

	Health & Safety Management System Form: JOHSC Meeting Minutes		Page 1 of 7
	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: April-12-17	Start time: 10:30 a.m.	End time: 11:30 a.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	0	Union Rep Worker / Co-Chair	☐ Yes ☒ No	On leave
Andrew Taylor	1	Management / Co-Chair	☒ Yes ☐ No	Choose one:
Blaine MacKay	1	Union Rep Worker	☒ Yes ☐ No	Choose one:
Sam Mugford	1	Union Rep Worker	☒ Yes ☐ No	Choose one:
Gilles Ringuette	1	Union Rep Worker	☒ Yes ☐ No	Choose one:
Andrew Davidson	1	Management	☒ Yes ☐ No	
Erin Dean	1	Excluded Worker	☒ Yes ☐ No	Choose one:
Ian Flood	1	Union Rep Worker	☒ Yes ☐ No	
Tammy Martel	1	Excluded	☒ Yes ☐ No	Choose one:
			☐ Yes ☐ No	
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:

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

Approval of Previous Meeting Minutes	
Date of last meeting: March-7-17	Approved? ☒ Yes ☐ No
Discussion: Andrew T. motioned to approve; Andrew D. seconded.	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 7
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Outstanding Items at Previous Meeting
--

Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: Gilles has inquired however no investigation started yet; will continue to update.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item # 2: HAY RIVER HO & WH INSPECTION REVIEW	Date initiated: November-9-16
Item details: These are done quarterly, to be done in January 2017.	
Recommendations: Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda/Rod/Vern). Bulletin boards need to be updated and kept up to date.	
Actions taken: Rod confirmed that the warehouse housekeeping issues have been addressed and the bulletin board was being updated. Quarterly Inspection done by Gilles & Blaine.	
Initiated by: Pennie Pokiak	Date required: February-8-17
Responsible party: Various?	Date complete: April-7-17

Item #3: SAFETY/FIRE EXTINGUISHER INSPECTION	Date initiated: November-28-16
Item details: Extinguishers inspected in Head Office and Warehouse	
Recommendations: All complete except one. These need to be done monthly.	
Actions taken: Repairs made on January 31/17. Monthly Fire Extinguisher Inspection Schedule 2017 is attached as well as the HO Fire Extinguisher Inspection Form.	
Initiated by: Lida	Date required: February-8-17
Responsible party: Lida	Date complete: April-7-17

Item #4: SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: No progress on investigation (person in charge on annual for a month); will keep sending reminders. NO UPDATES.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 7
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #5: EMERGENCY PREPAREDNESS	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: New employee orientation should include muster points – Erin will double check if this is on the checklist. Fire drills to be done every year, could be more so maybe do two per year – winter & summer. A mock disaster was suggested by Lida, an incident of some kind, done by JOHSC group. To include first responders in the know & possibly Senior Management.	
Actions taken: - o Erin has checked & confirms that identification of muster points is on the new Employee Orientation Checklist. - o Erin checked with Lida and she confirms that the fire drill will be May 11, 2017. - o Ian spoke with the Fire Chief and we are to just let him know re mock disaster & fire extinguisher training (which has been decided to have at a separate time from NAOSH). - o Lida has provided a video for the atrium presentation called “Learn & Live”. - o Blaine to touch base with HSE (Eddie) - o Blaine & Ian to work on atrium presentation - o Ian will send out invitations to the atrium presentation early this year – possibly a week early	
Initiated by: Lida/John/Sam	Date required: May-10-17
Responsible party: Blaine & Ian	Date complete:

Item #6: UPDATE FROM CENTRAL JOHSC	Date initiated: January-12-17
Item details: Update from meeting in Yellowknife	
Recommendations: Members to bring ideas to improve Company safety culture for Andrew to present at the April meeting (meetings are quarterly).	
Actions taken: Central JOHSC meeting has been delayed & confirmed for April 25, 2017 (9-4 pm). Andrew T. attending for Management side, John S. attending for Union side. Looking for ideas for “10 Ways to Improve Safety Culture” to bring to the Central meeting: - o KUDOS - o Incentive forms for near misses - o Recognize people for doing “right” i.e. proper PPE; Managers need to acknowledge good safety practises - o HO Senior Management possibly more involved in Health & Safety - o Reach out to communities, schools i.e. Youth Worker Safety is being presented at the high school over a pizza lunch (Courageous 2017 video to be played); this is driven by SM; Erin, Gord & Eddie to present. - o NTPC Ambassadors - o Hard Hat Day	
Initiated by: John	Date required: April-12-17
Responsible party: All JOHSC members	Date complete: April-12-17

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 7
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #7: PRELIMINARY PLANNING	Date initiated: January-12-17
Item details: National Day of Mourning – April 28 th & NAOSH Week – May 7 th to 13 th	
Recommendations: National Day of Mourning (April 28th) – Erin's update: Last year HSE did take the lead. They did an atrium presentation and a moment of silence. This year both Lida & Dave are away at this time and Lida has informed Eddie of this. At this time, we don't know Eddie's plan. NAOSH Week (May 7-13) – Erin's update: Last year HSE led this, with a pancake breakfast & JOHSC joined to do their required atrium presentation at the same time. At present time, I understand HSE hasn't formalized a plan but Lida had spoken to Dave about the possibility of doing another pancake breakfast.	
Actions taken: Follow up with HSE to confirm plans.	
Initiated by: Erin	Date required: April-12-17
Responsible party: Erin	Date complete:

Item #8: INCIDENTS REVIEW	Date initiated: January-12-17
Item details: High rated incidents reviewed	
Recommendations: Issues: 1) Electrical contractor – improper procedures, no PPE, no Arc Flash training 2) Rental car on winter road – reporting is not clear; reporting should be very clear & concise 3) There is no clothing rule & no enforcement of PPE 4) Lack of communication	
Actions taken:	
Initiated by: Erin	Date required: February-8-17
Responsible party: John/Erin	Date complete:

* Copy table above and insert as required

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 5 of 7
	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: INCIDENT REPORTING	Date initiated: April-12-17
Item details: Vehicle Incidents (lots of backing up incidents) & Inuvik Racking	
Recommendations: - o Suggest backing in, pull out forward and promote SWP for driving. - o Contractor maybe NOT have a renewed contract. Contractor is an Electrician & doesn't know NTPC's Safety procedures and should have our training. Manager(s) should be providing this for EVERY contractor going to site. Lead Hand should maybe take the lead for a week or so with Contractors first time on site. We do this with new employees – needs to be done with Contractors too i.e. Buddy System.	
Actions taken: o Andrew T. to email Eddie to send out Driving SWP's as reminders	
Initiated by: Andrew T.	Date required:
Responsible party:	Date complete:

Item #2: FIRST AID KITS	Date initiated: April-12-17
Item details: Is there protocol on re-stocking the kits? Does HSE do this?	
Recommendations: Add to JOHSC quarterly inspection walk arounds; tag them & sign off at each inspection. Make it a process & check expiration dates, etc.	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 6 of 7
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #3: BUILDING INSPECTION ISSUES	Date initiated: April-12-17
Item details: - o Head Office – boards rotting around outside of building; ant problem in summer - o Warehouse – no guards on blade (order a guard or possibly a new saw) - o Back area is in disarray - o Warehouse area is improved & clean; if Vern could just get to the back area - o Fence around garbage bin is beat up & falling down and should be replaced	
Recommendations: These items were noted on the quarterly inspections.	
Actions taken:	
Initiated by: Blaine/Gilles	Date required:
Responsible party:	Date complete:

Item #4: KPI'S FOR JOHSC	Date initiated: April-12-17
Item details: - o How will HR JOHSC be reviewed? - o Are we effective? - o How is our attendance rate?	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #5: AIR QUALITY TESTING	Date initiated: April-12-17
Item details: - o This was done some time ago but we've never seen the results - o Sound level assessment was also done last year	
Recommendations:	
o Andrew T. to check with Eddie on results of both tests done	
Actions taken:	
Initiated by: Andrew D.	Date required:
Responsible party: Andrew T.	Date complete:

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 7 of 7
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	08-30-16 Water Treatment Plant Shock	Sept. 29, 2016	Nov. 10, 2016
2	09-16-16 Fort Simpson Bucket Truck Incident	Sept. 29, 2016	Jan. 12, 2017
3	11-03-16 Fort Smith Digger Truck Incident	Nov. 3, 2016	Jan. 12, 2017
4	Incident & Investigation Analysis	Nov. 10, 2016	Jan. 12, 2017
5	11-27-16 Inuvik Pole Hit	Nov. 28, 2016	Jan. 12, 2017
6	11-21-16 Ulukhaktok G2 Aftercooler	Nov. 28, 2016	Jan. 12, 2017
7	11-09-16 YK Digger Truck in Pine Point	Nov. 28 2016	Jan. 12, 2017
8	11-19-16 Tulita – Power Pole Cut With Chainsaw	Nov. 28, 2016	Jan. 12, 2017
9	Hay River HO & WH Inspection Review	Nov. 9, 2016	April 7, 2017
10	Safety/Fire Extinguisher Inspection	Nov. 28, 2017	April 7, 2017
11	Emergency Preparedness	Nov. 28, 2017	April 12, 2017
12	Update from Central JOHSC	Jan. 12, 2017	April 12, 2017
13	Brief Overview of NTPC's Emergency Procedures	Mar. 7, 2017	Mar. 7, 2017
14	Incident Reporting	Jan. 12, 2017	Mar. 31, 2017
15	12-13-16 Contractor Incident; Inuvik Crane Wire Broke	Jan. 12, 2017	Mar. 31, 2017

(Name) JOHSC Quarterly Facility Safety Inspection Schedule				
Month	(Location)		(Location)	
April 2017	Hay River HO	Hay River Warehouse		
July 2017				
October 2017				
January 2018				

Next Meeting Details	
Date: May-10-17	Time: 10:30 in Engineering Boardroom
Chairperson: John Stewart	Secretary: Tammy Martel

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

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.