



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: April-3-18	Start time: 13:30	End time: 14:30
Secretary: Nihal Costa	Chairperson: Darren Hazenberg	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jason Courtemanche	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ken Bell	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean Guy Poitras	0	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Grant Penny	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Hazenberg	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sutherland	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tom Deleff	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused

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

 <p>NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities</p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 3
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Approval of Previous Meeting Minutes	
Date of last meeting: March-5-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Reviewed March minutes. Discussed outstanding items and March incident reports. WSCC holding meetings for Cambridge Bay, Yellowknife, Hay River and Iqaluit. Good opportunity for JOHSC-Hydro to attend	

Outstanding Items at Previous Meeting	
Item # 2018-001	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: Ongoing review completed and sent to HSE for draft. Once Taltson (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations*	
Initiated by: Colin Steed	Date required: Click here to enter a date.
Responsible party: Eddie Smith	Date complete: July-31-17

Item # 2018-002	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Approved and Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however, there is no project brief at this time. The new fence will go around all of the staffhouses.	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: Click here to enter a date.

New Items	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # No New Items this Meeting	Date required:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Initiated by:



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Responsible party:

Responsible party:

* Copy table above and insert as required

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	March 24	
2			
3			
4			

Hydro JOHSC Monthly Incident Review

Item #	Brief Description	Date Initiated	Date Completed
03-20-18	Inuvik Slip and Fall	March 20/18	
03-21-18	Snare Fire Alarm Switch	March 21/18	March 29/18
03-24-18	Tuktoyaktuk 3 rd Party Line Teardown	March 24/18	March 26/18
03-27-18	Inuvik Hit Thumb with Hammer – Review SWP 1.16, 1.17	March 27/18	

Hydro JOHSC Facility Safety Inspection Schedule

Month	Fort Smith	Jackfish
June		
Sept		
Dec		
March		

Next Meeting Details

Date: May-1-18	Time: 13:30-15:00
Chairperson: Darren Hazenberg	Secretary: Nihal Costa

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