



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

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

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC	Location: Engineering Boardroom	
Date: March-27-19	Start time: 1:30 p.m.	End time: 3:00 p.m.
Secretary: Matthew Lakusta	Chairperson: Sam Mugford	

**Attendance (call in #:)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	5	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	8	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	2	Guest – Acting HSE Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Matthew Lakusta	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	1	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Allan Cunningham	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
			<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

**Approval of Previous Meeting Minutes**

Date of last meeting: February-27-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

<b>Item #2018-03 Annual Fire Drill</b>	<b>Date initiated: May 9, 2018</b>
<b>Item details:</b> Start making preparations for this annual event	
<b>Recommendations:</b> Start planning this for September	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Erin has taken this on &amp; will work with another group member (not yet identified)</li> </ul>	

- Ian's a good connection with the HRFD, will ask if he's interested in helping organize
- Ongoing
- Erin spoke with Ian who is meeting with Ross Potter tonight to discuss & will get back to us with a timeline; requested it be in the next few weeks before it gets colder.
- Josh has made contact with Ross Potter and confirmed that the next fire drill will occur in April
- Tentative date to be set
- Sam to meet with the other building wardens to confirm dates/plans etc...
- Josh to schedule a day and communicate to Sam and Sam will communicate to building wardens. Josh to communicate the day to Firehall.

**Initiated by:** Sam

**Date required:**

**Responsible party:** Erin

**Date complete:**

**Item #2018-07 JOHSC Committee Training (continued)**

**Date initiated:** September 12, 2018

**Item details:** We have not yet finished the 2<sup>nd</sup> part of our training.

**Recommendations:** Get this scheduled to complete – possibly sometime in November.

**Actions taken:**

- Andrew T. will follow up with Kristen
- No dates set as yet, possibly November
- Regroup regarding attendance at last session & plan from there
- UPDATE as of February 27, 2019 : **Item is Ongoing**

**Initiated by:** Sam M.

**Date required:**

**Responsible party:** Andrew/Erin

**Date complete:**

**Item #2018-08 Awareness Campaign "Look Up & Live"**

**Date initiated:** October 17, 2018

**Item details:** Noticed trends of High RPH & incidents hitting poles and/or lines

**Recommendations:** An advertising Public Awareness Campaign to "Look Up & Live" or similar

**Actions taken:**

- Josh will see Eddie & Doug and respond to group re what's been done in the past, when the last campaign was, etc.
- How will we advertise? Possibly:
  - CBC radio
  - Facebook
  - Twitter
  - Newspapers
  - Posters
  - Signs
- A quote was obtained from POISON (quote has been attached to I Manage file):
  - 150 x small stickers – will likely be put on vehicles



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- 150 x large stickers – location not yet decided
- Dave to communicate with T&D to discuss possible locations for large stickers
- Doug confirmed there are some radio ads that have already been paid for – we can use these for this campaign. Script to be developed and ads potentially start running beginning of March
- Communication to be sent to HSE to get their opinion on location of stickers
  - T&D does not think stickers on poles would work (large stickers)
  - Recommend purchase of small stickers and be delivered to communities to be put around the community

**Initiated by:** Sam

**Date required:**

**Responsible party:** Josh & Sam

**Date complete:**

**New Items**

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

**Item #2019-01 Completion of Building/Fire Extinguisher Inspections**

**Date initiated:** February-27-19

**Item details:** Will JOHSC continue to do building/fire extinguisher inspections for all 3 buildings: NTPC, NT Energy and Warehouse

**Recommendations:** Discuss with group

**Actions taken:** Roundtable discussion took place as to whether or not JOHSC would take sole responsibility of all building/fire extinguisher inspections or should this be assigned to various groups/people on a rotation. It was decided that JOHSC will continue to complete these inspections so that they know it is being done and on time – rotation within the group.

**Initiated by:** Motion: Sam  
Second: Doug

**Date required:**

**Responsible party:** JOHSC

**Date complete:** February-27-19

\* Copy table above and insert as required

**New Items**

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

**Item #2019-02 New Employee Checklist**

**Date initiated:** February-27-19

**Item details:** Discuss new employee checklist

**Recommendations:** Ask Erin about new employee checklist – possible changes/recommendations

**Actions taken:** Discuss next meeting

**Initiated by:** JOHSC

**Date required:**

**Responsible party:** TBD

**Date complete:**



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**JOHSC Communications (Recurring)**

JOHSC's role IS Communications as we are the Head Office Spokesperson

May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	✓
Nov/Dec 2018	Next Issue to be worked on for issuing in Nov/Dec 2018	

**JOHSC Monthly Incident Review**

Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018	Reviewed; noticed the trend in vehicle accidents has decreased	✓
August 2018	Reviewed and discussed collectively	✓
September 2018	Reviewed; FGH outage investigation completed this period	✓
October 2018	Reviewed; trends of High RPH & of incidents hitting poles and/or lines – see New Item 2018-08	✓
November 2018	Reviewed & discussed	✓
December 2018	Review and discussed	✓
January 2019	Reviewed and discussed – 1 high incident reported in January	✓
February 2019		
March 2019		

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June ✓
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	✓
August 2018	Treasury & Enterprise Risk	Treasury & AME will combine their inspections for Aug/Sept
September 2018	Asset Management	
October 2018	JOHSC Members (David & Andrew)	✓



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November 2018	Information Technology	x
December 2018	JOHSC Members	✓
January 2019	JOHSC Members (Allan and Josh)	✓
February 2019	JOHSC Members (Matt and Colleen)	✓
March 2019	JOHSC Members (Co Chairs)	

**JOHSC Quarterly Facility Safety Inspection Schedule**  
(See Finance Admin. Assist. for binder & keys)

Month	HR Head Office	HR Warehouse
April 2019	Allan and Doug	Allan and Doug
July 2019	Josh and Dave	Josh and Dave
October 2019	Sam and Zach	Sam and Zach
January 2020	Matt and Erin	Matt and Erin

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18
2018-04	Blaine's resignation; seat filled by David Kopp	06-13-18	07-11-18
2018-05	Gilles' resignation; filled by Zach Biggar	07-11-18	09-12-18
2018-06	New Union Member & HSE Rep, Josh Clark joined group	09-12-18	09-12-18
2018-02	Summer Atrium Meeting	05-09-18	10-19-18
2018-09	Central JOHSC meeting in YK	10-17-18	11-21-18
2018-10	Outside door courthouse side, sticking	11-21-18	12-30-18
12-13-18	Overhead Door Incident	12-13-18	02-27-19
2019-01	Building Inspection/Fire Extinguisher schedule	02-27-19	02-27-19

**Next Meeting Details**

Date: April-24-19	Time: 1:30 in Engineering Boardroom
Chairperson: Dave Kopp	Secretary: Colleen Davie

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

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