	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 3
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: HEAD OFFICE JOHSC	Location: HAY RIVER	
Date: April-12-16	Start time: 1:00	End time: 1:45
Secretary: Patricia Harrington (1)	Chairperson: Pennie Pokiak	

Attendance (call in #)				
Name	#	Worker, Management, Guest	Present	Reason absent
Pennie Pokiak (PP)	1	Union Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
David Duncan (DD)	0	Mgt. Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Blaine MacKay (BM)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford (SM)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa (NC)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Cory Strang (CS)	1	Mgt. Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jeremy Storvold (JS)	0	Mgt. Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Lida Thomson (LT)	1	HSE Rep	<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-22-16	Approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:		

Outstanding Items at Previous Meeting	
Item # A - 2016-01 – Quarterly Safety Inspection	Date initiated: April-11-16
Item details: Pennie and Lida completed inspection	
Recommendations: Warehouse issues <ul style="list-style-type: none"> - Warehouse floor is extremely dirty. - Emergency phone numbers need updating - Forklift propane valve left in “on” position Main Office issues: <ul style="list-style-type: none"> - Some lights need replacing - Tripping hazards in IT area - First Aid kits need restocking 	
Inspection notes completed by Pennie and Lida – will forward to Pat for revision.	

Item # B- 2016-03 – Fire Extinguisher Inspection

Date initiated: April-12-16

Cheryl McMeekin completed for March by IT Department.

NTPC Head Office Fire Extinguisher Monthly Inspection																			
Year/Month: <u>2016 / March</u>																			
Inspected By: <u>Cheryl McMeekin - IT Dept</u>																			
Inspection Criteria	Extinguisher Number Compliant (Yes/No or NA)																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Access clear (Free from obstructions)	✓	N	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extinguisher hose not cracked, cut or worn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extinguisher safely secured and nozzle clear of obstructions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safety seals in proper position	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stored Pressure Extinguisher - Needle in green zone	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	N	✓	✓
Cartridge Extinguisher - Button is in down position	NA	NA	NA	NA	✓	NA	NA	NA	NA	NA	NA	NA	✓	NA	✓	NA	NA	NA	NA
Verified OK - Initial monthly inspection	✓	N	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N	✓	✓
Comments on Extinguisher issues	<p>Fire Extinguishers have numbers assigned and they are written on the unit. Previous filings did not reflect numbers correctly. I've attached an updated floor plan. The mechanical room were an exception so I identified them accordingly.</p> <p># 2 - blooms leaning on extinguisher s/b moved # 7 - very close to red zone # 16 - very close to red zone # 17 - on red line / signage still peeling off from wall indicating "Fire Extinguisher"</p>																		

Actions taken:

Initiated by:

Date required: [Click here to enter a date.](#)

Responsible party:

Date complete: [Click here to enter a date.](#)

Item # C- 2015-05 Air quality testing

Date initiated: March-19-15

Item details: Safety indicated air quality testing would be done twice a year but it hasn't been done. Spoke to David Dewar, he said the device is located in Yellowknife but it hasn't been done yet in Hay River.

October follow up: Rod Gray is looking into this issue – has been in the books since March 19, 2015

March 2016 follow up: This issue is still on the minutes for the Treasury & Risk group. When will this be completed?

Recommendations: Safety could conduct the testing twice and year and let staff know the results.


Actions taken: Contractor has been called however no response. Rod suggests that maybe another contractor be called.

Initiated by: Cory Strang

Date required: [Click here to enter a date.](#)

Responsible: Rod Gray

Date complete: [Click here to enter a date.](#)

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

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

Item# 1 – 2016-04 – Atrium Meeting	Date initiated: April-12-16
To be combined with NAOSH week pancake breakfast – date to be announced (possibly May 4 th).	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Next Meeting Details	
Date: June-15-16	Time: 1100
Chairperson: David Duncan	Secretary: Patricia Harrington

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