
 NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: JOHSC Thermal	Location: Andy, Bob, Steve, and Roger in Inuvik, Boyd, Daniel, and Les in Fort Simpson	
Date: March 26, 2018	Start time: 11:00 am	End time: 11:30 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	11	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	8	Worker – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Steve Harrison	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	11	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Gerhardt	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Closs	1	Acting Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ned Day	1	Worker	<input type="checkbox"/> Yes <input checked="" 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: February-26-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Outstanding Items at Previous Meeting

Item # 2017-12	Date initiated: November-24-17
Item details: Canada Safety Council JOHSC training	
Recommendations:	
Actions taken: Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix. - Kristen still working on this - no update – Andy to message Kristen again - Received response from Kristen. Will schedule training for April	
Initiated by:	Date required: February-26-18
Responsible party:	Date complete: February-26-18

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

Item # 2018-07	Date initiated: March-26-18
Item details: Review of Health and Safety Alert – Incident Summary February 2017 Review of Health and Safety alert – Coffee Pots Review of Health and Safety alert – Effective tailboards	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: March-26-18
Responsible party:	Date complete: March-26-18

Item # 2018-08	Date initiated: January-26-18
Item details: Review of incident investigations - Inuvik incorrect lockout - Inuvik Fire alarm while welding - Colville Lake Improper service hookup	
Recommendations: - Inuvik incorrect lockout: Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy - order labelling kit	

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- summer student or apprentice to make labels and affix
- to be checked by maintenance staff


Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton

Initiated by:	Date required: April-26-18
Responsible party: Andy	Date complete:

Item # 2017-xx	Date initiated: January-24-18
Item details: Quorum = one half the regular members plus one	
Recommendations:	
Actions taken:	
Initiated by:	Date required: January-24-18
Responsible party:	Date complete: January-24-18

Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017
2016-012	Safety training for Plant Superintendent Casuals	December 31, 2016	Oct 02, 2017
2017-03	Incident Investigation Training for JOHSC members	May 29, 2017	Nov 3 2017
2017-013	General Health and Safety meetings held in NK and FS	Dec 5 2017	Dec 5 2017

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob/Andy	X	Daniel/Darren	
July	Roger/Andy		Boyd/Les	

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October	Bob/Andy	X	Daniel/Darren	X
January	Roger/Andy		Boyd/Les	X

* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

Next Meeting Details	
Date: April-26-18	Time: 1:30 PM
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.