



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: February-8-19	Start time: 2:06pm	End time: 2:48pm
Secretary: Bryan Brazeau	Chairperson: Stuart and Grant	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jason Courtemanche	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	9	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jean Guy Poitras	6	HSE	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Dennis Bourke	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Grant Penny	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Nihal Costa	7	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Bryan Brazeau	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sunderland	6	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Stuart Robinson	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tom Deleff	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sergio Catlyn	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
John Davenport	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Eileen Hendry	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Drew Farmer	2	Management	<input checked="" 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	
			<input 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: January-11-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: No meeting minutes from January 2019, used December 2018 for reference.	

Outstanding Items at Previous Meeting

Item # 2019-01	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 (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations and review any changes*. Ongoing (Hay River to provide possible ERP training) Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item. Colin to follow-up. 	
Update from February 8th, 2019: NTPC has hired a contractor to create Emergency Response Plans for the North Slave Hydro Sites, 'table top simulation'.	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete: Click here to enter a date.

Item # 2019-02	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: Capital project created to be completed in June or July 2019. This item can be removed next JOHSC meeting.	
Initiated by: Dennis Bourke	Date required: June-30-19
Responsible party: Robert Burgin	Date complete: Click here to enter a date.

* Copy table above and insert as required

New Items

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

Item # 2019-03	Date initiated: February-13-19
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Item details: Snare Falls bypass channel covers

Recommendations: Safety concerns recognized from Operations group regarding bypass channel covers hazard. WSCC was brought in to investigate and according the Brad H. they're satisfied with the physical barriers in place. NTPC Operations has decided to replace the covers anyways through O&M, a CMMS work order to be created if there's not one already. Authorized by Sergio C. at Hydro Safety meeting. This item can be removed from the next meeting minutes.

Actions taken: CMMS work order.

Initiated by: Hydro Ops

Date required: February-28-19

Responsible party: none

Date complete: [Click here to enter a date.](#)

* Copy table above and insert as required

Item # 2019-04

Date initiated: February 8, 2019

Item details: JOHSC Site Visits

Recommendations: Site visit schedule and checklist to be created that identifies responsible parties, quarterly completion checkbox, site list, local site or remote site (affects responsible parties). JOHSC is required to complete site visits every 90 days as per Element 8.1, using for 9.2. HSE Policy analyst to add an item 5.14 of form 9.2 to check Fire Panels for alarm or trouble lights.

Actions taken: new item

Initiated by: Committee

Date required: TBD

Responsible party: HSE

Date complete: [Click here to enter a date.](#)

Item # 2019-05

Date initiated: February 8, 2019

Item details: Ft. Smith Quonset Fire Detection issues, fire/smoke detectors go off easily

Recommendations: Enter CMMS work order to check smoke / CO detectors in the quonset. This item can be removed next meeting.

Actions taken: new item

Initiated by: Jason C.

Date required: TBD

Responsible party: Grant Penney

Date complete: [Click here to enter a date.](#)

Item # 2019-06

Date initiated: February 8, 2019

Item details: Ft. Smith Quonset Ventilation

Recommendations: T&D Mgmt. to request capital to add better ventilation for the line crew quonset, as it may be inadequate. This item can be removed next meeting.



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Actions taken: new item

Initiated by: Committee

Date required: TBD

Responsible party: Grant Penney

Date complete: [Click here to enter a date.](#)

Item # 2019-0

Date initiated:

Item details:

Recommendations:

Actions taken:

Initiated by:

Date required:

Responsible party:

Date complete: [Click here to enter a date.](#)

Item # 2019-0

Date initiated:

Item details:

Recommendations:

Actions taken:

Initiated by:

Date required:

Responsible party:

Date complete: [Click here to enter a date.](#)

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	March 24	April 30
2			
3			

Hydro JOHSC Monthly Incident Review



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Item #	Brief Description	Date Initiated	Date Completed
	no incidents were reviewed due to time limitations		

Next Meeting Details

Date: March-8-19

Time: 2pm

Chairperson: Stuart R. and Grant P.

Secretary: Nihal Costa

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.