	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 3
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2


Meeting Details		
Group: <b>HEAD OFFICE JOHSC</b>	Location: HAY RIVER	
Date: February-22-16	Start time: 11:00	End time: 11:45
Secretary: Patricia Harrington (5)	Chairperson: Pennie Pokiak	

Attendance (call in #)				
Name	#	Worker, Management, Guest	Present	Reason absent
Pennie Pokiak (PP)	4	Union Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
David Duncan (DD)	5	Mgt. Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay (BM)	4	Union Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sam Mugford	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Cory Strang (CS)	5	Mgt. Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jeremy Storvold (JS)	4	Mgt. Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Lida Thomson (LT)	3	HSE Rep	<input checked="" 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: November-25-15	Approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: No meeting for December – general atrium meeting scheduled instead.		


Outstanding Items at Previous Meeting	
<b>Item # 2015-01 – KPI for Outstanding Items of JOHSC minutes</b>	Date initiated: March-25-15
Item details: We do not have a tracking mechanism to determine length of time that concern items stay on the JOHSC minutes. These issues are forwarded from other department meetings.	
Recommendations: At the next Co-Chair meeting, this should be an agenda item for recommendation.	
Actions taken:	
Initiated by: Cory Strang	Date required: April-23-15
Responsible party: HSE	Date complete: <a href="#">Click here to enter a date.</a>

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<p><b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes</p>	Page 2 of 3
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<b>Item # B 2016-01 – Incident Reports – February 2016</b>	Date initiated: February-22-16
Item details: All incident reports were reviewed via email received. Signed off on the final review of the “Behchoko Slip and Fall incident”.	
Recommendations: The report contained conflicting information – where did the incident actually occur? Victim indicated that he had fallen outside by the vehicle and the report indicates that he tripped over the board in the doorway of office.	
Need to determine responsibility for the assets (who responsible for the safety). Was site orientation completed?	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

<b>Item # C 2016-02 – Quarterly Safety Inspection</b>	Date initiated: March-25-15
Item details: Pennie Pokiak and Randy Williams to complete the next inspection.	
<b>Recommendations:</b> Inspections were done August 13, 2015 by Jeremy Storvold and Mark Pierce. New report forms used for first time.	
Items not noted on inspection sheet – South door stairwell keeps sticking. This should be addressed as soon as possible. If a concern report has not been filed – one should be done as soon as possible.	
<b>October follow up:</b> If the door is unable to be repaired then it should be replaced with a new one. Rod advises that it is being taken care of.	

<b>Item # D 2016-03 – Fire Extinguisher Inspection</b>	Date initiated: February-22-16
<b>Finance turn to do monthly inspection.</b>	
Actions taken: Sarah Froese to complete for next meeting.	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 3 of 3
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<b>Item # E 2016-04 Head office safety inspection</b>	Date initiated: February-22-16
<b>Pennie and Lida to do inspections for March meeting</b>	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

<b>Item # 2 - 2015-05 Air quality testing</b>	Date initiated: March-19-15
<b>Item details:</b> Safety indicated air quality testing would be done twice a year but it hasn't been done. Spoke to David Dewar, he said the device is located in Yellowknife but it hasn't been done yet in Hay River.	
<b>October follow up:</b> Rod Gray is looking into this issue – has been in the books since March 19, 2015	
Recommendations: Safety could conduct the testing twice and year and let staff know the results.	
Actions taken:	
Initiated by: Cory Strang	Date required: <a href="#">Click here to enter a date.</a>
Responsible: Rod Gray	Date complete: <a href="#">Click here to enter a date.</a>

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

<b>Item # 2016-05 – New Membership</b>	Date initiated: February-22-16
Welcome to new members – Nihal Costa and Sam Mugford.	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

<b>Next Meeting Details</b>	
Date: March-21-16	Time: 1100
Chairperson: David Duncan	Secretary: Patricia Harrington

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