



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hydro	Location: North & South Slave	
Date: March-5-18	Start time: 13:30	End time: 14:30
Secretary: Darren Hazenberg	Chairperson: Darren Hazenberg	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Robert Sunderland	1	Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Ken Bell	2	Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	3	Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penney	4	Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Jay Courtemanche	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	8	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	9	Management / covering for R. Sutherland	<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes

Date of last meeting: February-26-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: There is such a high volume of incidents to review that they cannot be reviewed by the committee during meetings. This past month we had some 36 pages worth of reports to read. We selectively went over a few reports for discussion.	



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- Discussed EM9 Investigation. The final review for this investigation took place a couple of weeks ago which is over 102 since the investigation was submitted for review. We had to revise some of our indirect causes verses direct causes. The final review had a valuable learning outcome for the investigation team.
- Discussed Snare Headgate Incident. This investigation will most likely result in a safety bulletin. Darren to finish investigation form this week.
- Discussed Sea Scan slip incident. Discussed that we should not have steel floors in seacans.
- Discussed Glycol spill incident in Inuvik. This was rated as low incident we discussed that this could be rated higher. We will review this incident next month.
- Fort Smith and Taltson area Plant inspections all up to date, with no issues.
- Jackfish inspection of rustin plant line shop, and warehouse feb 16. We found a few things, we have ordered spill kit for Rustin Plant and we are looking into the routing of CMMS work orders for inspections.

Our training for this meeting was electrical safety video for non electrical workers. Thank you Ken for sharing this video. <https://www.youtube.com/watch?v=ggJo6m8NZtA>

Outstanding Items at Previous Meeting

Item # 2017-001 Date initiated: May-15-17	Item # 2017-001 Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: Ongoing review completed and sent to HSE for draft. Once Taltson is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to simulated at Jackfish. *Need to Complete Simulations*	
Initiated by: Colin Steed	Date required: Click here to enter a date.
Responsible party: Eddie Smith	Date complete: July-31-17



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Item # 2017-003 Date initiated: July-17-17	Item # 2017-003 Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however there is no project brief at this time. The new fence will go around all of the staffhouses.	
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

New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # No New Items this Meeting	Date initiated: Click here to enter a date.
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 #	Date initiated: Click here to enter a date.
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



Health & Safety Management System Form:
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Page 4 of 4

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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Put in preventative work order for checking and possibly replacing AED batteries May 15 November 16	May 15	November 16
2	Put up the thin ice warning sign by the line shop	November 28	December 4

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)	(Location)	(Location)
April			
July			
October			
January			

Next Meeting Details

Date: April-3-18	Time: 13:30 – 14:30
Chairperson: Darren Hazenberg	Secretary: Nihal Costa

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