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	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: <b>Central JOHSC</b>	Location: Jackfish Boardroom	
Date: April-17-18	Start time: 9:00 am	End time: 3:30 pm
Secretary: E. Smith	Chairpersons: E. Smith, J. Poitras	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
Eddie Smith	Director HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean-Guy Poitras	H&S Coordinator (Chair)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sam Mugford	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine Mackay	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rob Sunderland	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jacob Pokiak	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Boyd Mallaley	JOHSC Hydro (Mgmt.)	<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:

Approval of Previous Meeting Minutes			
Date of last meeting: October-24-17	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion:			
<ul style="list-style-type: none"> <li>- Motion to approve minutes S. Mugford, 2<sup>nd</sup> B. Mackay, motion carried</li> <li>- <b>Each JOHSC to review Central minutes at their next JOHSC meeting</b></li> </ul>			

Item # 2017-11	Date initiated: June-8-16
<b>Item details: Use of Vehicle Sign-Out Agreements</b> <ul style="list-style-type: none"> <li>- Vehicles at Snare show considerable damage that has largely gone unreported</li> <li>- Vehicles at Snare are a lifeline for the Plant Operators</li> <li>- They are used by regular site employees (Operators, cooks), but also by visiting employees and contractors. Sometimes parties leave site and leave the vehicles dirty on the inside and out, causing the Plant Operator more work to clean the vehicles.</li> <li>- Although issuing vehicles using the sign-out agreement forms will require time and attention from onsite staff (likely the Plant Operator), it would be financially worth it as we could then charge vehicle users for damages, cleaning, etc. as the onus should be on the user for this.</li> </ul>	



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**Recommendations:**

- **Central JOHSC recommends that the vehicle sign-out forms become mandatory across NTPC.**
- The agreement forms are being used successfully in Ft. Simpson and Hay River and have been found to be beneficial.
- Their use will be of benefit at Snare where there has been a lot of unrecorded vehicle damage, and where it is not uncommon that the Operators end up cleaning out and washing vehicles used by other parties. These forms will help track damage and tidiness issues and should help reduce related cleaning and repair costs considerably. The forms would be used when vehicles are borrowed overnight or for long trips, or at the vehicle issuer's discretion.
- Action item: E. Smith to approach Senior Management with this recommendation (due 06-30-16). Revised due date 03-31-17.
- 12-16-16 update:
  - o Group discussed possibility that vehicle assignment be done in the planning portion of jobs – sign out a vehicle using CMMS. There could be a requirement for vehicle to be returned with the Vehicle Inspection checklist and Vehicle Sign-out Agreement. This will make an employee accountable for the vehicle and ensure they complete their forms and the work order would provide any maintenance issues to the maintenance planner. L. Watsyk investigated with CMMS Specialist and determined this was not possible.
  - o E. Smith to bring topic to Senior Management.
- 04-25-17 update:
  - o E. Smith to bring this recommendation to Senior Management.
  - o Revised due date: 06-30-17, not completed
- 10-24-17 update:
  - o The concern at Snare, as at previous meetings, is that there are not enough resources to administer the forms (i.e., Plant Operators). So although the forms would provide value, they cannot be administered with current staffing levels.
  - o Hydro is implementing an advance booking requirement for Snare vehicles and accommodations.
  - o E. Smith to bring recommendation to implement vehicle sign-out agreements across NTPC to Senior Leadership Team.
  - o Revised due date: 04-17-18
- **04-17-18 update:**
  - o **E. Smith to bring recommendation to implement vehicle sign-out agreements across NTPC to Senior Leadership Team. Program administration must be clear and consistent.**
  - o **Revised due date: 10-23-18.**

**Actions taken:**

- **11-04-17 update: E. Smith contacted C. Steed to see if Hydro's advance booking requirement for Snare vehicles and accommodations using CMMS, which went into effect 11-02-17, would be an opportunity to introduce the sign-out forms at Snare as a self-administered form, to see if it would get uptake and provide value. C. Steed agreed to try it out, noting that it would be important not to have too much of a paper burden.**

Initiated by: Central JOHSC

Date required: October-23-18

Responsible party: **E. Smith**

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

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Item # 2017-15

Date initiated: June-8-16

**Item details: H&S Accommodation and Vehicle at Snare**

- When there is lots of work taking place at Snare, this is an important time for a Health & Safety professional to visit site. Several times recently the H&S Coordinator requested to go to site, but was denied because there was no room at camp and no vehicle available.
- Discussion that some people are known to refuse to share a room with other workers, so in some cases beds may be open but are not made available.
- Flights could be used to travel to site for the day if beds are not available.

**Recommendations:**

- E. Smith to approach Hydro management to request that room be made available, when beds are open, for a H&S professional to attend site, as well as vehicle for H&S staff (shared if required, e.g., the cook's vehicle) while at site. H&S personnel should be welcome at site at any time (due 07-31-16).
- 12-06-16 update: During fall 2016 shutdown safety staff were unable to go to Snare as there was no room. At our largest and most active site, there is a need for safety monitoring and coaching. A room and vehicle should be made available. Perhaps vehicle sharing would be possible with other groups. If rooms are full, perhaps some people could double up so to free up a room for safety staff. E. Smith to discuss further with Hydro Director.
- 04-25-17 update:
  - o Accommodations:
    - One suggestion was to make the Cascades house available primarily for HSE; however it needs an internal water tank to provide running water in the winter.
    - This issue isn't isolated to HSE, but is an issue for Operations staff as well. Snare accommodations and vehicles are at a premium.
    - Some bedrooms have multiple beds, but staff and contractors alike prefer to sleep one to a room. Female staff may not have a separate washroom from male staff either.
    - Another accommodations option is at the airstrip.
    - Another solution would be to install more accommodations there.
    - E. Smith to discuss with Hydro Director. Revised due date: 10-31-17
  - o Ideas for the issuing of Snare vehicles include:
    - To use a full time First Aid attendant or a summer student to issue vehicles at Snare.
    - Snare Plant Operator's truck is the only one that is consistently kept clean and has incidents consistently reported, because there is clear responsibility for that vehicle. Could assign one vehicle per department, or assign each vehicle to a different manager so that they control it. Give all the keys to one individual at Snare – users would have to fill out both forms (Vehicle Inspection and Sign-out Agreement) before they could get the keys. The Sign-Out Agreements could be completed by the users when they borrow a vehicle, and be completed by Operations upon return. Something like this could be done for tool lending as well.
    - E. Smith to discuss with Hydro Director. Revised due date: 10-31-17
  - o 10-24-17 update:
    - Suggestion to take the medic shack from Bluefish and place at Snare.
    - Another suggestion to buy ATCO trailer, bring to Snare in the winter, put up walls, and hook up to power.



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- E. Smith to discuss with Hydro Director with potential to bring to SLT. Revised due date: 04-17-18.
- 04-17-18 update:
  - E. Smith to discuss with Hydro Director with potential to bring to SLT.
  - Revised due date: 10-23-18.

**Actions taken:**

- E. Smith spoke with Hydro Director, who is in favour of a safety presence on site. A safety presence was requested at Snare for several weeks this summer and at Taltson. It was reported to have had a positive effect and should be continued going forward at times where lots of activity is taking place at site (completed 07-08-16).
- E. Smith spoke with Hydro Director starting in April 2017 and continuing through the summer. The suggestion is to propose a capital project to purchase a vehicle exclusively for HSE staff and to place a building at the Snare airstrip. The building would contain a full first aid room plus accommodations for HSE staff and medics, which are required at site when there are more than 20 people at one time.
- Item to remain on minutes until capital project brief is completed and signed or another solution found.
- 11-02-17 update: Hydro implemented an advance booking requirement for Snare vehicles and accommodations using CMMS.

Initiated by: J. Poitras

Date required: October-23-18

Responsible party: E. Smith

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

Item # 2018-03

Date initiated: April-25-17

**Item details: Review of last Hay River JOHSC minutes from 03-07-17**

- J. Stewart presented minutes
- Noted that items were not numbered as per Element 14.04: JOHSC.

**Recommendations:**

- Hay River JOHSC to begin using the unique numbering convention for minute items (e.g., 2018-10).
  - 10-24-17 update: old numbering system still in use, item not completed.
  - Revised due date 12-31-17.
- Post minutes sooner after meeting rather than waiting until the minutes are approved at next month's meeting – suggest an email review by group within a few days of the meeting (due 06-30-17, completed).

**Actions taken:**


- 10-24-17 update: Minutes posted within two weeks of meeting.
- Items are now number as per Element 14.04: JOHSC (completed 12-31-17).

Initiated by: J. Stewart

Date required: December-31-17

Responsible party: J. Stewart, A. Taylor

Date complete: December-31-17

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Item # 2018-11	Date initiated: October-24-17
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<p><b>Item details: Hay River JOHSC 10-11-17 Meeting Minutes Review</b></p> <ul style="list-style-type: none"> <li>- Update requested on <i>11-07-16 Inuvik Meter Change Investigation</i>; update provided by HSE: Investigation had been started by the manager but not completed, despite repeated requests from HSE. HSE will now take the lead to ensure it is done – although it is long after the incident, there are still lessons that need to be learned from it. The same will be done for the <i>11-15-17 Inuvik Switching Error Investigation</i>, which was also not completed (due 11-30-17).</li> <li>- Update requested on <i>11-15-16 Snare Chemical Shipping Investigation</i>. R. Sunderland stated there was one interview left to do with Air Tindi. S. Catlyn is the Team Lead. R. Sunderland to contact S. Catlyn and get investigation completed (due 11-30-17).</li> <li>- Completion of investigations continues to be a struggle. Incidents occur at inopportune times, but in order to benefit from them and protect our workers and property we must put the necessary resources in place to investigate as soon as possible. This is not always done, sometimes due to logistics or availability of parties involved. The <i>Monthly Incident Investigation Report</i> was created help identify where we are falling down on this responsibility; however it needs to be improved to clearly show non-conformance and there needs to be a conversation around it each month at the Senior Leadership Meeting (due 11-30-17).</li> <li>- Note: these items will be removed from the Hay River minutes as they will now be tracked on the Central minutes.</li> </ul>
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<p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>- A. Crowther to lead investigations into 11-07-16 Inuvik Meter Change incident and 11-15-16 Inuvik Switching Error incident (due 11-30-17, completed 11-30-17).</li> <li>- R. Sunderland to contact S. Catlyn and complete <i>11-15-16 Snare Chemical Shipping Investigation</i> completed (due 11-30-17. Revised due date: 05-31-18).</li> <li>- E. Smith to discuss the Monthly Incident Investigation Report at Senior Leadership Team Meetings (due 11-30-17, completed).</li> </ul>
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<p><b>Actions taken:</b></p> <ul style="list-style-type: none"> <li>- Investigations completed for 11-07-16 Inuvik Meter Change incident and 11-15-17 Inuvik Switching Error incident (completed 11-30-17)</li> <li>- Senior Leadership Team has requested Monthly Incident Investigation Report be revised to have closed and open items separated. HSE will revise report to be easier to digest (remove from minutes).</li> <li>- <i>11-15-16 Snare Chemical Shipping Investigation</i>: interviews have been done, just needs to be documented on Form 10.2: Incident investigation. Request sent to R. Sunderland and S. Catlyn by E. Smith on 04-17-18.</li> </ul>
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Initiated by: A. Taylor	Date required: May-31-18
Responsible party: R. Sunderland	Date complete: <a href="#">Click here to enter a date.</a>



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Item # 2018-13

Date initiated: October-24-17

**Item details: Hydro JOHSC 09-28-17 Meeting Minutes Review**

- Meeting minutes show a great deal of people having attended various meetings, but no solid group of 8 attending all. There appears to be a lack of clarity around who is on the committee and when they are required to attend. In order for a committee to be effective, it must consist of a specific number of individuals, all of whom attend every meeting (except when on leave or in transit).
- List of people officially on the Hydro JOHSC is on the [PowerLine HSE Division/JOHSC page](#).

**Recommendations:**

- Hydro JOHSC to move to a format of having only eight (8) members on the committee, as per *H&S Mgmt. System Element 14.04: JOHSC*. The four Union members will be selected at the upcoming Union meeting (due 12-31-17).
- Hydro JOHSC to ensure full attendance at all meetings. People are excused only if they are on leave, in transit, or are excused due to a declared emergency (due 12-31-17).

**Actions taken:**

-

Initiated by: D. Hazenberg

Date required: December-31-17

Responsible party: R. Sunderland, D. Bourke

Date complete: December-31-17

Item # 2018-16

Date initiated: October-24-17

**Item details: Incident Statistics Presentation**


- J. Stewart presented graphics showing trends in incident causation over the last five years, as determined by incident investigations
- J. Stewart requested that these “whys” be added to the *Monthly Incident Investigation Report* to help connect them to the “whats” and the “whos,” which are already contained in the register. These could then be graphed easier.
- The purpose of the monthly report is to be a succinct, printable document to influence managers to ensure incidents are reported and investigated within the required timelines and that corrective actions are completed by the required dates. Adding columns to the printed report will disrupt the formatting with data not required in the report; however the data could be included in hidden columns. E. Smith to discuss with A. Crowther and bring the response to the April 2018 meeting.
- The graphs showed a large number of causes registered as “other.” E. Smith responded that investigators often choose “other” rather than selecting the best fitting cause from the checklist, then expanding on that in the written cause. More cause categories are not necessarily required – just more use of the existing categories.

**Recommendations:**

- E. Smith to discuss addition of causes to *Monthly Incident Investigation Report* with A. Crowther and bring the response to the April 2018 meeting (due 04-17-18).

**Actions taken:**


- Because we do not record causes for Low RPH incidents the report will not be adjusted to include

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causes at this time.	
Initiated by: J. Stewart	Date required: April-17-18
Responsible party: E. Smith	Date complete: April-17-18

Item # 2018-17	Date initiated: October-24-17
<p>Item details: <b>Role of Hay River JOHSC</b></p> <ul style="list-style-type: none"> <li>- Being that they're not in an industrial environment, what is the Hay River JOHSC's function? They don't look so much at the day-to-day incidents, as those are handled more by the regional JOHSCs. Instead they focus more on systemic issues that lead to incidents.</li> <li>- They also looked at what would be the best way to open up communications between the three committees. Their suggestion was for the Hydro and Thermal JOHSCs to invite a Hay River JOHSC member to attend their meetings as a guest.</li> </ul>	
<p>Recommendations:</p> <ul style="list-style-type: none"> <li>- JOHSCs to bring this suggestion to their groups for discussion: Should Hay River, Hydro, and Thermal JOHSCs occasionally send an invite to other JOHSCs to send a member to attend as a guest? The intent would be to encourage more sharing and discussion among committees (e.g., methods different committees use to make their meetings more effective or to gain better attendance) (due 12-31-17).</li> <li>- Revised due date: 05-31-18. Co-chairs to discuss with their respective committees and send response to E. Smith as to what their committee will do.</li> </ul>	
<p>Actions taken:</p> <ul style="list-style-type: none"> <li>-</li> </ul>	
Initiated by: J. Stewart	Date required: May-31-18
Responsible party: Co-chairs	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2018-18	Date initiated: October-24-17
<p>Item details: <b>Tailboard Meeting Form Adjustment for Lessons Learned</b></p> <ul style="list-style-type: none"> <li>- J. Stewart suggested adding a "lessons learned" or "what could be done better" section at the end of the Tailboard Meeting form to encourage people to reflect on the job and on how they could have done it better (e.g., better hazard identification and control).</li> <li>- It would be another avenue to look at ways to improve safety.</li> <li>- The group agreed and the form was adjusted to the group's satisfaction.</li> <li>- People should bring key lessons learned to Group H&amp;S meetings. No other process than to discuss and reflect on it.</li> </ul>	
<p>Recommendations:</p> <ul style="list-style-type: none"> <li>- E. Smith to post updated form to PowerLine and make a PowerLine news article, as well as an email to alert staff and request that JOHSCs and groups review form change at their JOHSC/safety meetings (due 01-31-18, completed 02-15-18).</li> </ul>	

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**Actions taken:**

- Tailboard form updated, posted to PowerLine, and publicized in PowerLine news article. Request for groups to review the updated form is included in the May Group H&S Meeting email (completed 02-15-18).
- Also note that two H&S Alerts regarding Tailboard meetings were published: *01-05-18 New Tailboard Meeting when Work Changes* and *02-28-15 Thorough Tailboard Meetings*

Initiated by: J. Stewart

Date required: January-31-18

Responsible party: E. Smith

Date complete: February-15-18

Item # 2018-19

Date initiated: October-24-17

**Item details: Late/Non Reporting of Incidents**

- A fair amount of incidents are supposedly occurring that aren't reported. Some discussion around recent incidents that took place but were not reported such as a medevac from a remote site, a close call on that medevac, and some serious damage to a piece of heavy equipment at a remote site.
- Discussion around how to influence people to report incidents. One suggestion was to bring up incident reporting at morning meeting and/or safety meetings – ask people “I understand there are a number of incidents occurring that are not reported. Why not?” Another suggestion was that a reminder should come from Senior Leadership down through the managers to each team to say that reporting is a requirement and to not report is a performance issue that will be corrected.

**Recommendations:**

- E. Smith to present to Senior Leadership Team on the number of incidents reported late and the impact it has on investigations, lost time injuries, and NTPC as a whole. Also the suspected number of incidents that go unreported and the impact that has on NTPC.
- E. Smith to recommend that late reporting and non-reporting be dealt with as a performance issue in order to correct this behaviour.
- Due date: 04-17-18.
- Revised due date: 05-31-18.

**Actions taken:**

-

Initiated by: J. Stewart

Date required: May-31-18

Responsible party: E. Smith

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

**New Items**

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

Item # 2019-01

Date initiated: April-17-18

**Item details: 2017/18 Quarterly Health & Safety Statistics Report – Q3**

- Reviewed and discussed entire report

**Recommendations:**



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- NA

Actions taken:

- NA

Initiated by: E. Smith

Date required: April-17-18

Responsible party: NA

Date complete: April-17-18

Item # 2019-02

Date initiated: April-17-18

Item details: **Hay River JOHSC 03-14-18 Meeting Minutes Review**

-

Recommendations:

-

Actions taken:

-

Initiated by: S. Mugford

Date required: November-30-17

Responsible party: NA

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

Item # 2019-03

Date initiated: April-17-18

Item details: **Thermal JOHSC 03-26-18 Meeting Minutes Review**

-

Recommendations:

-

Actions taken:

-

Initiated by: B. Mallaley

Date required: April-17-18

Responsible party: NA

Date complete: April-17-18

Item # 2019-04

Date initiated: April-17-18

Item details: **Hydro JOHSC 04-03-18 Meeting Minutes Review**

- Discussion around requirement for circle checks when moving vehicles. An incident took place in February 2012 involving a worker being driven over by a trailer. One of the recommendations from the investigation was to initiate a requirement for circle checks when moving vehicles. NTPC has SWP 1.15: Vehicle Reversing which requires circle checks before reversing.



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**Recommendations:**

- The Central JOHSC recommends migration of the circle check section from SWP 1.15 to SWP 1.01: Safe Driving. Also recommends applying Circle Check stickers to NTPC vehicles. Stickers were purchased years ago and have not been put into use. Making this a requirement will have very little time impact on people and could prevent serious incidents, damage, and injuries.
- E. Smith to approach Senior Leadership with this recommendation. Due date: 05-31-18.

**Actions taken:**

- E. Smith added requirement for circle checks to SWP 1.01: Safe Driving, placed the update on the PowerLine newsfeed, and made it a mandatory review item for the May Group Health & Safety Meetings.
- E. Smith met with R. Gray and circle check decals will be placed on all NTPC vehicles and on new vehicles going forward.

Initiated by: D. Hazenberg

Date required: May-31-18

Responsible party: E. Smith

Date complete: April-20-18

Item # 2019-05

Date initiated: April-17-18

**Item details: Training Presentation: Worksite Visit & Work Observation**

-

**Recommendations:**

- NA

**Actions taken:**

- NA

Initiated by: E. Smith

Date required: April-17-18

Responsible party: NA

Date complete: April-17-18

Item # 2019-06

Date initiated: April-17-18

**Item details: Health & Safety Management System Update**

- Work Protection Code
- Return to Work Program
- Fuse Change-outs

**Recommendations:**

- NA

**Actions taken:**

- NA



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Initiated by: E. Smith

Date required: April-17-18

Responsible party: NA

Date complete: April-17-18

**Next Meeting Details**

Date: October-23-18

Time: 9:00 am to 4:00 pm

Chairpersons: J. Poitras, E. Smith

Secretary: E. Smith

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