	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, Robert, Steve and Trevor in Inuvik; Boyd in Fort Simpson. Robert Closs in Norman Wells	
Date: April-2-19	Start time: 4:00 pm	End time: 4:23 pm
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	


Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	9	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	9	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Daniel Bruneau	6	Management – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Steve Harrison	10	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jacob Pokiak	2	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
John Williams	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Trudy Nelner	7	Worker – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Robert Gerhardt	8	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	11	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tony McDonald (for J. Williams)	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lawrence Neyando (acting for B. Eldridge)	1	Acting Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Trevor Grant (attending for B. Eldridge)	1	Manager	<input checked="" 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-22-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting

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	

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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
- 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

- Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet.
- Plant superintendents to install valve tags based on valve numbers in drawings
- Les to send req# to Bob so he can order same valve tag kit.
- Bob to order kits for his plants following Boyd's requisition # 19257
- check with Bob in August
- check with Bob in September
- Bob's requisition is in. Waiting for delivery to Bob
- Bob has received. Engineering to be involved in tagging/numbering/standardizing.
- Examine scope of this project at November meeting
- **John to bring up this project with Mike. Determine if capital or operations budget. Size of project.**
- **John to give update in April**

Initiated by:	Date required: December-28-18
Responsible party: John	Date complete:

Item # 2019-10	Date initiated: June-28-18
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Item details: **Training for casuals in communities**

Recommendations:

Actions taken: Discussion - Need to do a better job of training casuals

- Casuals have no experience with outages
- Plant Super should bring in casual when they have an outage. For some Plant Supers this is rare.
- Casual staffing changes from year to year in some communities
- Fort Good Hope outage – casual had missed safety training in Inuvik Fall 2017
 - casual was doing everything he had been taught but it just wasn't working (3 hr outage)
 - 5 people already on site when casual arrived to address outage – added pressure
 - Review Concern Report at next meeting (when submitted)
- Sahtu Work protection training completed as well as follow-up with Daniel Bruneau Aug 7-15
- Beau-Delta plant casuals to receive training last week of September
- QEW training completed
- QEW - Follow-up with Plant Supers needed to verify they can identify/change fuse and to rack out their own breaker (with line crew and electrician).
- Follow up with David Dewar Re: training verification. (for Dec 28)
- Hold meeting with Josh at beginning of March re: this item. Josh away until Mar. 4
- Training block with casuals this year?
- Send email to Kristen requesting start of planning for September training
- **Completed – Kristen and Bailey have started planning the training block**

Initiated by: Daniel Bruneau	Date required: December-28-18
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Responsible party: Andy

Date complete: April-2-19

New Items

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

Item # **2019-31**

Date initiated: April-2-19

Item details: Review of February Incident Reports

Recommendations: None

Actions taken:

Initiated by:

Date required: April-2-19

Responsible party:

Date complete: April-2-19

Item # **2019-32**

Date initiated: April-2-19

Item details: Discussion of Bluefish incident report

Recommendations: None

Actions taken:

Initiated by:

Date required: April-2-19

Responsible party:

Date complete: April-2-19

Item # **2019-33**

Date initiated: April-2-19

Item details: Union representation on JOHSC

Recommendations: Union to select 4 members. R. Gerhardt would like to continue to sit


Actions taken: email to union – Jacob and Tyler

Initiated by: Andy

Date required: April-2-19

Responsible party: Andy

Date complete: April-2-19

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Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2019-01	Union to select 4 members to sit on JOHSC	April 30, 2018	June 5, 2018
2019-05	June General Health and Safety Meeting	June 5, 2018	June 28, 2018
2019-12	Tank F Lead Paint	June 28, 2018	August 27, 2018
2019-19	1000 volt gloves	Sept 28, 2018	October 31, 2018
2017-12	Canada Safety Council JOHSC training	Nov. 24, 2017	Dec. 5, 2018
2019-24	Fire drill in Fort Simpson	Nov. 28, 2018	Dec. 12, 2018
2019-11	Camlock Plug incident	June 28, 2018	December 28, 2018
2019-30	Winter Tires	February 22, 2019	February 22, 2019

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy	Completed	Daniel/Trudy	
September 30	Robert/Andy	Completed	Boyd/Trudy	
December 31	Bob/Andy		Daniel/Trudy	
March 31	Robert/Andy		Boyd/Trudy	

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

Next Meeting Details

Date: April-26-19	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.