	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: JOHSC Thermal	Location: Les, Boyd, and Clod in Fort Simpson; Tommy and Rob by phone; Bob, Andy, Rex, and Roger in Inuvik	
Date: April-26-16	Start time: 9:30 am	End time: 10:45 am
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	


Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	1	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau		Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	1	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rex Dalley	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Moorman		Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Roger Rivait	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andy Crowther	1	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rob Closs	1	Management (Acting) – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<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-30-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting	

Item # 2015-029	Date initiated: December-16-15
Item details: Grounding requirements for customers	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 2 of 6
	<p>Monitor: Director, Health, Safety & Environment</p>	Form #: 14.04.2

Recommendations: NTPC should produce a flyer informing customers of their responsibility to have proper grounding at their homes. (pics of bad condition vs good condition?)

- Also a letter to DPW, Housing assoc., electrical inspector stating what needs to be done (meters, etc.)

Actions taken: - Rex to contact Pam and Eddie RE: producing a flyer

- Andy to follow-up with Rex Re: progress

- Rex has spoken to Todd Roche and Pam Coulter about this

- Rex to follow up with Pam and Todd Roche RE: progress on this

- **Rex and Roger to meet with Todd Roche in the next couple days**

Initiated by: Rex, Boyd

Date required: June-1-16

Responsible party: **Rex and Roger**

Date complete:

Item # **2015-030**

Date initiated: December-16-15

Item details: Grounds testing for Plants

Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town

Actions taken: - Boyd, Rex, and Kelly to coordinate

- Andy to follow-up with responsible parties – suggest electricians complete this work in plants

Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.

- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik.

- Coordinate with Bob and Kelly to have plant grounds tested.

- Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites.

- **Darren Hazenburg to send test unit to Inuvik next week**

- **Roger and Andy to write testing procedure**

Initiated by: Boyd

Date required: June-1-16

Responsible party: **Roger**

Date complete:

Item # **2015-046**

Date initiated: January-27-16


Item details: Perks for JOHSC members

Recommendations: JOHSC members should receive perks for being on the committee (Hats, jackets, trips for training, etc.) to keep people interested.

- Was an item on the JOHSC Central meeting minutes (October 2015) – sent email to Pennie to follow up

Actions taken: - Andy to email Eddie for response

- Pennie Pokiak investigating this for the JOHSC Central Committee


 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

- Andy to email Pennie again to ask if any progress - Andy to follow up at JOHSC Central meeting in May	
Initiated by:	Date required: May-31-16
Responsible party: Andy	Date complete:

Item # 2015-055	Date initiated: March-30-16
Item details: Noise Survey results – Dehcho – Recommended double protection for some plants (Wrigley, Ft. Simpson) - Reviewed Inuvik Noise Survey – EMD Plant – Noise level high –	
Recommendations: - Bob to send contact to Boyd for Yellowknife hearing testing - Should there be signs posted with max decibel level outside plants? Andy to follow up with Eddie about this possibility	
Actions taken:	
Initiated by:	Date required: May-31-16
Responsible party: Bob, Andy	Date complete:

Item # 2015-057	Date initiated: March-30-16
Item details: Reinstate Defensive Driving Courses (practical, hands-on winter driving on slippery conditions)	
Recommendations: - Andy to contact Neevee / Eddie to express JOHSC concerns - Andy to work with Ops managers / T&D to coordinate Winter driving training for next Nov/Dec	
Actions taken:	
Initiated by: Tommy, Daniel	Date required: December-31-16
Responsible party: Andy	Date complete:

Item # 2015-061	Date initiated: March-30-16
Item details: - Services attaching to power masts in communities. - Old houses don't have separate masts while new homes do. - Meter bases not installed to code (height wrong, installed beside water faucet) - Are plant superintendent / Lineperson concerns being passed on to the homeowner (via customer service) - follow-up needs to happen to confirm that concern has been addressed. - if mast/ meter base is not to our requirements, we should not put the meter on.	
Recommendations: Roger to talk with Steve Harrison, customer service, and possibly Todd Roche to see how these concerns are forwarded on and followed-up. - Rex and Roger to meet with Todd Roche in the next couple days	
Actions taken:	
Initiated by: Darren	Date required: May-25-16

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Responsible party: Roger and Rex	Date complete:
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* Copy table above and insert as required

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

Item # 2016-001	Date initiated: April-26-16
Item details: Guaranteeing Safety	
Recommendations: Andy should contact Eddie to ask if there is a safety initiative that managers need to guarantee their worker's safety.	
Actions taken:	
Initiated by: Rex	Date required: May-25-16
Responsible party: Andy	Date complete:

Item # 2016-002	Date initiated: April-26-16
Item details: Inuvik Fuel Spill Incident Investigation	
Recommendations: Discussion Only	
Actions taken: Reviewed investigation	
Initiated by:	Date required:
Responsible party:	Date complete: April-26-16

Item # 2016-003	Date initiated: April-26-16
Item details: Inuvik JOHSC Plant Inspection	
Recommendations: Discussion Only	
Actions taken: Reviewed inspection and action items	
Initiated by:	Date required:
Responsible party:	Date complete: April-26-16

Item # 2016-004	Date initiated: April-26-16
Item details: Ft. Simpson JOHSC Plant Inspection	
Recommendations: Discussion Only	



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Actions taken: Reviewed inspection and action items

Initiated by:

Date required:

Responsible party:

Date complete: April-26-16

Item # **2016-005**

Date initiated: April-26-16

Item details: Safety meeting minutes review

Recommendations: **Discussion Only**

Actions taken: - Inuvik Safety meeting Minutes Review
- Diesel Generation Safety Meeting Minutes review

Initiated by:

Date required:

Responsible party:

Date complete: April-26-16

Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	March 30 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	March 30 2016

Next Meeting Details

Date: May-25-16

Time: 09:30 AM

Chairperson: Boyd Mallaley

Secretary: Andy Crowther

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.

JOHSC THERMAL PLANT INSPECTION SCHEDULE

Review inspection at meeting in:	Inuvik	Ft Simpson
January	Roger	Boyd
April	Bob	Daniel
July	Roger	Boyd
October	Bob	Daniel