



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment


Form #:
14.04.2

Meeting Details

Group: Hydro	Location: Yellowknife/Fort Smith	
Date: April-15-16	Start time: 10:00 am	End time: 11:00am
Secretary: CSTEED	Chairperson: Colin Steed	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colin Steed	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ken Bell	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Duane Rohne	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	0	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Denis Bourke	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rob Macintosh	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:


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Approval of Previous Meeting Minutes	
Date of last meeting: March-18-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Review vehicle accident, Unlabelled drum incident, review ongoing investigation- Lutsel ke fire & Liard heat tape incidents. Training- Review harassment policy review section, 14.11, HSE System	

Outstanding Items at Previous Meeting	
Item # 2015-02	Date initiated: April-10-14
Item details: Work Protection training required for all staff	
Recommendations: JOHS Hydro recommends new training to include practical portion and 1 trainer for region. Request Ed Smith to attend meeting to discuss new processes	
Actions taken: changes being implemented, committee formed, training to be set up- No Changes	
Initiated by: Norm McBride	Date required: March-28-14
Responsible party: HSE & All Managers	Date complete: April-1-16

Item # 2015-04	Date initiated: April-10-15
Item details: Incident/Accident Investigation training required for new staff employees & Managers	
Recommendations: Provide training to JOHS members & Managers	
Actions taken: To be part of mandatory training- To be scheduled	
Initiated by: CSTEED	Date required: March-27-15
Responsible party: Neevee	Date complete:

Item # 2015-08 (Complete)	Date initiated: November-24-15
Item details: Arc Flash Labels- Are they accurate? Estimated Values on boundaries & to be verified	
Recommendations: Review Coordination study, correct labels if required- Signs being made up will be installed by April 15- Ken to advise when completed. Complete to be removed from Minutes	
Actions taken: Engineering to review- Changes made	
Initiated by: Ken Bell	Date required: April-30-16


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Outstanding Items at Previous Meeting
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Item # 2016-01 (Complete)	Date initiated: April-18-16
Item details: Gameti vehicle hit by a public vehicle while parked- Incident	
Recommendations: Orange Pylon markers to be shipped to communities and installed when employees are parked for meter reading on investigating work sites.	
Actions taken: Colin/Ken to order pylons to be shipped to communities (5 sites) Complete Remove from minutes. (Complete remove from minutes)	
Initiated by: Colin	Date required: March-28-14
Responsible party: Colin	Date complete: April-22-16

Item # 2016-02 (Complete)	Date initiated: April-10-15
Item details: : Plant/Substation Signage for Arc Flash Hazards	
Recommendations: Order Signs for buildings & Substations	
Actions taken: Colin/Ken to order signs- Completed work orders Issued (Complete Remove from Minutes)	
Initiated by: CSTEED	Date required: March-27-15
Responsible party: R. Sunderland/R.Burgin - Installation	Date complete: April-22-16

Item #	Date initiated: November-24-15
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: April-30-16

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

Item # 2016-03	Date initiated: April-22-16
Item details: Heat Tape Installations	
Recommendations: JOHS hydro recommend a NWTPC standard of self-regulating for any future installs	
Actions taken: Investigation required and Recommendation to NWTPC	
Initiated by: Dennis	Date required:
Responsible party:	Date complete:

Item # 2016-04	Date initiated: April-22-16
Item details: Drum Identification required for Jackfish & Snare	
Recommendations: Use of stencils for drum identification	
Actions taken: Contact Josh for stencils used in Smith and supply YK & Snare with them.	
Initiated by: Ken Bell	Date required: May-27-16
Responsible party: Rob Macintosh	Date complete: Click here to enter a date.

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete:

* Copy table above and insert as required

Next Meeting Details

Date: May-20-16	Time: 1:30pm
Chairperson: Colin Steed	Secretary:

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