
 NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: February-21-17	Start time: 8:30am	End time: 09:35am
Secretary: K Bell	Chairperson: K Bell	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Duane Rohne	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	2	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Darren Hazenberg	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave

* 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-20-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Review incidents/Central JOHS meeting minutes/HSE Power line	

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Outstanding Items at Previous Meeting
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Item # 1 11-03-16 Ft. Smith Digger Truck incident review	Date initiated: November-3-16
Item details: Digger truck went into ditch, icy conditions, substantial damage	
Recommendations: Is there a policy for winter tires?	
Actions taken: Email regional contacts for feedback on other locations, discuss with maintenance planners	
Initiated by: C.Steed	Date required: March-31-14
Responsible party: Senior Management	Date complete:

Item # 30-12-16	Date initiated: December-30-16
Item details: Floor Matt interfered with drivers control causing vehicle to accelerate	
Recommendations: Ensure vehicle floor mats are clear of obstruction	
Actions taken: Can floor mats can be purchased with restraining device to prevent this- All Tech? Matts can be purchased from Ford as well. Remove next meeting.	
Initiated by: D. Hazenberg	Date required: February-27-15
Responsible party: Managers	Date complete: February-21-17

Item # 23-12-16	Date initiated: December-24-16
Item details: 3 rd party truck made contact with service at Northern store- Fort Simpson	
Recommendations: Install notices in the communities, maybe local band office for awareness	
Actions taken: Power line safety DVD sent to contractor	
Initiated by: D. Bruneau	Date required: January-6-17
Responsible party: A.Crowther	Date complete: January-4-17

Item # 4 27-11-16	Date initiated: November-23-15
Item details: UPS was dropped moving into B1 building, sustained damage	
Recommendations: Investigation required	
Actions taken: Review investigation when completed. Ongoing – Tom Deleff is away on vacation.	
Initiated by: Bill Hayne	Date required: March-17-17
Responsible party: Tom Deleff	Date complete: Click here to enter a date.



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Item # 5	Date initiated: January-20-17
Item details: Ensure new services or Lines be constructed meet the electrical code	
Recommendations: We have a documented standard for construction	
Actions taken: Managers to review with staff to ensure we meet code during construction. This was sent to Dipankar – Director of T&D to complete. Dipankar called back and I discussed it with him as best I could. He will bring this up when he has his meetings with the managers and Linecrew. This should be able to be removed next meeting.	
Initiated by: Hazenberg	Date required: March-17-17
Responsible party: T&D Engineering	Date complete: Click here to enter a date.

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required



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New Items

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

Item # 1	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete: Click here to enter a date.

Item # 2	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Item # 3	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete:

Item # 4	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
01-16-17	Inuvik Slip & Fall – reviewed & can be removed	Jan. 16/2017	Feb. 21/2016
01-17-17	Inuvik Digger Truck Hydraulic Leak – reviewed and ongoing – Section H - Further Corrective Actions Item 2 not complete.	Jan. 17/2017	
01-20-17	YK Vehicle Hit Padmount Transformer – JOHSC members felt the risk should have been higher and an investigation done. Was this reported to the RCMP? Daren H felt we needed a new box on the Incident report to contact RCMP and a number for the investigation. He also stated that they used to do TMIs for these incidents and that the corporation recovered the money for these incidents.	Jan. 20/2017	
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/2017	
01-25-17	Ulukhaktok Fire Valve – Section H - Ongoing until Further Corrective Actions Completed.	Jan. 25/2017	
01-26-17	Aklavik Oil Spill In Plant – Reviewed – only question is was the unit online at the time – might change the risk factor.	Jan. 26/2017	
01-30-17	Inuvik Truck Hit Snow Bank – Ongoing – Section H – Further Corrective Actions not completed.	Jan. 30/2017	
01-31-17	Bluefish Camo Water Leak – Ongoing – Section H – Further Corrective Actions not completed.	Jan. 31/2017	
02-01-17	Inuvik Truck Brush Bar Damage – Ongoing - Section G - Immediate Actions Taken not completed.	Feb. 01/2017	
02-02-17	Inuvik Racking Breaker Incident – Ongoing – High Risk Investigation not completed. Jean-Guy checked - Good day guys, Yes there is an investigation on the Racking cct breaker incident and it will be completed by the middle of next week. Delays was produced by workers on training and vacation but mostly due to lack of peoples commitment for the JOHSC. Kelly McLeod, Bob Eldridge and Andy assisting the investigation. Contractor Electrician was from Edmonton (Wajax) Jean Guy	Feb. 02/17	



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02-12-17	Deline Coolant Leak – Reviewed and should be able to be removed once Safety confirms the hose was repaired under Section H – Further Corrective Actions	Feb. 12/2017	

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
March	Ken/Jay	Fort Smith	Dennis/Colin	Jackfish
June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

Next Meeting Details

Date: February-21-17	Time: 08:30
Chairperson: Ken Bell	Secretary: Ken Bell

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