



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

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

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: March-7-17	Start time: 10:30 a.m.	End time: 11:30 a.m.
Secretary: Tammy Martel	Chairperson: John Stewart	

**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	6	Union Rep Worker / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Taylor	2	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Gilles Ringuette	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Davidson	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	5	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ian Flood	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tammy Martel	4	Excluded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Eddie Smith (to update group)		Guest, Director, OH, Safety & Env.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<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-16-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: WELCOME to new member Ian Flood!	



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**Outstanding Items at Previous Meeting**

<b>Item # 1: 11-07-16 INUVIK METER CHANGE</b>	<b>Date initiated:</b> November-7-16
<b>Item details:</b> Routine meter change (injury / property damage / near miss)	
<b>Recommendations:</b> Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
<b>Actions taken:</b> Gilles has inquired but not yet started, Gilles will f/u with Roger Rivait (acting for Rex Dalley).	
<b>Initiated by:</b> Roger Rivait	<b>Date required:</b> February-8-17
<b>Responsible party:</b> Rex Dalley	<b>Date complete:</b>

<b>Item # 2: HAY RIVER HO &amp; WH INSPECTION REVIEW</b>	<b>Date initiated:</b> November-9-16
<b>Item details:</b> These are done quarterly, to be done in January 2017.	
<b>Recommendations:</b> Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda/Rod/Vern). Bulletin boards need to be updated and kept up to date.	
<b>Actions taken:</b> Erin waiting on housekeeping update from Rod; because of winter season the warehouse was full so will follow up with Rod again. Quarterly inspection is due – Blaine & Gilles will complete before next meeting. Safety Inspection Form template is attached.	
<b>Initiated by:</b> Pennie Pokiak	<b>Date required:</b> February-8-17
<b>Responsible party:</b> Various?	<b>Date complete:</b>

<b>Item #3: SAFETY/FIRE EXTINGUISHER INSPECTION</b>	<b>Date initiated:</b> November-28-16
<b>Item details:</b> Extinguishers inspected in Head Office and Warehouse	
<b>Recommendations:</b> All complete except one. These need to be done monthly.	
<b>Actions taken:</b> Repairs made on January 31/17. Mitchell is updating maps. Blaine/John will set up Monthly Fire Extinguisher Inspection Schedule for 2017. Monthly Fire Extinguisher Inspection Schedule 2017 is attached as well as the HO Fire Extinguisher Inspection Form.	
<b>Initiated by:</b> Lida	<b>Date required:</b> February-8-17
<b>Responsible party:</b> Lida	<b>Date complete:</b>



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<b>Item #4: SNARE – CHEMICAL SHIPPING</b>	<b>Date initiated:</b> November-28-16
<b>Item details:</b> Transporting Dangerous Goods with passengers	
<b>Recommendations:</b> A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
<b>Actions taken:</b> No progress on investigation (person in charge on annual for a month); <b>will keep sending reminders.</b>	
<b>Initiated by:</b>	<b>Date required:</b> March-31-17
<b>Responsible party:</b>	<b>Date complete:</b>

<b>Item #5: EMERGENCY PREPAREDNESS</b>	<b>Date initiated:</b> November-28-16
<b>Item details:</b> IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
<b>Recommendations:</b> New employee orientation should include muster points – Erin will double check if this is on the checklist. Fire drills to be done every year, could be more so maybe do two per year – winter & summer. A mock disaster was suggested by Lida, an incident of some kind, done by JOHSC group. To include first responders in the know & possibly Senior Management.	
<b>Actions taken:</b> New member Ian is also a member of the Fire Department so he will take the lead for the drill(s) as well as training; fire drill could possibly happen in June. John proposed to do extinguisher training in the same week as NAOSH in May.	
<b>Initiated by:</b> Lida/John/Sam	<b>Date required:</b>
<b>Responsible party:</b> John/Ian	<b>Date complete:</b>

<b>Item #6: UPDATE FROM CENTRAL JOHSC</b>	<b>Date initiated:</b> January-12-17
<b>Item details:</b> Update from meeting in Yellowknife	
<b>Recommendations:</b> Members to bring ideas to improve Company safety culture for Andrew to present at the April meeting (meetings are quarterly). Next Central JOHSC meeting in Yellowknife tentatively scheduled for April 4&5; John is away at that time; <b>Gilles has volunteered to go for Union side &amp; Andrew T. will go for the Management side.</b> Basic safety is not enforced in the field; personal PPE (hard hats, safety glasses, high visibility vests) is not worn. Need to implement certain levels of enforcement but how at the remote plants? When site inspections occur, safety should be a priority.	
<b>Actions taken:</b> Discussion regarding: <ol style="list-style-type: none"> <li>1) Level of enforcement (Managers to Plant Operators)</li> <li>2) Incentive forms for near misses</li> <li>3) On the spot rewards program; KUDOS has a safety component which is a good place to promote safety – encourage more use of this program; <b>Erin will ask Dara more about this.</b></li> </ol>	
<b>Initiated by:</b> John	<b>Date required:</b> April-12-17
<b>Responsible party:</b> All JOHSC members	<b>Date complete:</b>



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<b>Item #7: PRELIMINARY PLANNING</b>	<b>Date initiated:</b> January-12-17
<b>Item details:</b> National Day of Mourning – April 28 <sup>th</sup> & NAOSH Week – May 7 <sup>th</sup> to 13 <sup>th</sup>	
<b>Recommendations:</b> <b>National Day of Mourning (April 28<sup>th</sup>)</b> – we need to make a bigger deal of this! Possibly do a Memorial type presentation (keeping in mind that NDM is also about injured workers). Possibly combine this with a “Hard Hat Day” where everyone wears one. <b>NAOSH Week (May 7-13)</b> – Safety group does this; possibly combine with JOHSC second atrium presentation.	
<b>Actions taken:</b> Bring forward to April meeting.	
<b>Initiated by:</b> Erin	<b>Date required:</b> April-12-17
<b>Responsible party:</b> Erin	<b>Date complete:</b>

\* Copy table above and insert as required

**New Items**

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

<b>Item #1: BRIEF OVERVIEW OF NTPC’S EMERGENCY PROCEDURES</b>	<b>Date initiated:</b> March-7-17
<b>Item details:</b> Raised concern of missing emergency response plans & need clarification of when the following can be rectified & what the proposed time frame is to implement these: <ul style="list-style-type: none"> <li>- Medical Emergency</li> <li>- Response for down man</li> <li>- Missing worker check-in</li> <li>- Updated map for the “Emergency Response Manual – Hay River”</li> </ul>	
<b>Recommendations:</b> JOHSC has sent a letter to HSE Director, Eddie Smith – asking for clarification of the missing emergency response plans and proposed time frame for implementation.	
<b>Actions taken:</b> Eddie joined meeting with an update on Emergency Procedures. <ul style="list-style-type: none"> <li>- Site specific plans for every site are in each location in yellow binders for high visibility</li> <li>- Sending site emergency plans to all plants for review &amp; input</li> <li>- Feels the Company has demonstrated due diligence in providing safe work environments for our works; testing &amp; training to come later this year</li> <li>- A detailed review of completed plans/procedures will be done in May</li> </ul>	
<b>Initiated by:</b> John	<b>Date required:</b>
<b>Responsible party:</b> John/Andrew T.	<b>Date complete:</b> March-7-17



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<b>Item #2: INCIDENT REPORTING</b>	<b>Date initiated:</b> January-12-17
<b>Item details:</b> Employee(s) should NOT be named in the circulating incident reports.	
<b>Recommendations:</b> John will follow up with Safety to ensure this doesn't happen. Erin will follow up with Human Resources for same.	
<b>Actions taken:</b> Discussion with Dept's noted above.	
<b>Initiated by:</b> Erin	<b>Date required:</b> March-31-17
<b>Responsible party:</b> John/Erin	<b>Date complete:</b>

<b>Item #3: 12-13-16 CONTRACTOR INCIDENT INUVIK CRANE WIRE BROKE</b>	<b>Date initiated:</b> January-12-17
<b>Item details:</b> Crane rated for 2.2 tons – actual weight tried to lift was over 8000 lbs (Dec. 13/16)	
<b>Recommendations:</b> As this is a procedural issue; corrective actions based on the investigation must be taken. Any/all contractors must have overhead training course. All plant operators and maintenance workers should have this as well. NTPC staff is up to date with training. NTPC has Contractor Management System software - it is recommended that we use it & reference it prior to issuing a contract. SM has to encourage use of this software to all staff – especially Project Managers and Contract Specialist.	
<b>Actions taken:</b> General discussion of the incident and NTPC's software that could be beneficial.	
<b>Initiated by:</b>	<b>Date required:</b> March-31-17
<b>Responsible party:</b>	<b>Date complete:</b>

<b>Item #4: INCIDENTS REVIEW</b>	<b>Date initiated:</b> January-12-17
<b>Item details:</b> High rated incidents reviewed	
<b>Recommendations:</b> Issues: <ol style="list-style-type: none"> <li>1) Electrical contractor – improper procedures, no PPE, no Arc Flash training</li> <li>2) Rental car on winter road – reporting is not clear; reporting should be very clear &amp; concise</li> <li>3) There is no clothing rule &amp; no enforcement of PPE</li> <li>4) Lack of communication</li> </ol>	
<b>Actions taken:</b>	
<b>Initiated by:</b> Erin	<b>Date required:</b> February-8-17
<b>Responsible party:</b> John/Erin	<b>Date complete:</b>



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**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
1	08-30-16 Water Treatment Plant Shock	Sept. 29, 2016	Nov. 10, 2016
2	09-16-16 Fort Simpson Bucket Truck Incident	Sept. 29, 2016	Jan. 12, 2017
3	11-03-16 Fort Smith Digger Truck Incident	Nov. 3, 2016	Jan. 12, 2017
4	Incident & Investigation Analysis	Nov. 10, 2016	Jan. 12, 2017
5	11-27-16 Inuvik Pole Hit	Nov. 28, 2016	Jan. 12, 2017
6	11-21-16 Ulukhaktok G2 Aftercooler	Nov. 28, 2016	Jan. 12, 2017
7	11-09-16 YK Digger Truck in Pine Point	Nov. 28 2016	Jan. 12, 2017
8	11-19-16 Tulita – Power Pole Cut With Chainsaw	Nov. 28, 2016	Jan. 12, 2017

**(Name) JOHSC Facility Safety Inspection Schedule**

Month	(Location)		(Location)	
April 2016	Hay River HO	Hay River Warehouse		
July 2016	HO Not Complete	WH Not Complete		
October 2016	Hay River HO	Hay River Warehouse		
January 2017	Hay River HO	Hay River Warehouse		

**Next Meeting Details**

Date: April-12-17	Time: 10:30 in Engineering Boardroom
Chairperson: Sam Mugford	Secretary: Tammy Martel

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

## **Fire Extinguisher Monthly Inspection Schedule for 2017**

January 2017	Executive
February 2017	Financial Reporting
March 2017	Transmission & Distribution
April 2017	JOHSC Members
May 2017	Human Resources
June 2017	Health, Safety and Environment
July 2017	JOHSC Members
August 2017	Treasury & Enterprise Risk
September 2017	Asset Management
October 2017	JOHSC Members
November 2017	Information Technology
December 2017	Budgeting & Regulatory
Comments – Ensure that the monthly inspections have been completed by the 20 <sup>th</sup> of the month. Please update your inspection to the master copy on Imanage JOHSC – Headquarters(Hay River)- 2016/17- Fire Extinguisher Inspections.	

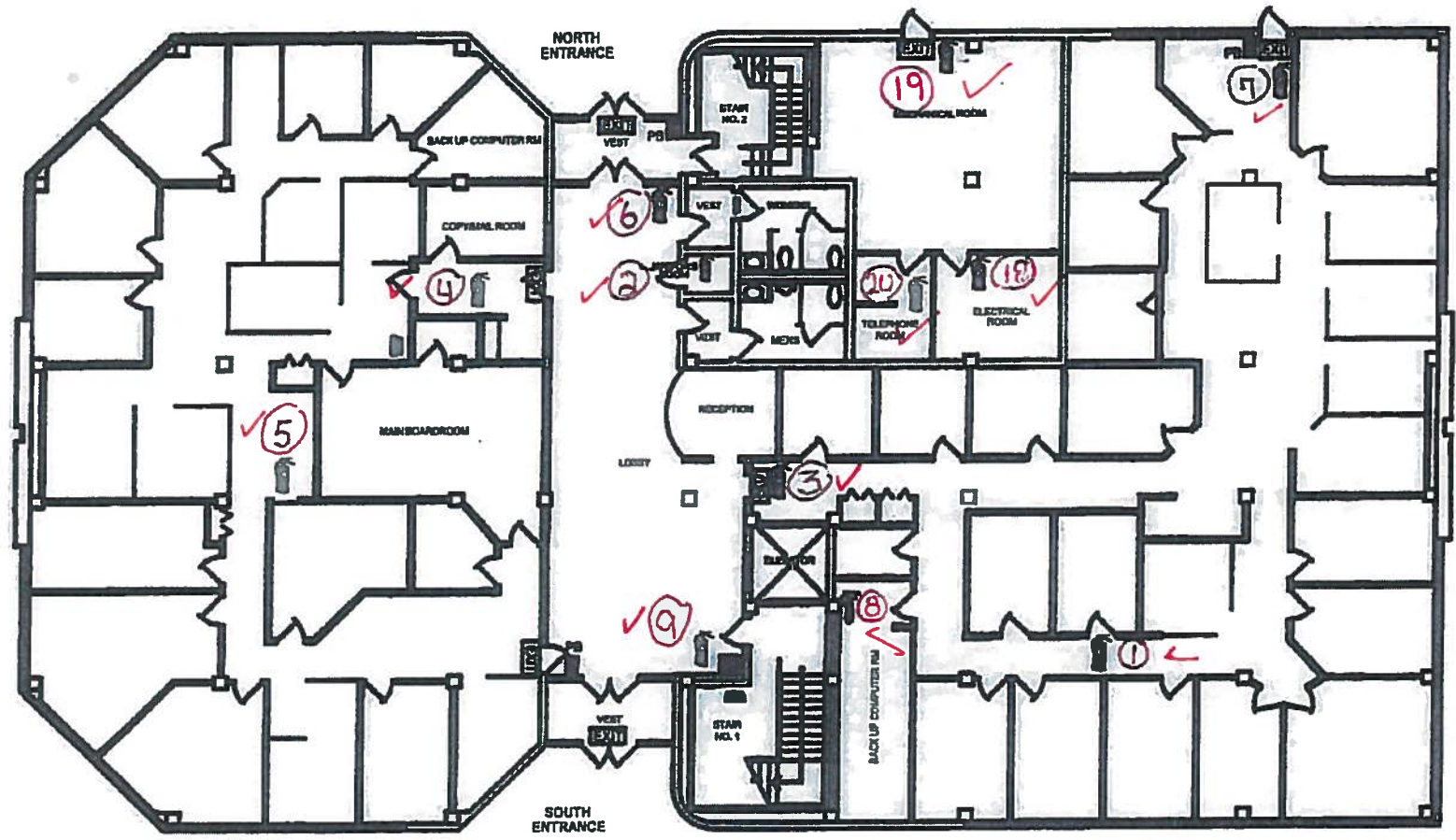
# NTPC Head Office Fire Extinguisher Monthly Inspection

Year/Month:																				
Inspected By:																				
<b>Inspection Criteria</b>	<b>Extinguisher Number Compliant (Yes/No or NA)</b>																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Access clear (Free from obstructions)																				
Extinguisher hose not cracked, cut or worn																				
Extinguisher safely secured and nozzle clear of obstructions																				
Safety seals in proper position																				
Stored Pressure Extinguisher - Needle in green zone																				
Cartridge Extinguisher - Button is in down position																				
Verified OK - Initial monthly inspection																				

Comments on Extinguisher Issues


**notes:**

- floor plan map of extinguisher locations is being updated
- there are only 2 cartridge type extinguishers - one on each floor
- # 5 and # 13
- #15 is located within the sprinkler room 2nd floor
- #8 server room mainfloor - access through IT personnel



← TO WRIGHT-CENTER

**NORTHWEST TERRITORIES  
POWER CORPORATION - HEAD OFFICE BUILDING  
MAIN FLOOR PLAN**

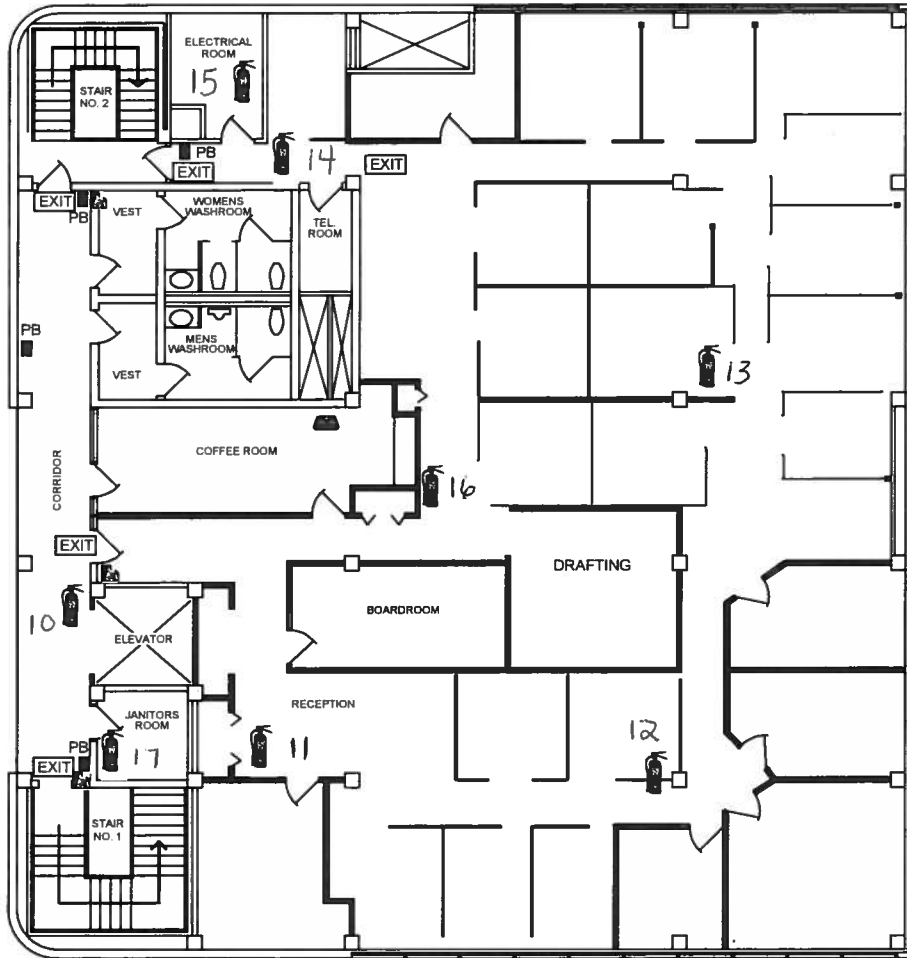
**LEGEND**

- |      |                   |    |                                   |
|------|-------------------|----|-----------------------------------|
| EXIT | EMERGENCY EXIT    | PB | PULL BOX                          |
|      | FIRE EXTINGUISHER |    | AUTOMATED EXTERNAL DEFIBRILLATION |
|      |                   |    | FIRST AID KIT                     |

**IN CASE OF FIRE**








ATRIUM  
BELOW



**NORTHWEST TERRITORIES  
POWER CORPORATION - HEAD OFFICE BUILDING  
SECOND FLOOR PLAN**

LOCATION HAY RIVER N.W.T		NORTHWEST TERRITORIES <b>POWER CORPORATION</b>	
TITLE NWTPC HEAD OFFICE BUILDING FIRE PROTECTION AND EXIT LOCATION SECOND FLOOR PLAN			
SCALE MTS	SHEET 1 OF 1	DRAWING NO.	REV. B301-601 0
PLOT SCALE: 1 : 100 AUTOCAD FILE#-301-601.DWG			

**LEGEND**

-  EMERGENCY EXIT
-  PULL BOX
-  FIRE EXTINGUISHER
-  SECOND FLOOR EXIT LOCATION MAP
-  FIRST AID KITS

**IN CASE OF FIRE**

1. MAKE SURE YOU KNOW WHERE THE EMERGENCY EXITS ARE IN YOUR AREA.
2. ON DISCOVERING A FIRE, CONTACT THE FIRE DEPARTMENT AND IMMEDIATELY LEAVE THE BUILDING - **WALK DO NOT RUN**
3. ON LEAVING THE BUILDING ASSEMBLE AWAY FROM THE BUILDING, SO AS TO ALLOW ACCESS FOR EMERGENCY RESPONSE CREWS.