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	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Meeting Details		
Group: Central JOHSC	Location: Jackfish Boardroom	
Date: April-25-17	Start time: 9:00 am	End time: 4:00 pm
Secretary: E. Smith	Chairpersons: J. Poitras, E. Smith	

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 type="checkbox"/> No	Choose one:
John Stewart	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Taylor	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Dennis Bourke	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Boyd Mallaley	JOHSC Thermal (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:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: December-6-16	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion: <ul style="list-style-type: none"> - Motion to approve minutes B. Mallaley, 2nd J. Stewart, motion carried - Each JOHSC to review Central minutes at their next JOHSC meeting 			

Outstanding Items at Previous Meeting	
Item # 2015-05	Date initiated: April-2-14
Item details: Bluefish Fatality Investigation <ul style="list-style-type: none"> - E. Smith prepared a table of corrective actions from the incident investigation - The new Incident Reporting & Investigation program requires timely response from management for recommended corrective actions and follow-up until they are completed; however this process was not in place at the time of the investigation and unfortunately this was not done. - The Central JOHSC went over each observation, the associated recommendation, and who the responsible party should be. Several items will be brought to Senior Management for review and 	

response.

Recommendations:

- E. Smith to finalize the table of corrective actions, ensure it is reviewed by Senior Management and that the recommendations are either completed or reasoning provided as to why they are not accepted.
- E. Smith to report back to the Central JOHSC by May 31, 2014.
- 11-05-14 update: Table was completed, but still needs to be brought to Senior Management.
- Action items:
 - o E. Smith to bring to Senior Management for response.
 - Due date: December 19, 2014
 - Completed: February 13, 2015
- 04-01-15 update:
 - o Corrective actions were reviewed and approved by Senior Management
 - o Responsible parties and due dates were attached to each item
 - o E. Smith monitoring completion
 - o Revised due date: Sept. 30, 2015
- 10-20-15 update:
 - o Completion of 3 action items still outstanding. Responsible parties have been contacted:
 - Repair and tamper proofing of Bluefish cameras (IT)
 - 3 remaining Hydro managers to review call in procedure with staff (completed 10-28-15).
 - Implementation of lone worker solution (completed 04-01-16)
 - o Revised due date: April 30, 2016
- 06-07-16 update:
 - o Requested update from IT and Telecontrol on the cameras on 05-06-16. Did not receive a response, but will follow up.
- 12-07-16 update:
 - o E. Smith requested update from IT & Telecontrol.

Actions taken:

- E. Smith discussed corrective actions with Senior Management, established due dates
- E. Smith monitoring completion
 - o Call in procedure reviewed with Hydro staff (completed 10-28-15)
 - o Lone worker solution went live (completed 04-01-16)
 - o Requested update from IT on 05-06-16 – have not received a response.
 - o Requested update on 12-07-16. Revised due date: 03-31-17.
 - o 01-19-17 update: Telecontrol assessed cameras at Bluefish on 01-19-17. Repairs were made to two cameras. 9 of 11 are now operational and the other 2 were placed in CMMS for repair. Item considered completed.

Initiated by: N. McBride

Date required: March-31-17

Responsible party: E. Smith

Date complete: January-19-17

Item # 2017-06

Date initiated: June-8-16

Item details: **Safety Perception Survey**

- Survey was deployed from 01-28-16 to 02-12-16
- Got a fairly good number of responses, though mostly from office staff (82 office, 42 field)
- Analysis Report went to all staff in May
- Consultant produced an Analysis Report
- There was one question about the JOHSCs – Q22: Do the Joint Occupational Health and Safety Committees make a real difference to workplace safety at NTPC? Yes: 58%, No: 11%, Don't know: 31%.
- Review page 78, which shows the question, then page 13, which has a discussion and recommendation:
 - o Recommendations table: "It is recommended the JOHSC conducts an internal review of the effectiveness of the JOHSC on their roles, functions and reporting of activities conducted by the JOHSC. In order to improve its efforts, a JOHSC will want to have some measure of its past performance. In this way, weak areas can be strengthened including communications and strong areas maintained."
- Group members noted that workers feel uninformed on incident investigations – incident reports are submitted and that is often the last anybody hears of the incident. HSE needs to find ways to get this information to staff.

Recommendations:

- E. Smith to ensure all incident investigations are summarized on Health & Safety Alerts (i.e., incident, causes, corrective actions) (due 11-30-16, completed 07-18-16).
- E. Smith to add the number of investigations each committee is involved in to the PowerLine JOHSC page, add wording saying "Contact your JOHSC for details on investigations," list the investigation titles, and provide links to the H&S Alerts so that all staff have access to the results of investigations (due 11-30-16, completed 07-18-16).
- Co-chairs to ensure JOHSC minutes are posted on bulletin boards and emailed to all staff covered by the committee (due 06-30-16, revised due date 03-31-17, revised due date 06-30-17).
- HSE already posts all minutes to PowerLine.
- Hay River JOHSC to finalize minutes shortly after meeting rather than waiting for approval at next month's meeting as the minutes need to be posted and released to staff.
 - o Discussion around how to get minutes approved and posted as soon as possible after a meeting.
 - o Hydro, Thermal, and Central post minutes within a few days of the meeting. Draft minutes are sent out to the group by email for any changes, then posted to bulletin boards and PowerLine and sent to staff by email.
 - o Hay River has been waiting for approval at the next month's meeting before posting.
 - o They will revisit this and discuss at their May meeting.
 - o It is important to get the meeting minutes out as soon as possible, even if it's noted they are in draft form.
 - o Recommended to get minutes approved by the JOHSC over email and posted as soon as possible after the meeting. Changes can always be made during approval at the next monthly meeting.
 - o Revised due date 06-30-17.
- Co-chairs to migrate JOHSC meeting minutes to the upgraded *Form 14.04.2: JOHSC Meeting*



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Minutes (available on the Powerline). This form now contains a section entitled “*Items Completed in Current Fiscal Year.*” This will be a good way to mark successes of the committee over the year, and will be useful in updating the staff at the semi-annual General H&S Meetings (due 06-30-16). HR and Thermal have done this, Hydro remains.

- o Revised due date: 03-31-17.
- o Completed 04-25-17.
- Co-chairs to add some agenda items to the semi-annual General Health & Safety Meetings in FS, SM, HR, YK, and NK (due 12-31-16):
 - o Provide an overview of what the committee is focussing on
 - o Go over the list of items actioned in the last 6 months
 - o List the titles of investigations participated in the last 6 months
 - o Complete
 - o **Suggestion that JOHSCs could put together a monthly JOHSC newsletter to show what they're working on, accomplishments. Could put a stack of minutes in the bathroom or other public places.**
- **Co-chairs of each JOHSC to review pages 13 of the Safety Perception Survey report, as well as the recommendations in item 2017-06 from the Central JOHSC meeting, and discuss ways to improve survey results for the JOHSC question – ways to improve the effectiveness of their JOHSCs. These recommendations should be implemented and reported back to the Central JOHSC at the next Central JOHSC meeting (due 11-30-16).**
 - o **Revised due date: 03-31-17.**
 - o **Revised due date 10-31-17.**
 - o **E. Smith to re-send Safety Perception Survey page 13 (which covers JOHSC recommendations) to group (completed 05-15-17).**

Actions taken:

- Low RPH incidents are summarized monthly in an H&S alert. A separate H&S Alert is generated for every incident that is investigated (complete 07-18-16).
- JOHSC PowerLine page now includes a list of investigations sorted by JOHSC with a link to the H&S alerts page (completed 07-18-16).
- Co-chairs to report back on remaining 4 action items at April 2017 meeting.
- **04-25-17: All JOHSCs are using the current minutes form.**

Initiated by: E. Smith

Date required: October-31-17

Responsible party: **Co-chairs**


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

Item # 2017-08

Date initiated: June-8-16

Item details: Investigations Requiring JOHSC Signoff

- When HSE sends completed investigation reports to the responsible JOHSC for review and signoff, this is not always done in a timely manner – there are many still outstanding.
- JOHSC review of investigations is a key part of the investigation process and is one of the ways JOHSC participate in investigations.
- These need to be reviewed and signed by the July 2016 meeting, then returned to HSE for filing.
- Going forward we need a commitment that investigations emailed to the Co-chairs for signoff are dealt with at the following meeting, each one included as a separate item on the minutes, and then

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returned to HSE.

Recommendations:

- A. Crowther to email Co-chairs all outstanding investigations and request signoff (due 06-15-16, completed 07-13-16).
- Co-chairs to review with their respective committees at the June or July meeting, sign off, and return them to A. Crowther (due 07-31-16). Revised due date 02-28-17.

Actions taken:

- Outstanding investigations were emailed to JOHSC Co-chairs for signoff in July meeting (completed 07-13-16).
- Several investigations still require signoff, although this is improving. To be done by 06-30-17.
- **04-25-17 update: Revised due date 05-31-17. Co-Chairs to ensure all outstanding investigations are signed off. A. Crowther to send outstanding investigations to co-chairs.**

Initiated by: E. Smith

Date required: June-30-17

Responsible party: **A. Crowther, Co-Chairs**

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

Item # 2017-10

Date initiated: June-8-16

Item details: Building a Sense of Team on JOHSCs

- Note: this item was extracted from discussion points in item 2014-05.
- Discussion around ways to build sense of “team” on the JOHSCs. Committees will become more effective as they realize they are a team with an important role in workplace safety and safety culture.
- Discussed rewards for members with the intention of building team (e.g., getting jackets, hats, or watches for x years of service). However, some people may not want a jackets, hats, watch, etc. It’s difficult to identify something everyone will like.
- Could send Kudos periodically to JOHSC members.
- Could give out gift card Master Cards, though may not meet the intent of team building.

Recommendations:

- E. Smith to see if there is budget available to provide \$100 gift cards to all JOHSC members. Would be presented at the December General safety meeting by HSE or Divisional Director (due 11-30-16).
- 12-06-16 update:
 - o E. Smith suggested funding for recognition should come from applicable Directors.
 - o Further discussion on who should receive recognition for participation on the committee. Group decided on anyone who serves at more than 8 meetings in a calendar year would be eligible for recognition.
 - o Also long-serving outgoing members should also receive recognition.
 - o JOHSCs to speak with applicable Director to request funding for recognition.
 - o Suggestion to make a picture board with individual photos of committee members. This could be placed on the safety bulletin board, and photos switched out when turnover occurs. Committees can determine whether they wish to do this.
 - o All members should be recognized for their service and efforts at the December General H&S meeting, regardless of length of time on the committee.



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- o Committees to report at April 2017 meeting on how this went.

Actions taken:

- **04-25-17 update:**
 - o **B. Mallaley spoke to the Thermal Director about this. He would prefer to give a Powerstore gift card to members, and once they select their item the items could be sent to YK for embroidery or engraving. This gives people the option of what to pick to a maximum amount (e.g., \$100 per year per person).**
 - o **The Central JOHSC agreed to go with this approach. Hydro and Thermal can make the request to their Divisional Directors and/or T&D for funding, while the Hay River can approach the HSE Director.**

Initiated by: Central JOHSC

Date required: November-30-16

Responsible party: Co-chairs

Date complete: April-25-17

Item # 2017-11


Date initiated: June-8-16

Item details: Use of Vehicle Sign-Out Agreements

- Vehicles at Snare show considerable damage that has largely gone unreported
- Vehicles at Snare are a lifeline for the Plant Operators
- 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.
- 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.

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.

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- 04-25-17 update:
 - o E. Smith to bring this recommendation to Senior Management.
 - o Revised due date: 06-30-17

Actions taken:
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Initiated by: Central JOHSC	Date required: June-30-17
Responsible party: E. Smith	Date complete: Click here to enter a date.


Item # 2017-15	Date initiated: June-8-16
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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.

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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

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 briefly with Hydro Director in April 2017 and will discuss further.

Initiated by: J. Poitras	Date required: October-31-16
Responsible party: E. Smith	Date complete: Click here to enter a date.

Item # 2017-24	Date initiated: December-6-16
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Item details: Improving Safety Culture


- Discussion around safety culture and what is needed to improve it. Need both carrots (incentives) and sticks (consequences) to build strong safety culture.

Recommendations:

- Each JOHSC to come up with ten suggestions to change safety culture.

Actions taken:


- Hydro and Thermal still need to do this.
- Hay River put a list together:
 - o Send Kudos – create a safety sticker (completed)
 - o Incentives for reporting near misses. People may feel they would be punished for reporting, so incentives or communication around this may help.
 - o Recognition for people doing right safety-wise (managers need to acknowledge good safety practices). Could be Kudos.
 - o Head Office Senior Management needs to be more involved in safety (e.g., like the CFO's presentation on Safety Culture).
 - o Reach out to communities, get NTPC's name out there for safety showing how safe we are, providing training (e.g., NAOSH week, Courageous 2017).
 - o Hard hat day – everyone in company wears a hard hat for a day, just for safety awareness. Could be used as a fundraiser.
 - o H&S presentations – get departments to choose their own presentation topics and present at safety meetings. Gets people to participate and get involved.
 - o Safety shares: goal to start each and every group meeting with a safety moment or a safety share. Even a one minute thing.
 - o Safety presence – make PPE meant for visitor more easily identifiable at plant sites so

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<p style="color: red;">visitors don't have to search for PPE. Some mines have a big sign saying "<i>Below this sign walk the safest miners in the world.</i>"</p> <p style="color: red;">- Hydro and Thermal JOHSCs to come up with a list. Revised due date: 06-30-17</p>	
Initiated by: J. Stewart	Date required: June-30-17
Responsible party: Co-chairs	Date complete: Click here to enter a date.

New Items	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # 2018-01	Date initiated: April-25-17
Item details: Review of last Hydro JOHSC minutes from 04-19-17 <ul style="list-style-type: none"> - D. Bourke presented minutes - Discussion about replacement of expired items in first aid kits (e.g., alcohol swabs). Suggestion to place an expiry date sticker on the outside of kits or on kit seal. This will be checked during monthly inspections. - Noted that items were not numbered as per Element 14.04: JOHSC and responsible parties were sometimes not JOHSC members. 	
Recommendations: <ul style="list-style-type: none"> - Hydro JOHSC to begin using the unique numbering convention for minute items (e.g., 2018-10) at the May meeting (due 05-31-17). - When assigning a responsible party to action items, Hydro JOHSC to always assign a member of the committee (due 05-31-17). - E. Smith to look into purchasing expiry date stickers for all first aid kits saying "Replace expired items by ____" (due 07-31-17). - E. Smith to adjust wording of item 5.11 of Form 9.2: Safety Inspection Report to say "Are first aid kits available, fully stocked, and inspected monthly? <i>Outdated items replaced?</i>" (Italicized wording has now been added). Completed 05-03-17. 	
Actions taken: <ul style="list-style-type: none"> - Wording of form 9.2 adjusted and updated form posted to PowerLine (completed 05-03-17). 	
Initiated by: D. Bourke	Date required: May-31-17
Responsible party: D. Bourke, C. Steed, E. Smith	Date complete: Click here to enter a date.

Item # 2018-02	Date initiated: April-25-17
Item details: Review of last Thermal JOHSC minutes from 03-29-17 <ul style="list-style-type: none"> - B. Mallaley presented minutes - Item 2016-17: safety orientation no longer has a face-to-face conversation – workers take the one hour online Safety Orientation, and then they get a short face-to-face Site Orientation, but managers don't get the one-on-one time they used to get with contractors. This was a benefit as we would communicate the importance of specific safety rules to new hires and contractors. It would be nice to 	

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have that back.

- HSE will be working with IOT to redo the Safety Orientation within the next 12-18 months and will take this into account. There may be opportunity for this during the pre-start meeting with the contractor.

Recommendations:

- NA

Actions taken:

- NA

Initiated by: B. Mallaley Date required: April-25-17

Responsible party: NA Date complete: April-25-17

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).
- 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).

Actions taken:

-

Initiated by: J. Stewart Date required: June-30-17

Responsible party: J. Stewart, A. Taylor Date complete: [Click here to enter a date.](#)


Item # 2018-04 Date initiated: April-25-17

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

- Lots of training planned for 2017/18
 - o HSMS Essentials
 - o Arc Flash
 - o Incident Investigation
 - o Work Protection
- Safe Job Procedures – J. Stewart provided an update. Working with subject matter experts on a number of T&D procedures, has worked with all groups to establish a critical task list.

Recommendations:


- None

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Actions taken: - Update only	
Initiated by: E. Smith	Date required: April-25-17
Responsible party: NA	Date complete: April-25-17

Item # 2018-05	Date initiated: April-25-17
Item details: Training Presentation: Safety Culture - E. Smith presented. - It stresses the right to refuse, which is key for young workers. - Presentation has been updated and will be posted to PowerLine. It will be a required component of the New Employee Orientation checklist and should be provided upon hire to all workers, especially summer students.	
Recommendations: - None	
Actions taken: - None required	
Initiated by: E. Smith	Date required: April-25-17
Responsible party: E. Smith	Date complete: April-25-17

Item # 2018-06	Date initiated: April-25-17
Item details: Quarterly Safety Statistics Review (Q4) - E. Smith presented statistics. - Discussion around concern reports, which seem to be declining in number. This could be because a lot of items are now being entered directly into the CMMS instead of using Concern Reports. -	
Recommendations: - E. Smith to look for safety cartoons to put on the PowerLine newsfeed weekly or daily (due 06-30-17, completed 05-08-17). - Request from J. Stewart for JOHSCs to review the report and see if anything could be added in terms of trend analysis (due 06-30-17).	
Actions taken: - E. Smith has purchased 365 cartoons for daily posting to PowerLine. Cartoons are relevant, well drawn, attractive, funny, and non-offensive. They cover various themes people will relate to including health, safety, environment, fitness, retirement, vacation, etc. It is hoped that these cartoons will increase traffic to the PowerLine every day (complete 05-08-17).	
Initiated by: E. Smith	Date required: June-30-17

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Responsible party: E. Smith, Co-Chairs	Date complete: Click here to enter a date.
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Item # 2018-07	Date initiated: April-25-17
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Item details: SJP Production <ul style="list-style-type: none"> - J. Stewart presented a draft Safe Job Procedure (SJP) <i>Responding to a Downed Power Line</i> which is an example of the work his is producing in cooperation with various operations groups. - There are a large number of T&D SJPs currently in the review and approval process.
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Recommendations: <ul style="list-style-type: none"> - NA

Actions taken: <ul style="list-style-type: none"> - NA

Initiated by: J. Stewart	Date required: April-25-17
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Responsible party: NA	Date complete: April-25-17
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Item # 2018-08	Date initiated: April-25-17
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Item details: Incident Investigation Training <ul style="list-style-type: none"> - JOHSCs and managers need to be trained as soon as possible. Training has already been provided in Inuvik, YK, and Hay River and will be offered again to ensure all are trained. The majority of investigators have the new training. - Typically a select group does investigations, but we need more people to do them. People may be scared of the process, but once they conduct one they realize that it is quite a simple process and the investigation form is easy to follow. We only improve by doing them. - HSE will schedule more training through Training & Development Specialist to ensure all are trained. - It is important to get somebody out to the incident scene and get pictures as soon as possible. Then get interviews done. - D. Bourke suggested having IOT provide training to investigators on electronic signatures (Adobe app). It can be difficult and time consuming to get all the parties to sign, and this would expedite the process. E. Smith to approach Director IOT.

Recommendations: <ul style="list-style-type: none"> -
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Actions taken: <ul style="list-style-type: none"> - 05-12-17: E. Smith emailed Director IOT and requested a cheat sheet describing how to create and use a digital signature in Adobe.
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Initiated by: J. Poitras	Date required: June-30-17
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Responsible party: E. Smith	Date complete: Click here to enter a date.
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 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 13 of 13
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Item # 2018-09	Date initiated: April-25-17
Item details: Emergency Response Plan Review <ul style="list-style-type: none"> - Updated site specific Emergency Response Plans are now available for most sites. - These are available on the PowerLine. - Plans for the three hydro sites and Hay River are still under construction, expected completion in May. 	
Recommendations: <ul style="list-style-type: none"> - JOHSCs to review the Emergency Response Plans for their areas (available here). 	
Actions taken: <ul style="list-style-type: none"> - 	
Initiated by: J. Stewart	Date required: October-31-17
Responsible party: Co-chairs	Date complete: Click here to enter a date.

Next Meeting Details	
Date: October-24-17	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