



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: February-8-17	Start time: 3.02 p.m.	End time: 4.07 p.m.
Secretary: Lida Thomson (5)	Chairperson: Andrew Taylor	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	6	Union Rep Worker / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Taylor	2	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Gilles Ringuette	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Davidson	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	5	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Lida Thomson	5	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tammy Martel	3	Excluded	<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	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

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

Approval of Previous Meeting Minutes

Date of last meeting: January-12-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: no discussion	



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Outstanding Items at Previous Meeting


Item # 1: INUVIK METER CHANGE INCIDENT	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: Gilles to follow up & report back.	
Initiated by: Roger Rivait	Date required: March-7-17
Responsible party: Rex Dalley	Date complete:

Item # 2: INCIDENT & INVESTIGATION ANALYSIS	Date initiated: November-10-16
Item details: Completed for last 5 years for high rated events only.	
Recommendations: John to show team at next meeting	
Actions taken: Postponed until further notice when agenda allows.	
Initiated by: John Stewart	Date required:
Responsible party: John Stewart	Date complete:

Item # 3: HAY RIVER HO & WH INSPECTION REVIEW	Date initiated: November-9-16
Item details: These are done quarterly, to be done in January 2017.	
Recommendations: Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda/Rod/Vern). Bulletin boards need to be updated and kept up to date.	
Actions taken: Erin to follow up with Rod. Belinda and Rod have now received information on the WH inspection, dealing with issues.	
Initiated by: Pennie Pokiak	Date required: February-8-17
Responsible party: Various?	Date complete:

Item #4: SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: An investigation has been requested. Will follow up once investigation is concluded.	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #11: SAFETY/FIRE EXTINGUISHER INSPECTION	Date initiated: November-28-16
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 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 3 of 5
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Item details: Extinguishers inspected in Head Office and Warehouse	
Recommendations: All complete except one. These need to be done monthly.	
<p>Actions taken: Lida waiting on parts for one extinguisher (Lida still away, will check on her return). Check with Heather for a list/schedule for the inspections. Warehouse needs to be flagged so it doesn't get forgotten. Dept.'s take turns doing them. Sam to lead/follow up.</p> <p>Parts have arrived and were repaired on January 31, 2017.</p> <p>Lida and Ian have gone through the numbering of the extinguishers and the placement of extinguishers has been reviewed and Mitchell will be creating a new facility drawing with corrections.</p> <p>New schedule needs to be created assigning JOHSC quarterly review of extinguishers and departments will be responsible on the other months – Will be set up in Outlook – Blaine and John to set up in Outlook.</p>	
Initiated by: Lida	Date required: February-8-17
Responsible party: Lida	Date complete:

Item #5: EMERGENCY PREPAREDNESS	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: New employees must be shown new muster point in their orientation and all employees should be updated as well. Fire drills to be done every year, could be more so maybe do two per year – winter & summer. A mock disaster was suggested by Lida, an incident of some kind, done by JOHSC group. To include first responders in the know & possibly Senior Management.	
<p>Actions taken: Some door hangers have been made up. Sam to talk to the Fire Dept and prepare for a drill. (Lida has sent an email to Ross Potter requesting a fire drill date for May preferably May 10-12) February 9, 2017)</p> <p>John suggested some tabletop planning in January meeting for the mock disaster drill in possibly February/March. Come up with ideas for next meeting.</p> <p>Gilles will talk to Ian and Fire Department for providing fire extinguisher training for Hay River staff.</p> <p>CARRY FORWARD – THEME FOR NEXT MEETING IS EMERGENCY PREPAREDNESS.</p>	
Initiated by: Lida/John/Sam	Date required: March-7-17
Responsible party: John/Sam/Lida/Gilles	Date complete:
Item #6: UPDATE FROM CENTRAL JOHSC	Date initiated: January-12-17
Item details: Update from meeting in Yellowknife	
Recommendations: Thermal Operations did quite well. Hydro Operations not as well, not current. Central group is not meeting their targets and Minutes are not where they should be. These used to be 2 day meetings, now down to 1 – trying to keep it as such! Eddie did a quarterly stats review. JOHSC Groups were sent home with a homework assignment - how to improve safety culture at NTPC. All Groups seem to have spent a lot of time looking at the formalities rather than the content; now that regulations are set we need to try to concentrate on the content. Members to bring ideas to the group for Andrew to present at the April meeting. (Meetings are quarterly.)	
Actions taken: Carried forward – JOHSC to come up with ideas to improve Company safety culture.	



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Initiated by: John	Date required: February-8-17
Responsible party:	Date complete:

Item #7: PRELIMINARY PLANNING	Date initiated: January-12-17
Item details: National Day of Mourning – April 28 th & NAOSH Week – May 7-13	
Recommendations: HSE (Eddie’s Group) usually do this with JOHSC support; NAOSH could be tied in with the Atrium meeting in May	
Actions taken: Erin will double check with HSE if this is how it’s done	
Initiated by: Erin	Date required: February-8-17
Responsible party: Erin	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 #1: Brief Overview NTPC Emergency Procedures	Date initiated: March-7-17
Item details: During our recent meeting we briefly reviewed the Emergency Response Plans for NTPC. The “Emergency Response Manual – Hay River” appeared to be complete and did not require any significant revisions. (The map included does require revision) The Site specific Plans however (Form 11.2) and the “NTPC Emergency Preparedness Plan”(Form 11.1) did have some significant shortfalls.	
Recommendations: Raised concern of missing emergency response plans and need clarification of when the following can be rectified and what the proposed time frame to implement these. <ul style="list-style-type: none"> • Medical Emergency • Response for down man • Missing worker check in • Updated map for the “Emergency Response Manual- Hay River” 	
Actions taken: JOHSC will forward letter to HSE Director, Eddie Smith – asking for clarification of the missing emergency response plans and proposed time frame for implementation.	
Initiated by: John	Date required: March-7-17
Responsible party: John/Andrew	Date complete:

Item #4: PRELIMINARY PLANNING	Date initiated: January-12-17
Item details: National Day of Mourning – April 28 th & NAOSH Week – May 7-13	
Recommendations: HSE (Eddie’s Group) usually do this with JOHSC support; NAOSH could be tied in	



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with the Atrium meeting in May

Actions taken: Erin will double check with HSE if this is how it's done

Initiated by: Erin

Date required: February-8-17

Responsible party: Erin

Date complete:

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Water Treatment Plant Shock	Sept. 29, 2016	Nov. 10, 2016
2	Fort Simpson Bucket Truck Incident	Sept. 29, 2016	Jan. 12, 2017
3	Fort Smith Digger Truck Incident	Nov. 3, 2016	Jan. 12, 2017
4	Incident & Investigation Analysis	Nov. 10, 2016	Jan. 12, 2017
5	Inuvik Pole Hit	Nov. 28, 2016	Jan. 12, 2017
6	Ulukhaktok G2 Aftercooler	Nov. 28, 2016	Jan. 12, 2017
7	YK Digger Truck in Pine Point	Nov. 28 2016	Jan. 12, 2017
8	Tulita – Power Pole Cut With Chainsaw	Nov. 28, 2016	Jan. 12, 2017
9	Snare – Chemical Shipping	Nov. 28, 2016	Jan. 12, 2017

(Name) JOHSC Facility Safety & Quarterly Fire Extinguisher Inspection Schedule

Month	(Location)		(Location)	
April 2016	Hay River HO	Hay River Warehouse		
July 2016	Not Complete			
October 2016	Hay River HO	Hay River Warehouse		
January 2017	Hay River HO	Hay River Warehouse		

Next Meeting Details

Date: March-7-17

Time: 3:00

Chairperson: John Stewart

Secretary: Tammy Martel

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

Incident										
#	Incident Date	Reported Date	Late	Location	Description	RPH	Division	Summary	Action	
85	12-20-16	12-20-16	0	Inuvik	Slip and Fall	L	Thermal	Stepped out of Truck , Slipped and fell	Spread Gravel	
86	12-23-16	12-23-16	0	Fort Simpson	3rd Party Line Teardown	H	T&D	Tractor Trailer Tore down power line No Investigation	Sent Rows Const Copy of safety DVD	?? Charges to 3rd party
87	12-30-16	12-30-16	0	Yellowknife	Stuck Accelerator Pedal	H	Hydro	Gas pedal stuck on floor mat- incorrect mat for truck	Recommendation for JOHSC to follow up in regions	
88	1-16-17	1-16-17	0	Inuvik	Slip and Fall	L	Thermal	GNWT Bldg. slipped on floor due to wet shoes	Install mats by doors	
89	1-17-17	1-17-17	0	Inuvik	Digger Truck Hydraulic L	L	T&D	Hyd Hose rupture - Old Worn Hose	Check other trucks for Signs of hose wear	Maintenance ???
90	1-20-17	1-20-17	0	Yellowknife	Vehicle Hit Pad mount T	L	T&D	Unknown vehicle hit transformer knocking off its base	Move transformer back on base	Vehicle barriers
91	1-24-17	1-24-17	0	Taltson	PLC fault led to Outage	M	Hydro	PLC Faulted _ 3rd event in last year	Comments: From Past experience Procedure may have prevented	
92	1-25-17	1-25-17	0	Ulukhaktok	Fire Valve	L	Thermal	Fire Valve not installed correctly - May not have functioned	Commissioning Documents Sign off by Project Manager	
93	1-26-17	1-26-17	0	Aklavik	Oils spill in plant	L	Thermal	Oil Container Leak (15L)	Install spill trays	
94	1-30-17	1-30-17	0	Inuvik	Truck hit snowbank	L	T&D	Truck hit snowbank during skid control training		
95	1-31-17	1-31-17	0	Bluefish	Camp Water Leak	L	Hydro	Roof leaked into camp bunkhouse	Will test for mold / Repair	
96	2-1-17	2-1-17	0	Inuvik	Truck Bush Bar Damage	L	Thermal	Truck hit snowbank during skid control training		

JOHSC Minutes

1. How are they Posted

- NWT OHS Regulation
- Sec43 States that the JOHSC minutes must be posted at a location that is readily accessible to the employees
- Format
 - Email List
 - Power line

2. When are they Posted

- Past Practices is soon After Meeting
- ?? After JOHSC Committee has adopted minutes

HSE Element 14.04

9.8 Meeting Minutes Distribution and Filing

- After the meeting the Secretary completes *Form 14.04.2: JOHSC Meeting Minutes* electronically and sends the draft meeting minutes to the group for comment.
- The Secretary finalizes the minutes by incorporating comments from the group. Sensitive documents such as health & safety incident reports and investigations, which are considered private, shall not be included with the meeting minutes, which are made available to all employees.
- The Secretary files the minutes by group in the *JOHSC Meetings* iManage workspace.
- The Secretary sends the meeting minutes (preferably the iManage link) to all three JOHSCs, to all sites represented by the JOHSC, and to the HSE Director.
- Meeting minutes shall be posted on safety bulletin boards in Hay River, Yellowknife, Inuvik, Fort Simpson, and Fort Smith and shall be available to all workers on iManage.
- Meeting minutes shall be provided to the WSCC Safety Officer when requested.

Emergency Response Plan Hay River

1.	<u>DEFINITIONS</u>	<u>1</u>
2.	<u>INTRODUCTION</u>	<u>2</u>
3.	<u>OBJECTIVE</u>	<u>2</u>
4.	<u>FIRE EVACUATION</u>	<u>3</u>
5.	<u>BOMB THREAT</u>	<u>6</u>
6.	<u>MEDICAL EMERGENCY</u>	<u>9</u>
7.	<u>HAZARDOUS MATERIAL SPILL</u>	<u>11</u>
8.	<u>UTILITY FAILURE</u>	<u>13</u>
	1. <u>POWER FAILURE</u>	<u>13</u>
	2. <u>BUILDING TEMPERATURE FAILURE</u>	<u>13</u>
9.	<u>SEVERE WEATHER</u>	<u>15</u>
10.	<u>ELEVATOR MALFUNCTION</u>	<u>16</u>
11.	<u>EMERGENCY AFTER WORK HOURS</u>	<u>16</u>
12.	<u>MUNICIPAL EMERGENCY</u>	<u>17</u>
13.	<u>PROPOSED IMPLEMENTATION PLAN</u>	<u>18</u>

2. FIRE EVACUATION

Standard Procedure:

- Immediately activate the building fire alarm system
- Evacuate the building immediately
- Use the nearest safe stairs and proceed to the nearest exit
- Close doors as you leave
- Do not use the elevator
- Proceed to the designated muster point
- Wait for any instructions from the floor warden
- Do not re-enter the building until instructed to do so by the floor warden

Head Office:

- Follow standard procedure
- Muster point is the North side of the building (parking lot)

Warehouse:

- Follow standard procedure
- Muster point is the West side of the building (near the road)

2. **BOMB THREAT**

Standard Procedure:

Evacuation will proceed in the same manner as fire drills.

- Immediately activate the building fire alarm system
- Evacuate the building immediately
- Use the nearest safe stairs and proceed to the nearest exit
- Close doors as you leave
- Do not use the elevator
- Proceed to the designated muster point
- Wait for any instructions from the floor warden
- Do not re-enter the building until instructed to do so by the floor warden

Head Office:

- Follow standard procedure
- Muster point is the North side of the building (parking lot)

Warehouse:

- Follow standard procedure
- Muster point is the West side of the building (near the road)

2. MEDICAL EMERGENCY

Standard Procedure:

- Notify the Floor Warden
- If the victim is unconscious or unable to walk, notify the ambulance
- Victims which are able to walk should still seek professional assistance to ensure that the injuries are not more substantial than they first appear
- Only Floor Wardens with valid first aid should provide assistance
- Floor wardens should not compromise their own safety when dealing with a victim (e.g., rubber gloves should be worn)
- Do not move a seriously injured person unless they are in a life threatening position
- An immediate family member (spouse/parent) should be contacted

Shock

Shock is likely to develop in any serious injury. The following signals are indicators that a victim is suffering from shock:

1. Alerted consciousness
2. Pale, cool, moist skin
3. Rapid breathing
4. Rapid pulse

Rationale:

The Floor Warden is a designated First aider

2. HAZARDOUS MATERIAL SPILL

Standard Procedure:

- Alert/Notify personnel in affected and adjacent areas
- If possible use signs and/or barricades to isolate the area
- Evacuate, and close any doors to the area
- Immediately activate the building fire alarm system
- Evacuate the building immediately
- Use the nearest safe stairs and proceed to the nearest exit
- Close doors as you leave
- Do not use the elevator
- Proceed to the designated muster point
- Wait for any instructions from the Floor Warden
- Do not re-enter the building until instructed to do so by the Floor Warden

Head Office:

- Follow standard procedure
- Muster point is the North side of the building (parking lot)

Warehouse:

- Follow standard procedure
- Muster point is the West side of the building (near the road)

2. UTILITY FAILURE

1. POWER FAILURE

Standard Procedure:

- Remain calm
- Unplug sensitive equipment
- Move to an area which receives natural light
- Wait for instructions from the Building/Floor Warden

Note: if it appears that a power failure is going to last for an extended period of time, such as one hour or more, the Building Warden may ask employees to leave the building and proceed home.

2. SEVERE WEATHER

During Work Hours - Standard Procedure:

- Wait for instructions from the Building/Floor Warden

Note: if the weather becomes severe enough that a weather warning is issued by Environment Canada, the Building Warden may ask employees to proceed home.

2. ELEVATOR MALFUNCTION

Standard Procedure:

- Remain calm
- Open phone box located in the elevator and pick up receiver to report situation

Note: the emergency phone automatically dials the emergency contact number.

2. **PROPOSED IMPLEMENTATION PLAN**

- JOHSC adopts the Hay River Emergency Response Manual 2001
- Manual is distributed to all personnel
- JOHSC holds meeting with departments to explain manual
- JOHSC initiates practice drills for each emergency
- JOHSC in conjunction with the local fire department and RCMP will evaluate the plan and revise as necessary
- JOHSC reviews, updates and re-issues the manual on an annual basis

1. **BUILDING TEMPERATURE FAILURE**

Standard Procedure:

- Remain calm
- Wait for instructions from the Building/Floor Warden

Note: if the heat in the building exceeds +27°C or decreases below +15°C for an extended period of time such as one hour or more, the Building Warden may ask the employees to leave the building and proceed home.

Emergency Response Plan

NTPC

NTPC Emergency Preparedness Plan

- Management
 - Ensure development and implementation
 - Provide Training
 - Site Specific Emergency plan for each Location
 - NTPC 11.1 sec 7.6
 - Annual training on the Emergency Preparedness and response program
- Workers
 - Participate in Emergency Response training and exercise

- Transmission Line Failure
- Substation Failure
- Central Control Room Failure
- Plant Fire
- Dam Breach
- Earthquake
- LNG Spill
- Loss of Diesel Supply for Thermal generation
- Sabotage, Bomb threat
- Flood
- Spillway failure
- Drought
- Severe Storm
- Forest Fire
- Pandemic

What is Missing?

- Evacuation Plan
- Medical Emergency
- Response for downed worker
- Missing Worker – Missed check in