



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-21-17 | Start time: 8:30am | End time: 09:00am |
| Secretary: K Bell | Chairperson: K Bell | |

Attendance (call in #:)

| Name | # | Worker, Management, Guest | Present | Reason absent |
|--------------------|---|---------------------------|--|---------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Colin Steed | 1 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |
| Jay Pickett | 0 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Jason Courtemanche | 3 | Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| John Davenport | 1 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Ken Bell | 3 | Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Yves Leguerrier | 0 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |
| Duane Rohne | 2 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |
| Rick Scott | 0 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Jean Guy Poitras | 3 | HSE | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Denis Bourke | 2 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Grant Penny | 1 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |
| Robert Burgin | 0 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Darren Hazenberg | 2 | Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |
| Nihal Costa | 1 | Hydro Field EIT | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Bryan Brazeau | 0 | Auto & Comms Tech | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Robert Sutherland | 0 | Plants/Operations Manager | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Mervin Penney | 0 | Elect. Tech. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Tom Deleff | 0 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Choose one: |
| Sergio Catlyn | 0 | Management | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | On leave |

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

Approval of Previous Meeting Minutes

| | | |
|---|---|--------------------|
|  <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p> | Health & Safety Management System Form: JOHSC Meeting Minutes | Page 2 of 5 |
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| | |
|--|---|
| Date of last meeting: February-21-17 | Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Discussion: Review incidents/Central JOHS meeting minutes/HSE Power line | |


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| Outstanding Items at Previous Meeting |
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| Item # 1 27-11-16 | Date initiated: November-23-15 |
| Item details: UPS was dropped moving into B1 building, sustained damage | |
| Recommendations: Investigation required | |
| Actions taken: Review investigation when completed. Ongoing – Tom Deleff is away on vacation. | |
| Initiated by: Bill Hayne | Date required: March-17-17 |
| Responsible party: Tom Deleff | Date complete: Click here to enter a date. |

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| Item # 2 | Date initiated: January-20-17 |
| Item details: Ensure new services or Lines be constructed meet the electrical code | |
| Recommendations: We have a documented standard for construction | |
| Actions taken: Managers to review with staff to ensure we meet code during construction. This was sent to Dipankar – Director of T&D to complete. Dipankar called back and I discussed it with him as best I could. He will bring this up when he has his meetings with the managers and Linecrew. This should be able to be removed next meeting. | |
| Initiated by: Hazenberg | Date required: March-17-17 |
| Responsible party: T&D Engineering | Date complete: Click here to enter a date. |

| | |
|--------------------|-----------------|
| Item # | Date initiated: |
| Item details: | |
| Recommendations: | |
| Actions taken: | |
| Initiated by: | Date required: |
| Responsible party: | Date complete: |

| | |
|------------------|-----------------|
| Item # | Date initiated: |
| Item details: | |
| Recommendations: | |

| | | |
|---|---|--------------------|
|  <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p> | Health & Safety Management System Form: JOHSC Meeting Minutes | Page 3 of 5 |
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|--------------------|--|
| 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

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|---|--|
| New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns) | |
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| Item # 1 | Date initiated: March-21-17 |
| Item details: First Aid kits to be checked for outdated items. Do we have a policy on this? | |
| Recommendations: Check with Ed Smith. | |
| Actions taken: E-mail sent to Ed Smith. Should be something sent out to all managers to have this checked in each area and then done on a time line. This could be put into CMMS. | |
| Initiated by: Jason Courtemanche | Date required: May-31-17 |
| Responsible party: Ed Smith | Date complete: Click here to enter a date. |

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| Item # 2 | Date initiated: |
| 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. |

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| Item # 3 | Date initiated: |
| Item details: | |
| Recommendations: | |
| Actions taken: | |
| Initiated by: | Date required: Click here to enter a date. |
| Responsible party: | Date complete: |

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|------------------|-----------------|
| Item # 4 | Date initiated: |
| Item details: | |
| Recommendations: | |



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Actions taken:

| | |
|--------------------|--|
| Initiated by: | Date required: Click here to enter a date. |
| Responsible party: | Date complete: Click here to enter a date. |
| Responsible party: | Date complete: Click here to enter a date. |

Items Completed in Current Fiscal Year

| Item # | Brief Description | Date Initiated | Date Completed |
|----------|--|----------------|----------------|
| 01-16-17 | Inuvik Slip & Fall – reviewed & can be removed | Jan. 16/2017 | Feb. 21/2016 |
| 01-17-17 | Inuvik Digger Truck Hydraulic Leak – reviewed and ongoing – Section H - Further Corrective Actions Item 2 not complete. | Jan. 17/2017 | |
| 01-20-17 | YK Vehicle Hit Padmount Transformer – JOHSC members felt the risk should have been higher and an investigation done. Was this reported to the RCMP? Daren H felt we needed a new box on the Incident report to contact RCMP and a number for the investigation. He also stated that they used to do TMIs for these incidents and that the corporation recovered the money for these incidents. | Jan. 20/2017 | |
| 01-24-17 | Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August. | Jan. 24/2017 | |
| 01-25-17 | Ulukhaktok Fire Valve – Section H - Ongoing until Further Corrective Actions Completed. | Jan. 25/2017 | |
| 01-26-17 | Aklavik Oil Spill In Plant – Reviewed – only question is was the unit online at the time – might change the risk factor. | Jan. 26/2017 | |
| 01-30-17 | Inuvik Truck Hit Snow Bank – Ongoing – Section H – Further Corrective Actions not completed. | Jan. 30/2017 | |
| 01-31-17 | Bluefish Camo Water Leak – Ongoing – Section H – Further Corrective Actions not completed. | Jan. 31/2017 | |
| 02-01-17 | Inuvik Truck Brush Bar Damage – Ongoing - Section G - Immediate Actions Taken not completed. | Feb. 01/2017 | |



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| 02-02-17 | <p>Inuvik Racking Breaker Incident – Ongoing – High Risk Investigation not completed. Jean-Guy checked - Good day guys,</p> <p>Yes there is an investigation on the Racking cct breaker incident and it will be completed by the middle of next week. Delays was produced by workers on training and vacation but mostly due to lack of peoples commitment for the JOHSC.</p> <p>Kelly McLeod, Bob Eldridge and Andy assisting the investigation. Contractor Electrician was from Edmonton (Wajax)</p> <p>Jean Guy</p> | Feb. 02/17 | |
| 02-12-17 | <p>Deline Coolant Leak – Reviewed and should be able to be removed once Safety confirms the hose was repaired under Section H – Further Corrective Actions</p> | Feb. 12/2017 | |
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(Name) JOHSC Facility Safety Inspection Schedule

| Month | (Location) | | (Location) | |
|-------|------------|------------|----------------|----------|
| March | Ken/Jay | Fort Smith | Dennis/Colin | Jackfish |
| June | Ken/Duane | Fort Smith | Grant/Darren | Jackfish |
| Sept | Ken/Jay | Fort Smith | Colin/Jean Guy | Jackfish |
| Dec | Ken/Duane | Fort Smith | Grant/Dennis | Jackfish |

Next Meeting Details

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|--------------------------|------------|
| Date: | Time: |
| Chairperson: Colin Steed | Secretary: |

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