



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-19-18 | Start time: 3:00 p.m. | End time: 4:00 p.m. |
| Secretary: Andrew Taylor | Chairperson: Andrew Taylor | |

Attendance (call in #:)

| Name | # | Worker, Management, Guest | Present | Reason absent |
|------------------------|----|-----------------------------|---|---------------|
| John Stewart | 9 | Union Rep Worker / Co-Chair | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Andrew Taylor | 11 | Management / Co-Chair | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Blaine MacKay | 10 | Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Sam Mugford | 8 | Union Rep Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Gilles Ringuette | 5 | Union Rep Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Excused |
| Andrew Davidson | 11 | Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Erin Dean | 8 | Excluded Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>Matthew Lakusta</i> | 1 | <i>Guest</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Tammy Martel | 9 | Excluded Worker | <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 | |
| | | | <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

Approval of Previous Meeting Minutes

| | |
|-------------------------------------|---|
| Date of last meeting: January-10-18 | Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Discussion: | |



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Outstanding Items at Previous Meeting

Item #1: 11-08-17 Member Change **Date initiated:** November-8-17

Item details: Ian has been promoted to Manager – need to fill his spot

Recommendations:

Send an email to all Hay River for volunteers to fill his spot – Union Rep Worker needed

Actions taken:

- An email will be sent once Ian takes on his new role (November 20)
- Email sent by John to All Hay River on December 11/17; no response at all
- John will re-email All Hay River so any new employees are aware as well
- Also suggested to send out an Agenda to All Hay River to invite & encourage staff to sit in without commitment to see if interested in joining
- This item will be brought up at the Union AGM coming up soon (overdue)
- Sam Mugford will be acting co-chair as John Stewart's final day is March 2, 2018
- 2 unionized positions to fill, Blaine to approach members that would be a good fit to sit on the JOHSC committee.

Initiated by: John

Date required:

Responsible party: Baine

Date complete:

Item #2: 12-13-17 Street Signage, Crosswalks & Parking **Date initiated:** December-13-17

Item details: Visibility issues have come up again as the “big, yellow truck” is back parking alongside the road across the street from Head Office causing visibility issues again.

Recommendations: Follow up with the Town of HR

Actions taken:

- Erin will follow up with John who initially communicated this issue to the Town
- John will send an email to the Town of HR
- Town SAO responded by email (letter attached), Town By-Law Officer/Fire Chief called and spoke to John; John mentioned having signage then makes these issues enforceable
- Still in the process

Initiated by: Erin

Date required:

Responsible party:

Date complete:

Item #3: 12-13-17 Review of Element 14.04 **Date initiated:** December 13, 2017

Item details: To review JOHSC Element 14.04

Recommendations: It was suggested that at the first meeting of each new year (April) JOHSC Element 14.04 should be reviewed. A good refresher prior to starting off each year as well as good to review with any new members.

Actions taken:

- All agreed to implement this review each year
- Element 14.04 was reviewed in this month's meeting; can be reviewed again in April as we should have a full membership again by then

| | |
|--|--|
| Initiated by: Erin | Date required: |
| Responsible party: | Date complete: January-10-18 |
| Item #4: 12-13-17 Overhead Door Incident | Date initiated: December 13, 2017 |
| Item details: Overhead door fell while closing | |
| Recommendations: <ul style="list-style-type: none"> Overhead door rules should include NEVER walk under them, always use a man door Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors | |
| Actions taken: <ul style="list-style-type: none"> Gilles will check into the SWP for walking underneath overhead doors (if any) Gilles will also check on the maintenance schedule/practices | |
| Initiated by: Gilles | Date required: |
| Responsible party: Gilles | 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: 02-19-18 Students in building | Date initiated: February 19, 2018 |
| Item details: Unpaid workers should have same safety orientation as paid workers. Unsure if student has had proper safety orientation. | |
| Recommendations: <ul style="list-style-type: none"> Email supervisor to ask if unpaid worker has had proper safety orientation | |
| Actions taken: <ul style="list-style-type: none"> Blaine will email Annette to ensure that unpaid worker has had proper safety orientation | |
| Initiated by: Erin. | Date required: |
| Responsible party: Blaine | Date complete: |

* Copy table above and insert as required

JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

| | | |
|----------------|--|---|
| November-8-17 | <ul style="list-style-type: none"> Erin has started to create a year-end newsletter (all members can contribute) for Head Office staff, Hydro & Thermal JOHSC groups to inform who we are & what we've done Will also include a questionnaire/survey. Newsletters will be published after each of the two yearly atrium presentations | To be issued in January 2018; working on final copy |
| December-13-17 | Bios & Content for Newsletter <ul style="list-style-type: none"> The Year in Review (Andrew T., Erin & John) | Working on final copy |



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| December 13-17 | Mervin's resignation; ask Eddie to follow up – is there merit to his email? Discussed and closed. | Andrew T. will talk to Eddie |
| December 13-17 | SWP's are updated each year; in progress | To be completed by March 31-18 |
| | | |
| | | |

JOHSC Monthly Incident Review

| Month | | |
|----------------|---|---|
| April 2017 | Read & reviewed | ✓ |
| May 2017 | Read & reviewed | ✓ |
| June 2017 | Read & reviewed | ✓ |
| July 2017 | Read & reviewed | ✓ |
| August 2017 | Read & reviewed; discussed ratings on incidents | ✓ |
| September 2017 | Read & reviewed; discussed ratings on incidents | ✓ |
| October 2017 | Read & reviewed; discussed ratings on incidents & reasons some have been re-ranked; members felt re-ranking was appropriate | ✓ |
| November 2017 | Read & reviewed | ✓ |
| December 2017 | Read & reviewed | ✓ |
| January 2018 | Read & reviewed; discussed the fuel overfill incident, Blaine will mention to Ian (THAM) a simple remedy could be a "whistle" fill device; also discussed switching incident – switching fundamentals need to be reviewed more frequently | ✓ |
| February 2018 | | |
| March 2018 | | |

JOHSC Monthly Fire Extinguisher Inspection

| Month | | |
|----------------|------------------------------|------------|
| April 2017 | JOHSC Members | Complete ✓ |
| May 2017 | Human Resources | Complete ✓ |
| June 2017 | Health, Safety & Environment | Complete ✓ |
| July 2017 | JOHSC Members | Complete ✓ |
| August 2017 | Treasury & Enterprise Risk | Complete ✓ |
| September 2017 | Asset Management | Complete ✓ |



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| October 2017 | JOHSC Members (Blaine) | Complete ✓ |
| November 2017 | Information Technology | Complete ✓ |
| December 2017 | Budgeting & Regulatory | Complete ✓ |
| January 2018 | Executive | |
| February 2018 | Financial Reporting | |
| March 2018 | Transmission & Distribution | |

JOHSC Quarterly Facility Safety Inspection Schedule

| Month | HR Head Office | HR Warehouse |
|--------------|--------------------|--------------------|
| April 2017 | Blaine & Gilles ✓ | Blaine & Gilles ✓ |
| July 2017 | John & Ian ✓ | John & Ian ✓ |
| October 2017 | Erin & Andrew D. ✓ | Erin & Andrew D. ✓ |
| January 2018 | Blaine & Tammy | Blaine & Tammy |

Items Completed in Current Fiscal Year

| Item # | Brief Description | Date Initiated | Date Completed |
|--------|--|-------------------|--------------------|
| 1 | 01-12-17 Preliminary Planning | January 12, 2017 | May 10, 2017 |
| 2 | 01-12-17 Incidents Review | January 12, 2017 | May 10, 2017 |
| 3 | 04-12-17 Building Inspection Issues | April 12, 2017 | June 14, 2017 |
| 4 | 06-14-17 Summary of Central JOHSC | May 10, 2017 | June 14, 2017 |
| 5 | 11-28-16 Emergency Preparedness | November 28, 2016 | July 12, 2017 |
| 6 | 05-10-17 Street Signage & Crosswalks | May 10, 2017 | July 12, 2017 |
| 7 | 04-12-17 First Aid Kits | April 12, 2017 | August 9, 2017 |
| 8 | 07-12-17 Fire Extinguisher Training | July 12, 2017 | August 9, 2017 |
| 9 | 05-10-17 Site Emergency Response Plans | May 10, 2017 | August 9, 2017 |
| 10 | 04-12-17 Air Quality Testing | April 12, 2017 | September 13, 2017 |
| 11 | 04-12-17 KPI'S for JOHSC | April 12, 2017 | September 13, 2017 |
| 12 | 05-10-17 Safety Trends | May 10, 2017 | September 13, 2017 |
| 13 | 07-12-17 HS Committee Training | July 12, 2017 | November 8, 2017 |
| 14 | 11-07-16 Inuvik Meter Change | November 7, 2016 | November 8, 2017 |

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| 15 | 11-15-16 Snare Chemical Shipping | November 28, 2016 | November 8, 2017 |
| 16 | 10-11-17 Fire Extinguisher Re-numbering | October 11, 2017 | November 8, 2017 |
| 17 | 10-11-17 2nd Atrium Meeting – Winter Driving/Kits | October 11, 2017 | December 13, 2017 |
| 18 | 12-13-17 Review of Element 14.04 | December 13, 2017 | January 10, 2018 |

| Next Meeting Details | |
|--------------------------|-------------------------------------|
| Date: March-14-18 | Time: 3:00 in Engineering Boardroom |
| Chairperson: Sam Mugford | Secretary: Tammy Martel |

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