24-18
Item details: Quorum = one half the regular members plus one	
Recommendations:	
Actions taken:	
Initiated by:	Date required: January-24-18
Responsible party:	Date complete: January-24-18

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017
2016-012	Safety training for Plant Superintendent Casuals	December 31, 2016	Oct 02, 2017
2017-03	Incident Investigation Training for JOHSC members	May 29, 2017	Nov 3 2017
2017-013	General Health and Safety meetings held in NK and FS	Dec 5 2017	Dec 5 2017

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
April	Bob/Andy	X	Daniel/Darren	
July	Roger/Andy		Boyd/Les	
October	Bob/Andy	X	Daniel/Darren	X
January	Roger/Andy		Boyd/Les	

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

Next Meeting Details

Date: February-26-18	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.