



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Boyd in Fort Simpson; Chris, Bob and Andy in Inuvik, Darren in Tulita	
Date: February 28, 2017	Start time: 10:00 am	End time: 10:21 am
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	


Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	10	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	10	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	8	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Daniel Bruneau	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	6	Worker – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Rex Dalley	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Darren Moorman	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	6	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Off shift
Andy Crowther	9	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rob Closs	1	Management (Acting) – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Stewart	1	Guest – SJP specialist	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Riley MacDougall	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Chris Kemshall	1	Worker	<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: January-24-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------------------	-------------------------------------------------------------------------------

 <p>NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities</p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 2 of 5
	<p>Monitor: Director, Health, Safety & Environment</p>	Form #: 14.04.2

Outstanding Items at Previous Meeting

Discussion:

Item # 2015-030	Date initiated: December-16-15
------------------------	--------------------------------

Item details: Grounds testing for Plants

Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town

Actions taken: - Boyd, Rex, and Kelly to coordinate
 - Andy to follow-up with responsible parties – suggest electricians complete this work in plants
 Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. Coordinate with Bob and Kelly to have plant grounds tested. Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites. Darren Hazenburg to send test unit to Inuvik next week – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds

- Instructions and DVD came with equipment.
- Electricians to test grounds in each Thermal community when they are in there.
- Biannual ground fluke testing to be entered by Les into CMMS.
- Les will copy Kyle on this. (Les to do make sure this is done)
- Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities.
- Boyd has most of his communities completed.
- Bob to check if entered on CMMS
- Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS

Email from Kyle:


Hi Andy
 I looked at the preventive task list and don't see ground testing in there anywhere.
 I will check to see what all is involved in testing the ground and see where I can get it added or if it needs its own work order.
 Thank you

Andy to follow up with Viola

Dean Hendrickson has taken this on. Andy to follow up with Dean RE: completion
 - no response from Dean
 - **Followed up with Dean on behalf of JOHSC to get update – Feb 27**

Initiated by: Boyd	Date required: January-31-17
--------------------	------------------------------

Responsible party: Roger, Boyd, Darren, Les	Date complete:
----------------------------------------------------	----------------

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2


Item # 2016-012	Date initiated: November-3-16
Item details: Casual Plant Superintendent training delayed because no Neevee - Where are certificates going now that Neevee is gone? –	
Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back Andy to email HR to find out where certificates are being sent	
Actions taken: - Emailed Sharmayne – waiting for response – Sharmayne says to email her any training records. They have sent out any certificates that they received. - HR Recruitment status report shows first screenings for training coordinator position to take place Jan 15. - Bob will email HR and ask them to make the casual plant superintendent training session a high priority for the incoming training coordinator – done - Monitor to see if training coordinator is staffed by next meeting (Feb 24) - Response from Erin Dean at HR: “We have the 3rd (and final) round of interviews taking place this week. Two candidates have made it to this stage and both will be here in Hay River to meet with members of the HR and HSE teams. We hope to be able to make a decision by end of week. I anticipate a start date of at least a month out because either candidate would require relocation.”	
Initiated by: Boyd, Bob	Date required: December-31-16
Responsible party: Bob, Daniel, Andy	Date complete:

Item # 2016-017	Date initiated: January-13-17
Item details: Safety orientation needs a review to determine effectiveness - Online orientation needs update	
Recommendations: Contact HSE about this	
Actions taken: Andy to follow-up with Eddie Eddie’s response: “In 2017/18 we will be looking at suitable options for replacement. It’s uncertain when it will be replaced, but it is on the radar and definitely needs to be redone.” -keep on minutes to monitor progress	
Initiated by:	Date required: January-31-17
Responsible party: Andy	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 # 2016-019	Date initiated: February-28-17
Item details: Review of Racking Breaker incident investigation	
Recommendations: Discussion only	
Actions taken:	


 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Initiated by:	Date required:
Responsible party:	Date complete: February-28-17

Item # 2016-0	Date initiated: January-24-17
Item details: Recurring agenda item: What can we do to improve safety at NTPC?	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016
2015-055	Noise level signs for plants	March 30 2016	July 5, 2016
2015-057	Defensive Driving for staff	March 30 2016	July 5, 2016
2015-061	Services attaching to power masts	March 30 2016	July 5, 2016
2015-029	Grounding requirements for customers	December 16 2015	October 12, 2016
2016-013	Checklist for contractors	November 23, 2016	January 13, 2017
2016-014	Line crew hearing testing	November 23, 2016	December 7, 2016
2016-004	Added "lifting devices" to HSE plant audit checklist	October 12, 2016	November 23, 2016
2016-013	Checklist for safety verification of Contractors	November 23, 2016	January 13, 2017

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 5 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob	X	Daniel	X
July	Roger	X	Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

Next Meeting Details	
Date: March-28-17	Time: 10:00 AM
Chairperson: Boyd	Secretary: Andy

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.