
 NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: April-19-17	Start time: 9:00am	End time: 09:45am
Secretary: Colin Steed	Chairperson: Colin Steed	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	2	Management	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	4	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	On leave
Duane Rohne	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	3	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Denis Bourke	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Robert Burgin	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Nihal Costa	1	Hydro Field EIT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Mervin Penney	0	Elect. Tech.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave

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

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Approval of Previous Meeting Minutes


Date of last meeting: March-21-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Review incidents 04-01-17,04-07-17,03-03-17,03-29-17,03-29-17, 03-20-17. Central JOHS meeting minutes/Vehicle Incidents memo -HSE/Equipment access permit/ And Sask Power incident.	

Outstanding Items at Previous Meeting

Item # 1 27-11-16	Date initiated: November-23-15
Item details: UPS was dropped moving into B1 building, sustained damage	
Recommendations: Investigation required	
Actions taken: Review investigation when completed. Ongoing – Investigation complete waiting on final draft	
Initiated by: Bill Hayne	Date required: March-17-17
Responsible party: Tom Deleff	Date complete: Click here to enter a date.

Item # 2	Date initiated: March-21-17
Item details: First Aid kits to be checked for outdated items. Do we have a policy on this?	
Recommendations: Check with Ed Smith.	
Actions taken: E-mail sent to Ed Smith. Should be something sent out to all managers to have this checked in each area and then done on a time line. Planners have confirmed that this will be part of the monthly safety inspection along with extinguishers, eye wash stations, and a CMMS work order will be issued. Can be removed from minutes next meeting.	
Initiated by: Jason Courtemanche	Date required: May-31-17
Responsible party: Ed Smith	Date complete: Click here to enter a date.

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	

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Initiated by:	Date required:
Responsible party:	Date complete:

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

* Copy table above and insert as required

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

Item # 1	Date initiated: Apr 19/17
Item details: Equipment Access permit not being acquired for PLC programming. Are technicians aware this is required. JOHS hydro are requesting a document as emails just get mixed in with all other "Noise".	
Recommendations: JOHS hydro are requesting a document as emails just get mixed in with all other " in box Noise".	
Actions taken: Training maybe required and use permit request form already in place	
Initiated by: Colin Steed	Date required:
Responsible party: Ed Smith	Date complete: Click here to enter a date.

Item # 2	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Item # 3	Date initiated:
Item details:	
Recommendations:	



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Actions taken:


Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete:

Item # 4	Date initiated:
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Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
27-11-16	UPS dropped entering into B1 Investigation	Jan 31/17	
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/17	
03-29-17	Haul Truck stuck on Winter Road Incident Investigation	Apr.19/17	
02-04-17	Snare Breaker Rack in Incident Investigation	Apr 2/17	
21-03-17	First Aid kit inspections	Mar 21/17	Apr 20/17

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(Name) JOHSC Facility Safety Inspection Schedule				
Month	(Location)		(Location)	
March	Ken/Jay	Fort Smith	Dennis/Colin	Jackfish
June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

Next Meeting Details	
Date:	Time:
Chairperson: Colin Steed	Secretary:

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