



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC	Location: Skype Meeting	
Date: February-23-21	Start time: 01:30	End time: 02:40
Secretary: David Kopp	Chairperson: David Kopp	

**Attendance (call in #)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	10	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	5	Union Rep Worker/HSE Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Matthew Lakusta	10	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	10	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	5	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mitchell Touesnard	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bailey Corrigan	6	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	0	Excluded Worker	<input type="checkbox"/> Yes <input checked="" 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-26-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

**Outstanding Items at Previous Meeting**

<b>Item # 2019-07</b>	<b>Date initiated: Oct 31, 2019</b>
<b>Item details: Fire Extinguisher Training</b>	
<b>Recommendations:</b>	
<ul style="list-style-type: none"> <li>Is there training available for the building?</li> <li>Optional or Mandatory for employees? Training Matrix states Mandatory for Operations/Optional for Office staff.</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Josh to look into fire extinguisher training for employees</li> </ul>	

- **Update: 2019-11-27:** Ongoing
- **Update: 2020-01-22:** Josh sent follow-up email to Fire Department
- **Update 2020-02-26:** Ongoing
- **Update 2020-03-11:** Finance has requested Fire Extinguisher training
- **Update 2020-03-26:** Ross Potter can provide training – approx. 1-1.5 hours. Josh to arrange training once we return to work in the office. Maximum of 12 people per class.
- **Update 2020-04-27:** Motion made by Doug to move forward and follow the Training Matrix to allow those employees in Hay River to take FE Training. Second – Adam.
- **Update 2020-05-26:** Training to take place after NTPC returns to work due to pandemic
- **Update 2020-07-27:** Follow up with Ross Potter to see if training is still an option during pandemic and if so – what are the safety guidelines we need to follow?
- **Update 2020-08-25:** To discuss at SLT level – what is the interest at this point? Ross has confirmed that training is available (class size approx. 6-8 people)
- **Update 2020-09-24:** SLT supports moving forward with fire extinguisher training. Matt to follow up with Josh to ask Ross for suggested training dates. Matt to follow up with Eddie about whether or not training is mandatory for all employees. Sign up sheet to be created.
- **Update 2020-10-27:** 3 sessions scheduled for Nov 19 @ 9am, 1pm and 3:30pm (1.5 hours each). Max 7 attendees and masks are required. Matt to send out sign-up email for Hay River employees.
- **Update 2020-11-24:** Extinguisher training completed in Nov. Add to JOHSC annual schedule on the Chair Onboarding Package.
- **Update 2020-12-18:** Doug to send Extinguisher information to Chairs to relay to HSE and HR about taking over future training
- **Update 2021-01-26:** Doug has identified areas in SWP that clearly identify HSE requiring fire extinguisher training. Dave and Matt to discuss with HSE.
- **Update 2021-02-23:** Matt to follow up

**Initiated by: JOHSC**

**Date required: Post-Pandemic**

**Responsible party: Josh**

**Date complete: TBD**

**Item # 2020-09 PNWT Documents Review**

**Date initiated: Nov 24 2020**

**Item details: HSE has requested for all JOHSCs to review process documents related to PNWT requirements**

**Recommendations:**

**Update 2020-12-18:** JOHSC to only be a part of the process when interested to do so but is currently not required in the process. Documents have been reviewed and feedback and comments have been relayed back to Health Specialist

**Dave:** To request the information for the first Exemption for JOHSC review so we can analyze and evaluate the process (completed form).

**Update 2021-01-26:** To receive copy of SWP 1.33.3c – Community

**Update 2021-02-23:** Matt is recording comments and will submit HR JOHSC comments

**Actions taken: JOHSC to review documents and provide feedback**



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 3 of 8

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

<b>Initiated by: Doug Prendergast</b>	<b>Date required: December 1 2020</b>
<b>Responsible party: Dave/Matt</b>	<b>Date complete: Feb 23, 2021</b>

<b>Item # 2021-02</b>	<b>Date initiated: Jan 26, 2021</b>
<b>Item details: Find replacement JOHSC Member</b>	
<b>Recommendations:</b> Colleen's last meeting will be in February	
<b>Actions taken:</b> <ul style="list-style-type: none"> <li>To be added in newsletter that the committee is looking for member</li> <li>Heather Tybring has joined JOHSC</li> </ul>	
<b>Initiated by: C. Davie</b>	<b>Date required: TBD</b>
<b>Responsible party: Matt/Dave</b>	<b>Date complete: Feb 23, 2021</b>

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

<b>Item # 2021-03</b>	<b>Date initiated: Feb 23, 2021</b>
<b>Item details: Employee Refusal of Medical Attention</b>	
<b>Recommendations</b> <ul style="list-style-type: none"> <li>Process for advising an employee to seek medical attention in the event of an incident, what happens if the employee refuses</li> </ul>	
<b>Actions taken:</b>	
<b>Initiated by: Doug</b>	<b>Date required: TBD</b>
<b>Responsible party: Doug</b>	<b>Date complete:</b>

<b>Item # 2021-04</b>	<b>Date initiated: Feb 23, 2021</b>
<b>Item details: Review Concern Reports</b>	
<b>Recommendations</b> <ul style="list-style-type: none"> <li>Discuss JOHSC's obligation in regards to concern reports</li> </ul>	
<b>Actions taken:</b>	
<b>Initiated by: Bailey</b>	<b>Date required: TBD</b>
<b>Responsible party: Josh</b>	<b>Date complete:</b>



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

<b>Item # 2021-05</b>	<b>Date initiated: Feb 23, 2021</b>
<b>Item details: Training – Incident Investigation</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Kevin can provide the training</li> <li>• Schedule should take into account spring break and travel schedules</li> <li>• Managers and JOHSC will require the training</li> <li>•</li> </ul>	
<b>Actions taken:</b>	
<b>Initiated by: Bailey</b>	<b>Date required: TBD</b>
<b>Responsible party: Baily</b>	<b>Date complete:</b>

<b>JOHSC Monthly Incident Review</b>		
<b>Month</b>		
March 2019	Reviewed and Discussed	✓
April 2020	Reviewed and Discussed	✓
May 2020	Reviewed and Discussed	✓
June 2020	Reviewed and Discussed	✓
July 2020	Reviewed and Discussed	✓
August 2020	Reviewed and Discussed	✓
Sept 2020	Reviewed and Discussed	✓
Oct 2020	Reviewed and Discussed	✓
Nov 2020	Reviewed and Discussed	✓
Dec 2020	Reviewed and Discussed	☒
Jan 2021	Reviewed and Discussed	☐
Feb 2021	Reviewed and Discussed	☐
March 2021	Reviewed and Discussed	☐

<b>JOHSC Monthly Fire Extinguisher Inspection</b>		
<b>Month</b>	<b>See Finance Admin. Assist. for binder &amp; keys</b>	
May 2020		



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 5 of 8

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

June 2020		
July 2020	Daniel	✓
Aug 2020	Dave and Colleen	✓
Sep 2020	Matt and Doug	Missed
Oct 2020	Dave and Bailey	✓
Nov 2020	Matt and Colleen	HSE
Dec 2020	Dave and Bailey	✓
Jan 2021	Mitchell and Doug	Missed
Feb 2021	Doug and Dave	☒
March 2021	Zach and Colleen	☐
April 2021	Matt and Adam	☐

**JOHSC Quarterly Facility Safety Inspection Schedule**  
(See Finance Admin. Assist. for binder & keys)

Month	HR Head Office	HR Warehouse
August 2020	✓ Matt and Bailey	✓ Matt and Bailey
December 2020	✓ Adam + Bailey	✓ Adam + Bailey
March 2021	Zach Matt + 1	Zach Matt + 1
June 2021		

**JOHSC Semi-Annual Newsletter**

Month		Complete
Spring 2021	Insurance req. during work time, floor wardens,	☒
Fall/Winter 2021		
Spring 2022		
Fall/Winter 2022		

### KUDOS Recognition

Month	Employee	Reason
Nov 2020	Antenor	For working on the PNWT process over on top of his currently workload to represent the PMs
Dec 2020	Big: Vern and Daniel Small: Fire Extinguisher training (Mary, Lena, Ian, Crystal, Henry, Sanjay, Connor, Jamie, Sasko, Marie, Rajeev, Jen)	Big: For the parking lot ice and keeping everyone safe during that hot spell Small: Those who went and got the training
Jan 2021		
Feb 2021	Mike Mahussier & Norm MacBride Crystal and Cory	Near miss reports Submitting concern reports

### Action Item Registry

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of Building/Parking Lot	2018-03-14	2018-04-11
2018-02	Summer Atrium Meeting	2018-05-09	2018-10-19
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-04	Resignation of Blaine – filled by Dave Kopp	2018-06-13	2018-07-11
2018-05	Resignation of Gilles – filled by Zach Biggar	2018-07-11	2018-09-12
2018-06	New Union Member & HSE Rep – Josh Clark	2018-09-12	2018-09-12
2018-07	JOHSC Committee Training	2018-09-12	2020-11-24
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2018-09	Develop Schedule of Events for Committee	2018-11-21	2019-02-27
2019-01	Complete Building/Fire Extinguisher Inspections	2019-02-27	2019-02-27
2019-02	Changes to New Employee Checklist	2019-02-27	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-04	Develop JOHSC Communication	2019-04-24	2020-02-26
2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-25
2019-06	Near Miss Reporting – All Hay River Communication	2019-07-24	2020-01-22
2019-07	Fire Extinguisher Training	2019-09-25	



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

2019-08	Winter Atrium Event	2019-09-25	2019-12-10
2019-09	JOHSC Kudo's Account	2019-09-25	2020-11-24
2019-10	Call Before You Dig Process	2019-09-25	2020-04-27
2019-11	Develop JOHSC New Member and Chair Packages	2019-10-31	2020-11-24
2019-12	Centralize Relevant Codes/Practices from WSCC	2019-10-31	2020-01-22
2019-13	JOHSC Chairs receive copy of Safety Act & Regs	2019-10-31	2019-11-27
2019-14	Develop "How To" process on Formalizing Recommendations and Decisions	2019-10-31	2019-11-27
2019-15	Meeting Minutes Signed by Co-Chairs	2019-10-31	2019-11-27
2020-01	Personal Vehicle Insurance/Driving on Company Time	2020-01-22	2021-01-26
2020-02	Items in Stairwell – Building Inspection Violation?	2020-01-22	2020-07-27
2020-03	N/A	N/A	N/A
2020-04	N/A	N/A	N/A
2020-05	Building/Fire Inspections during Pandemic	2020-03-26	2020-07-27
2020-06	WSCC Phone Call for NAOSH Week	2020-04-27	2020-05-08
2020-07	Scheduled Fall Atrium Event	2020-07-27	2020-12-18
2020-08	Replacement of Mgmt./Excluded JOHSC member	2020-07-27	2020-08-25
2020-09	PNWT Documents Review	2020-12-18	2021-02-23
2021-01	Draft newsletter for Spring circulation	2021-01-26	2021-02-23
2021-02	Find replacement JOHSC member	2021-01-26	2021-02-23
2021-03	Medical Attention Refusals	2021-02-23	
2021-04	Review Concern Reports	2021-02-23	
2021-05	Training – Incident Investigation	2021-02-23	

**Next Meeting Details**

Date: March-23-21	Time: 1:30 Skype Meeting
Chairperson: Matt/Dave	Secretary: Matt/Dave

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



# GOVERNANCE

**Management  
Chair**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Union Chair**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**