



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-7-19	Start time: 1:35pm	End time: 2:28pm
Secretary: Bryan Brazeau	Chairperson: Stuart and Grant	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Jason Courtemanche	8	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	10	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	6	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Dennis Bourke	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Grant Penny	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Nihal Costa	7	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Bryan Brazeau	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sunderland	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tom Deleff	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Sergio Catlyn	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
John Davenport	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Eileen Hendry	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Drew Farmer	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

Approval of Previous Meeting Minutes	
Date of last meeting: February-8-19	Approved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Discussion: Approved January and February minutes	

Outstanding Items at Previous Meeting	
Item # 2019-01	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 (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations and review any changes*. Ongoing (Hay River to provide possible ERP training) Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item. Colin to follow-up.	
Update from February 8 th , 2019: NTPC has hired a contractor to create Emergency Response Plans for the North Slave Hydro Sites, 'table top simulation'.	
No update March 7 th , 2019.	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete: Click here to enter a date.

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: Site visit schedule and checklist to be created that identifies responsible parties, quarterly completion checkbox, site list, local site or remote site (affects responsible parties). JOHSC is required to complete site visits every 90 days as per Element 8.1, using for 9.2. HSE Policy analyst to add an item 5.14 of form 9.2 to check Fire Panels for alarm or trouble lights.	
Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.	
Initiated by: Committee	Date required: TBD
Responsible party: Committee / HSE	Date complete: Click here to enter a date.



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New Items

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

Item # 2019-07	Date initiated: March 7, 2019
Item details: JOHSC Training	
Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group	
Actions taken: none	
Initiated by: Committee	Date required: TBD
Responsible party: HR	Date complete: Click here to enter a date.

Item # 2019-08	Date initiated: March 7, 2019
Item details: Reviewed safety item escalation process within group, detailed by Andy in email.	
Recommendations: none	
Actions taken: none	
Initiated by: Bryan	Date required: March 7, 2019
Responsible party: Committee	Date complete: March-7-19

Item # 2019-09	Date initiated: March 7, 2019
Item details: Incident Investigation review: Snare Utilidor Fire	
Recommendations: Look into alternatives to external heat trace to prevent recurrence.	
Actions taken: Reviewed and signed.	
Initiated by: HSE	Date required: March 7, 2019
Responsible party: Committee	Date complete: March-7-19



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Item # 2019-08	Date initiated: March 7, 2019
Item details: Incident Investigation review: Yellowknife Pinched Thumb	
Recommendations: none	
Actions taken: Reviewed and signed	
Initiated by: HSE	Date required: March 7, 2019
Responsible party: Committee	Date complete: March-7-19


Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	Mar. 24, 2018	Apr. 30, 2018
2	Item 2019-02 Snare Bear Fence (new capital)	July 17, 2017	March 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019

Hydro JOHSC Monthly Incident Review

Item #	Brief Description	Date Initiated	Date Completed
1	Ft. Smith 3 rd Party Truck Pole Damage	Feb. 24, 2019	Mar. 7, 2019
2	Snare Truck Stuck	Mar. 3, 2019	Mar. 7, 2019
3			

Hydro JOHSC Site Safety Inspection Checklist

 <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

Next Meeting Details	
Date: April-12-19	Time: 2pm
Chairperson: Stuart R. and Grant P.	Secretary: Bryan Brazeau

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.