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Meeting Details		
Group: JOHSC Thermal	Location: Les and Daniel in Fort Simpson; Rex, Tommy, and Darren by phone; Bob, Andy and Roger in Inuvik	
Date: March-30-16	Start time: 9:30 am	End time: 10:45 am
Secretary: Andy Crowther	Chairperson: Daniel Bruneau	


Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	6	Management, Chair Person	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Bob Eldridge	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tommy Betsidea	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rex Dalley	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Moorman	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Roger Rivait	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andy Crowther	9	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Stuart Robinson	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Michael Greenland	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-29-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting	

Item # 2015-029	Date initiated: December-16-15
Item details: Grounding requirements for customers	
Recommendations: NTPC should produce a flyer informing customers of their responsibility to have proper grounding at their homes. (pics of bad condition vs good condition?)	

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- Also a letter to DPW, Housing assoc., electrical inspector stating what needs to be done (meters, etc.)	
<p>Actions taken: - Rex to contact Pam and Eddie RE: producing a flyer - Andy to follow-up with Rex Re: progress - Rex has spoken to Todd Roche and Pam Coulter about this - Rex to follow up with Pam and Todd Roche RE: progress on this</p>	
Initiated by: Rex, Boyd	Date required: June-1-16
Responsible party: Rex	Date complete:

Item # 2015-030	Date initiated: December-16-15
Item details: Grounds testing for Plants	
Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town	
<p>Actions taken: - Boyd, Rex, and Kelly to coordinate - Andy to follow-up with responsible parties – suggest electricians complete this work in plants Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.</p> <p>- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. - Coordinate with Bob and Kelly to have plant grounds tested. - Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites.</p>	
Initiated by: Boyd	Date required: June-1-16
Responsible party: Roger	Date complete:

Item # 2015-042	Date initiated: January-27-16
Item details: JOHSC should review meeting minutes from group H&S meetings	
<p>Recommendations: Bob will ask meeting minutes to be sent to JOHSC monthly - JOHSC will start to review minutes at next meeting (February)</p> <p>Actions taken: JOHSC will start reviewing minutes in the April meeting. Will review Inuvik group, Ft Simpson group, and Diesel generation safety meeting minutes.</p>	
Initiated by:	Date required: April-27-16
Responsible party: Bob, Daniel	Date complete:

Item # 2015-045	Date initiated: January-27-16
Item details: JOHSC inspection schedule	



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Recommendations: Andy will produce a schedule for the inspections to be done quarterly. Will have it ready for next meeting.

Actions taken:


- Plant superintendents are delegated to do JOHSC inspections (plant inspections) every month
- Schedule for Inuvik and Ft. Simpson inspections below
- Inspections will be carried out in April by Bob and Daniel
- Roger will do inspections in place of Rex – will also inspect line yard at that time (Jan and Jul)

Initiated by:	Date required: April-27-16
Responsible party: See below	Date complete:

Review inspection at meeting in:	Inuvik	Ft Simpson
January	Roger	Boyd
April	Bob	Daniel
July	Roger	Boyd
October	Bob	Daniel

Item # 2015-046	Date initiated: January-27-16
Item details: Perks for JOHSC members	
Recommendations: JOHSC members should receive perks for being on the committee (Hats, jackets, trips for training, etc.) to keep people interested.	
- Was an item on the JOHSC Central meeting minutes (October 2015) – sent email to Pennie to follow up	
Actions taken: - Andy to email Eddie for response	
- Pennie Pokiak investigating this for the JOHSC Central Committee	
- Andy to email Pennie again to ask if any progress	
Initiated by:	Date required:
Responsible party: Andy	Date complete:

Item # 2015-047	Date initiated: January-27-16
Item details: Training scheduling – not enough lead time	
Recommendations: More lead time when booking training for staff.	
- It is too last minute.	
- Plant supers have to line up a casual (could take weeks)	
-Hotels/travel has to be booked	
- Maintenance staff may be in the middle of an overhaul – need lead time.	
- Training has been postponed	

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Actions taken: - Andy to email Eddie - Bob and Daniel to email Neevee	
Initiated by:	Date required:
Responsible party: Andy, Bob, Daniel	Date complete:

* Copy table above and insert as required

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

Item # 2015-055	Date initiated: March-30-16
Item details: Noise Survey results – Dehcho – Recommended double protection for some plants (Wrigley, Ft. Simpson)	
Recommendations:	
Actions taken: Discussion Only	
Initiated by:	Date required:
Responsible party:	Date complete: March-30-16

Item # 2015-056	Date initiated: March-30-16
Item details: Incident Investigation – 03-01-16 Inuvik Bucket Truck Slid	
Recommendations:	
Actions taken: - Discussion only	
Initiated by:	Date required:
Responsible party:	Date complete: March-30-16

Item # 2015-057	Date initiated: March-30-16
Item details: Reinstate Defensive Driving Courses (practical, hands-on winter driving on slippery conditions)	
Recommendations: - Andy to contact Neevee / Eddie to express JOHSC concerns	
Actions taken:	
Initiated by: Tommy, Daniel	Date required:



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Responsible party: **Andy**

Date complete:

Item # **2015-058**

Date initiated: March-30-16

Item details: Hearing testing for Plant Superintendents

Recommendations:

Actions taken: - Currently being coordinated by Bob and Daniel
- When on medical, Plant Supers should book appointment for testing. Also possible to schedule testing during June workshops in YK.

Discussion Only

Initiated by: Tommy

Date required:

Responsible party:

Date complete: March-30-16

Item # **2015-059**

Date initiated: March-30-16

Item details: Weight load limits on lifting beams in some plants

Recommendations:

Actions taken: - Currently being tracked on a concern report
- Klondike Crane can come up to certify lifting rails.
- Klondike Crane currently scheduled to visit Bob's plants in April/May

Discussion Only

Initiated by: Tommy

Date required:

Responsible party: **tracked on concern report**

Date complete: March-30-16

Item # **2015-060**

Date initiated: March-30-16

Item details: Ft. Simpson requests Andy visit Dehcho more often in the year.

Recommendations: **Andy to forward request to Eddie**

Actions taken:

Initiated by: **Daniel / Les**

Date required:


Responsible party: **Andy**

Date complete: March-30-16

Item # **2015-061**

Date initiated: March-30-16

Item details: - Services attaching to power masts in communities.

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- Old houses don't have separate masts while new homes do.
- Meter bases not installed to code (height wrong, installed beside water faucet)
- Are plant superintendent / Lineperson concerns being passed on to the homeowner (via customer service)
- follow-up needs to happen to confirm that concern has been addressed.
- if mast/ meter base is not to our requirements, we should not put the meter on.

Recommendations: Roger to talk with Steve Harrison, customer service, and possibly Todd Roche to see how these concerns are forwarded on and followed-up.

Actions taken:

Initiated by: Darren

Date required:

Responsible party: Roger

Date complete:

Next Meeting Details	
Date: April-27-16	Time: 09:30 AM
Chairperson: Boyd Mallaley	Secretary: Andy Crowther

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.