



**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/Ft. Smith	
Date: April-22-21	Start time: 1500	End time:
Secretary: Bryan Brazeau	Chairperson: Sergio Catlyn & Stuart Robinson	

**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Courtemanche	2	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Eddie Smith	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Lee Millar	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jean Guy Poitras	0	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Grant Penney	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Bryan Brazeau	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Anthony Upton	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Belinda Whitford	2	Observer	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Alex Love	1	Observer	<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: March-18-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Accepted.	



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**Outstanding Items at Previous Meeting**

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: Approve site list inspection schedule and track to ensure site visits are completed.	
<p>Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.</p> <p>May 10, 2019: Site list and schedule to be created and proposed at next meeting. Discussions on which sites were going to be inspected by JOHSC-Hydro committee members versus local plant operators.</p> <p>Sept. 13, 2019: List and schedule have been added to minutes for review/approval at October meeting.</p> <p>Oct. 18, 2019: Locations have been assigned to members/manager duos this meeting. Refer to the chart in these minutes for tracking.</p> <p>Nov. 15, 2019: Stu and Eileen to try to complete Jackfish visits by Dec 30<sup>th</sup>. Other site visits may be delayed.</p> <p>Jan. 17, 2020: Still disagreement on what sites require visits by JOHSC versus plant operator. Require attendance by HSE next meeting. Staff levels already tight, busy due to leave/projects.</p> <p>Nov. 26, 2020: No site visits were completed. Hiatus over the summer due to pandemic emergency and ransomware attack. Site visits to be schedule for completion by end of December.</p> <p>Mar. 18, 2021: Site visits to be completed by end of March 2021. Belinda to follow-up with Eddie on remote site visits by JOHSC. Site visits to be scheduled by manager with JOHSC employee representative. Discussion on site versus building inspection intervals.</p> <p>Apr. 22, 2021: No site visits completed. New quarterly deadlines updated.</p>	
Initiated by: Committee	Date required: December 2020.
Responsible party: Management	Date complete:
Item # 2019-07	Date initiated: March 7, 2019
Item details: JOHSC Training	



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Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group

Actions taken: Bailey Corrigan has arranged a trainer, just needs dates. Several attempts for scheduling were made between May and September but did not pan out, new date set for November 19, 2019. Bryan will inform Bailey. Local 16 elections for new JOHSC in October 2019.

October 18, 2019: Bailey was provided the new JOHSC member list and was working on confirming the date with the trainer.

Nov 15/2019 : SC to follow with Bailey and Bryan

Jan. 17, 2020: Bryan will request JOHSC training be scheduled in the second half of February. May need two sessions to get everyone.

Nov. 20, 2020: JOHSC training was not scheduled due to the pandemic and ransomware attack. HSE has started identifying a training schedule. Eddie asked when the employees meet to elect JOHSC members, Bryan responded. JOHSC elections are typically held at the Local's AGM, but this year's AGM is cancelled as terms have been extended by PSAC.

Feb. 4 2021: Still with HR to schedule.

Mar. 18, 2021: Bryan to follow-up with JOHSC training with Bailey.

Apr. 22, 2021: Bryan requested Bailey schedule the training based on JOHSC managers scheduling, employees can be made available by management. Sergio to follow-up.

Initiated by: Committee

Date required: December 2019

Responsible party: Bryan Brazeau

Date complete:

Item # 2019-14

Date initiated: May 10, 2019

Item details: NWT Occupational Health and Safety Regulations need to be reviewed for areas to improve JOHSC involvement. JOHSC-Hydro is aware of an inspection report completed by WSCC at the Snare Forks work site that has not been provided to the committee, which is required in the regulations (see Section 53). There may be other sections NTPC needs to review for compliance.

Recommendations: Review NWT OH&S Regulations and provide corrective actions to address compliance with NWT OH&S Regulations.

Actions taken: Recommendation accepted, per Eddie: *"We will review the NWT OHS Regulations and adjust our system to ensure it properly reflects the regulations around JOHSC rights and responsibilities."*

October 18, 2019: Bryan to follow-up on progress on providing corrective actions.

Nov 15/2019; Bryan followed up with Eddie and received some response.



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Jan. 17, 2020: Bryan to follow-up and get another update from Eddie.

Nov. 20, 2020: No update at the time of the meeting.

Nov 27, 2020: Eddie Smith Responded via email as follows:

- 1) 2019-14 (NWT OHS Regs reflected in JOHSC element)
  - The JOHSC had noted that they were not receiving WSCC inspection reports
    - a) *Element 14.04: JOHSC section 7: JOHSC Terms of Reference* requires WSCC inspection reports and orders to be shared with JOHSCs.
    - b) This was not done consistently by HSE, which was an oversight, but shall be done going forward.
    - c) Thank you for bringing this to our attention.
  - HSE reviewed the JOHSC requirements in the NWT OHS Regulations. All JOHSC requirements are currently covered in the NTPC Health & Safety Management System.
    - a) We have clarified the *section 8 JOHSC Powers and Duties* line "Cooperate with WSCC Safety Officers" to "Cooperate with WSCC Safety Officers when requested to meet with them or to accompany them on an inspection." as outlined in the regulations.
    - b) Element updated and posted to PowerLine

March 18, 2021: WSCC investigation for Ft. Smith to be sent to JOHSC. OHS Regulations still need to be reviewed for compliance in areas such as signage at Hydro sites.

April 22, 2021: Recent WSCC inspections have been posted and/or sent to JOHSC. Bryan will follow-up with Eddie to clarify.

Initiated by: Bryan	Date required: August 31, 2019
Responsible party: NTPC HSE	Date complete:

Item # 2019-17	Date initiated: January 17, 2020
Item details: Promote Road Travel Safety, still some confusion and mixed messaging on standard protocol on road travel check-ins, call-ins, methodology.	
Recommendations: Issue Health and Safety Alert on Road Travel Procedures	
New Recommendation as of March, 18, 2021: HSE to review Road Travel status with IT, JOHSC, Ops (Hydro/Thermal) in common meeting.	
Actions taken: Eileen will follow-up with Eddie, new item.	
Nov 27, 2020: Eddie responded as follows: <ul style="list-style-type: none"> <li>- Email sent 11-17-20 to all NTPC explaining the current process</li> <li>- <a href="#">Form 14.10.2 - Road Travel</a> link updated on PowerLine</li> </ul>	
March 18, 2021: Monitoring company still working out some migration issues, some employees cannot use the system. Control room does not receive information on travellers. Acting Managers are not being updated in the system under current procedures. Control room operators want to know when people are travelling to hydro sites.	



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April 22, 2021: No formal response yet.

Initiated by: Committee

Date required:

Responsible party: Belinda

Date complete:

Item # 2021- 1

Date initiated: Feb 3, 2021.

Item details: Covid-19 NTPC Contractor Safety Plan – Emergency Community Work for work in communities where there are confirmed cases of Covid-19

Recommendations:

- 1) There should be no travel while at site.
- 2) Management to provide a notice of exempt work being planned at various sites to the regional JOHSC.
- 3) there should be no in person meetings with community members
- 4) how work protection will be performed needs to be clarified.
- 5) Disinfectant requirements needs to address how plant is cleaned prior to arrival of crew.
- 6) Procedure for logistic transfers is missing for example crews at Sandhills needed a tool shipped up from Alberta and the process for this was identified in the SWP (no contact, gloves masks etc)
- 7) Special section for temperature screening is missing.
- 8) Medical emergencies needs to be addressed as well. ie where would an injured person be treated? Phone call to the health center, maybe pre-emptively
- 9) Stand down on all other work while medical emergency is being dealt with.
- 10) What would happen should an employee show symptom while in community – quarantine protocol?
- 11) List of safety documentation (PSP) for the job needs to be supplied.

Actions taken: Reviewed and to be removed from next minutes

Initiated by: Committee

Date required:

Responsible party: Committee

Date complete:

Item # 2021-2

Date initiated: March 18, 2021

Item details: Lack of daily meetings for operations group at Jackfish

Recommendations: Restart daily meetings for hydro operations at the main five sites.

Actions taken:

April 22, 2021: Daily meetings are restarted as of April 2021 at Jackfish.

Initiated by: Stuart

Date required: March 23, 2021

Responsible party: Eileen

Date complete:



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Item # 2021-3	Date initiated: March 18, 2021
Item details: Lack of engagement in safety meetings	
Recommendations: Identify ways to promote employee engagement. Management needs to send a message on promoting participation and welcoming engagement.	
Actions:  April 22, 2021: Bryan followed up with Eddie and Belinda separately, issue has been acknowledged. Action pending.	
Initiated by: Bryan	Date required: March 29, 2021
Responsible party: Bryan	Date complete:

Item # 2021-4	Date initiated: March 18, 2021
Item details: Repeating incidents/concerns.	
Recommendations: Review past incident and concern reports for recurring patterns, battery explosions noted as repeating incidents.	
Actions:  April 22, 2021: Bryan had discussion with Eddie but no formal response. JOHSC to perform a review of available incident/reports and near misses via special meeting with participation with HSE.	
Initiated by: Bryan	Date required: March 29, 2021
Responsible party: Bryan	Date complete:



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**New Safety Items**  
(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2021-5	Date initiated:
Item details: Employees do not receive details on incident or concern reports beyond a headline in quarterly or annual statistics reports. NTPC used to provide employees with general details (sanitized - no personally identifying information).	
Recommendations: Produce sanitized incident and concern reports for employee review.	
Actions taken: new item.	
Initiated by:	Date required:
Responsible party:	Date complete:

Item # 2021-	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:



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**Standing Items**

(Corrective Action Registers, Incident Report Reviews, Incident Investigation Reviews, WSCC Inspections)

**Standing Item 1**

Corrective Actions Review

Item details: Review Incident Report and Concern Report Corrective Actions Registers

Recommendations: Management discussion on more sharing of information with employees, right to know hazards in workplace. Improve concern report responses.

Feb 4, 2021: Ensure that registers are sent to JOHSC committee before meetings.

March 18, 2021: Bryan follow up with Eddie.

April 22, 2021: Sergio to follow up with substation signage, Bryan to request information on Snare Communications concern report.

Actions taken: To review next meeting.

Not received in 2021 but 2020 concern reports were sent by Josh Clark at Bryan Brazeau's request.

Responsible party: Committee

Date complete: n/a

**Standing Item 2**

Concern and Incident Report Reviews

Item details: Review 2021 Concern and Incident Reports

Snare Cannabis, Hay River Water Leak, Snare Smoke Detectors Disconnected

Responsible party: Committee

Date complete: n/a

**Standing Item 3**

Incident Investigation Reviews

Item details: None

Recommendations: None

Responsible party: Committee

Date complete: n/a

**Standing Item 4**

WSCC Inspection Reviews

Item details: None



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Recommendations: Management to provide if any WSCC inspections are completed.

Actions taken: None

Responsible party: Committee

Date complete: n/a



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**Hydro JOHSC Incident Review**

Item #	Brief Description	Comments
1.		
Findings		
Recommendations:		
Action Items:		
Follow-up Questions:		



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Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	Mar. 24, 2018	Apr. 30, 2018
2	Item 2019-02 Snare Bear Fence (new capital)	Jul. 17, 2017	Mar. 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019
6	Item 2019-08 Safety Item Escalation	Mar. 7, 2019	Mar. 7, 2019
7	Item 2019-09 Incident Investigation: Snare Utilidor Fire	Mar. 7, 2019	Mar. 7, 2019
8	Item 2019-10 Incident Investigation: YK Pinched Thumb	Mar. 7, 2019	Mar. 7, 2019
9	Item 2019-01 Emergency Response Plans	May 15, 2017	Sept. 13, 2019
10	Item 2019-11 JOHSC Recommendation Responses	Apr. 12, 2019	Sept. 13, 2019
11	Item 2019-12 Corrective Action Tracking	Apr. 12, 2019	Sept.13, 2019
12	Item 2019-13 Anonymous Safety Reporting	May 10, 2019	Sept. 13, 2019
13	Item 2019-15 JOHSC Elections	Sept. 13, 2019	October 18, 2019
14	Item 2019-16 Work Protection Committee Minutes	Oct. 18, 2019	January 17, 2020
15	Item # 2019-04 JOHSC Site Visits	Date initiated: February 8, 2019	Feb 4, 2021
16	Item # 2019-07 JOHSC Training	Date initiated: March 7, 2019	Feb 4, 2021

**Hydro JOHSC Site Safety Inspection Checklist**

**JOHSC-Hydro Safety Inspection Schedule Q1 2021-22**

Month	Site	Members	Status	Comment
<b>Complete by June 30, 2021</b>	Jackfish - Plants	Stuart/Eileen	Incomplete	
	Jackfish - Buildings	Bryan/Sergio	Incomplete	
	Bluefish - Plants	Bryan/Sergio	Incomplete	
	Bluefish - Buildings	Bryan/Sergio	Incomplete	
	Snare - Plants	Stuart/Eileen	Incomplete	
	Snare - Buildings	Stuart/Eileen	Incomplete	
	Frank Channel	Bryan/Tom	Incomplete	
	Ft. Smith	Jason/Anthony	Incomplete	
	Taltson	Lee	Incomplete	
	Pine Point	Lee	Incomplete	
	Ft. Resolution	Jason	Incomplete	
	Lutsel Ke	TBD	Incomplete	
	Whati	TBD	Incomplete	
	Gameti	TBD	Incomplete	

**Next Meeting Details**

Date: May-20-21	Time: 3pm
Chairperson: Stuart R. and Sergio. C	Secretary: Bryan B.

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

Escalation of items

If an item is on the minutes longer than 3 meetings (3 months), it can be elevated to the next committee up.

[Group H&S Meetings > JOHSC > Central JOHSC > Director HSE > Senior Management]

Items that will take more than 3 months to complete can be entered onto a Concern Report and submitted.