

Meeting Details

Group: Central JOHSC	Location: Skype Call	
Date: April-27-21	Start time: 9:08 am	End time: 2:00 pm
Secretary: E. Smith	Chairpersons: E. Smith	

Attendance

Name	Worker, Management, Guest	Present	Reason absent
E. Smith	Director HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Hausauer	Consultant H&S Coordinator	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
M. Lakusta	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
D. Kopp-van Egteren	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Robinson, L. Millar	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Catlyn	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
C. Daw	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Mallaley, B. Eldridge	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes

Date of last meeting: November-10-20	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion:			
<ul style="list-style-type: none"> - Safety moment by C. Daw: read from an article on a pilot who contracted a rare disease from a parasite, and how he approached life afterwards - Motion to approve <i>11-10-20 Central JOHSC Meeting Minutes</i> by M. Lakusta, S. Robinson 2nd, motion carried - <u>Each JOHSC to review 04-27-21 Central minutes at their next JOHSC meeting</u> 			

Outstanding Items at Previous Meeting

Item # 2021-02	Date initiated: November-10-20
Item details: Hay River JOHSC 10-27-20 Meeting Minutes Review	
<ul style="list-style-type: none"> - M. Lakusta reviewed minutes - Chairs rotate chairing duties, C. Davie is the secretary, J. Clark attends as a guest to represent HSE - Attendance is usually good and there is quorum nearly every month (only one month in the last year did not have quorum) - 2018-07 – JOHSC training: <ul style="list-style-type: none"> o JOHSC training has been hard to get, especially once COVID hit o Currently JOHSC is manually tracking who needs training; will discuss tracking in a later 	

- discussion on the JOHSC onboarding package
- E. Smith to reach out to Human Resources to arrange method to systematically ensure JOHSC members receive required training
- 2019-07 – extinguisher training:
 - Discussed whether this should be made mandatory. It is not legislated, but it is short, easily available in our major centers, and provides value both in the workplace and at home.
 - Normally in our major centers we reach out to the Fire Departments to put on the training – they light trays of fuel on fire and allow students to use extinguishers to put the fires out.
 - J. Poitras also demonstrates usage using expired extinguishers, as well as providing PowerPoint extinguisher training at training blocks. He will provide the training presentation to K. Robert and J. Clark for delivery in Thermal and Hay River. Suggestion to include extinguisher slideshow training as part of new employee onboarding. Online training is also available.
 - Not all staff needs the training, but it's beneficial to offer it. Certain staff should have it, including floor and building wardens.
 - E. Smith to ensure Hay River wardens who have retired or moved to other offices are replaced.
 - E. Smith to speak with Human Resources to see if extinguisher training is in the Training Matrix, and if not to ask to have it included as discretionary training offered once/year in the five major centers. Can also include the extinguisher presentation (30-45 minutes).
- 2019-09 Kudos account for JOHSCs
 - Group agreed this was a good idea to promote safety culture
 - E. Smith to approach HR to request a JOHSC Kudos account to be accessed by HSE (150 points per committee)
 - JOHSCs will make recommendations to Director, HSE once per month to provide Kudos to certain employees who go above and beyond for safety; Director HSE will administer the Kudos
 - JOHSCs to add running item to their minutes to make a recommendation each month to Director HSE and provide wording to include with the Kudos
- 2019-11 JOHSC onboarding package
 - Hay River JOHSC saw a need for new members to know what's expected of them and how to do it
 - Includes info from *Element 14.04: JOHSC*, required training, expectations around investigations and inspections
 - Document provides consistency among members as committee membership regularly changes, will also provide consistency between the three committees
 - Group was in favour of the document
 - M. Lakusta to finalize draft, send to E. Smith to distribute to all 3 committees for comment. M. Lakusta is available to attend Hydro and Thermal JOHSC meetings to present it to them.
- 2020-01 personal vehicle insurance while driving on NTPC business
 - This has been passed on to the Risk Manager for review
- The JOHSC has added a Governance page for co-chair sign off to show the minutes are agreed upon by both management and union, as recommended by the person who provided the JOHSC training

Recommendations:

- E. Smith to discuss with Human Resources the best way to identify and track JOHSC members in the training system to ensure they receive required training (e.g., an annual (April 01) reminder in the

system for HR to update the JOHSCs membership list, based on the email groups or lists on PowerLine, and to then arrange training.

- E. Smith to ensure Head Office and Warehouse warden vacancies are filled (completed by J. Clark 11-12-20)
- E. Smith to speak with Human Resources to see if extinguisher training is in the Training Matrix, and if not to ask to have it include as discretionary training offered once/year in the five major centers. Can also include the extinguisher presentation (30-45 minutes) (completed 11-17-20)
- E. Smith to approach HR to request a JOHSC Kudos account to be administered by HSE (e.g., 150 points per committee) (completed 11-19-20)
 - o JOHSCs to make recommendations to Director, HSE once per month to provide Kudos to certain employees who go above and beyond for safety; Director HSE will administer the Kudos
 - o JOHSCs to add running item to their minutes to make a recommendation each month to Director HSE and provide wording to include with the Kudos

Actions taken:

- J. Clark ensured Head Office and Warehouse warden vacancies were filled (completed 11-12-20)
- E. Smith met with B. Corrigal and K. Slade on 11-19-20, reviewed JOHSC training requirements in Training Manager (NTPC's learning management system). Going forward E. Smith will notify Human Resources of new JOHSC members – Human Resources will update the members' training profiles to include the required JOHSC training, which includes two courses: JOHSC and Incident Investigation (completed 11-17-20)
- E. Smith verified that extinguisher training is listed as discretionary training in the HSE Training Matrix (completed 11-17-20)
- E. Smith met with Human Resources on 11-19-20, Kudos account was set up for JOHSCs to be administered by HSE (completed 11-19-20)

Initiated by: M. Lakusta

Date required: December-31-20

Responsible party: E. Smith, Co-chairs

Date complete: November-19-20

Item # 2021-03

Date initiated: November-10-20

Item details: Hydro JOHSC 01-17-20 Meeting Minutes Review

- S. Catlyn presented minutes from the last meeting held, which was in January 2020
- 2019-17 – isolated travel: people are confused about how isolated travel is supposed to be tracked, System Control does not have the resources to cover all NTPC travel as they have a primary function to attend to, though they are able to continue monitoring for the hydro sites
 - o E. Smith explained that the ransomware attack affected the system, and that the K2 form is not yet back functioning – it is normally used to log travel with the monitoring center. HSE recently sent out an email with the instructions for lone workers to follow. It was noted that this may not work well for isolated travel.
 - o E. Smith to work with IT to get the working alone system functioning again. IT has identified a new platform that may be an improvement
 - o E. Smith to reach out to other CEA utilities to see what they use to monitor lone and travelling workers
 - o E. Smith to communicate to staff how to do isolated travel at this time

- Meeting frequency and quorum: Finding time and getting quorum are difficult. Part of the solution is to let people know in advance of the meetings and ensure that they have time off.
 - o Discussed that JOHSC meetings are legislated and required in the Collective Agreement. NTPC is responsible to ensure they attend, and to ensure people are given time to attend.
 - o Suggestion for inclusion in the JOHSC onboarding document: attending JOHSC meetings is not just a right, it's an obligation
 - o Discussed need to communicate to managers that members are expected to attend meetings, unless travelling or on leave – if they have connectivity they can attend
 - o E. Smith to approach the Senior Leadership Team and request support to ensure all meetings are held and fully attended going forward

Recommendations:

- E. Smith to reach out to other CEA utilities to see what they use to monitor lone and travelling workers
- E. Smith to communicate to staff how to do isolated travel for now – completed by J. Clark 11-17-20
- E. Smith to approach the Senior Leadership Team and request support to ensure all JOHSC meetings are held and fully attended going forward
- E. Smith to work with IT to get the working alone system functioning again. IT has identified a new platform that may be an improvement

Actions taken:

- J. Clark emailed All NTPC how to conduct isolated travel by calling the Monitoring Center – completed 11-17-20
- E. Smith contacted the CEA utility safety representatives to ask what they use to monitor lone workers and isolated travellers – completed 11-18-20
- E. Smith approached the Senior Leadership Team a number of times to discuss the issue and request support to ensure all JOHSC meetings are held and fully attended going forward, Noel Voykin to attend meetings with each committee in April or May – completed 03-24-21
- J. Clark worked with IT and Operations to update employee contact info at the Monitoring Centre, who are migrating to a new software platform that was resulting in some missing data – completed 02-25-21

Initiated by: S. Catlyn

Date required: December-31-20

Responsible party: E. Smith

Date complete: March-24-21

New Items

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

Item # 2022-01

Date initiated: April-27-21

Item details: 2020/21 Quarterly Health & Safety Statistics Report – Q3

- E. Smith presented and led discussion on the report
- Discussion about lower than usual numbers of incident reports, the need for JOHSCs and monthly safety meetings to focus on encouraging workers to submit incident reports and concern reports
- Discussion about the need to increase worker participation in workplace health and safety to improve safety culture
- Discussion on the importance of concern reporting, went over a few slides from the HSMS Essentials Training on Concern Reporting, extracted them and shared with the co-chairs to share with their

committees

Recommendations:

- E. Smith to share Concern Report slides with Co-chairs (completed 04-29-21)
- Co-chairs to share the Concern Report slides with their respective committees in their May 2021 meetings, increasing participation in the concern reporting program will improve safety culture (due 05-31-21)

Actions taken:

- E. Smith share Concern Report slides with Co-chairs (completed 04-29-21)

Initiated by: E. Smith

Date required: May-31-21

Responsible party: Co-chairs

Date complete:

Item # 2022-02

Date initiated: April-27-21

Item details: **Hay River JOHSC 03-23-21 Meeting Minutes Review**

- D. Kopp-van Egteren and M. Lakusta reviewed minutes
- They have invited visitors to attend meetings to see how the group functions and to garner interest in being on the committee
- Discussed several items on the minutes:
 - o Extinguisher training: This has been added as discretionary training to the HSE Training Matrix. One committee member feels it should be mandatory for all staff, so they will discuss more when they meet later this week and may make a recommendation. Bert Hausauer commented that the Northern Safety Association has a Fire Extinguisher online course that teaches how to use an extinguisher.
 - o Refusal of medical attention following an injury: What is the process to follow should an injured employee refuse medical attention following an injury? This does not often happen, but if it does the manager can insist the employee seek medical attention. Sergio commented that this has happened to him in the past, and he had to insist the worker went to the doctor. Eddie explained that the decision to go to a health centre or hospital depends on the severity of the injury and can include input from the worker, the manager, the director, and HSE. If an injury is beyond a first aid, the worker must seek medical attention. This includes back and joint injuries that may worsen or flare up in the future. It is for the worker's protection – initiate a compensation claim and verify whether the worker is safe to return to work.
 - o The JOHSC's role in reviewing Concern Reports: It is the same as the review they already do of Incident Reports. Have members review the list in advance of the meeting and bring up any they wish to discuss in more detail – these would be added to the minutes.
 - o Quarterly building inspections will now include the NT Energy office.
 - o Kudos recognition is going well – Eddie noted that the Hydro and Thermal committees need to start doing this. Reviewed Kudos provided by JOHSCs to date.

Recommendations:

- NA

Actions taken:

- NA

Initiated by: D. Kopp-van Egteren, M. Lakusta

Date required: April-27-21

Responsible party: D. Kopp-van Egteren, M. Lakusta

Date complete: April-27-21

Item # 2022-03

Date initiated: November-10-20

Item details: Hydro JOHSC 03-22-21 Meeting Minutes Review

- S. Robinson presented minutes from the last meeting held
- Discussed a number of items from the minutes:
 - 2019-04 – JOHSC Quarterly Inspections. Eddie clarified that the JOHSCs are to inspect the 5 major centers quarterly. They review these inspection reports quarterly. They also conduct a quarterly review of safety inspection reports from the satellite plants (including both diesel and hydro). They then identify high risk items that should be addressed swiftly, trends, and/or long-standing items that may need assistance in getting addressed.
 - 2019-07 – JOHSC Training: NSA has a JOHSC training course which Bailey is arranging to provide JOHSC members. When new members are added to a committee, HSE is responsible to notify HR so that they can apply the required training to the new person and remove the training requirement from outgoing people.
 - 2019-14 – Safety Regulations that Pertain to JOHSCs. HSE went through the NWT OH&S regulations and updated the JOHSC element accordingly. HSE now sends WSCC inspection reports to the pertinent committee. Stuart noted that for the March 05 incident the inspection report was posted on two bulletin boards, but it almost seemed like it was snuck onto the boards. It would have been appropriate to notify staff that they were posted. Going forward an email should be circulated when WSCC inspection reports are posted. Also noted that the confined space documents need a link to the harness inspection form.
 - 2019-17 Remote Travel: HSE, IT, and Operations have been in contact with the Monitoring Center to correct issues with workers not being set up in the monitoring system – any other issues that arise should be directed to HSE as we continue to work out the kinks
 - 2021-2 – Daily Meetings at Jackfish: These have started again. These are a requirement under the H&S Mgmt. System.
 - 2021-4 – Incident/Concern Trends: The Hydro JOHSC noted a trend in battery explosions in recent years, discussed potential need for periodic battery testing and a maintenance program. Bob Eldridge noted that after those incidents Thermal moved to maintenance-free batteries, the issues were with the acid filled ones that we filled ourselves. Thermal Plant Superintendents now check batteries once a month. Stuart noted that in some applications maintenance free batteries are not recommended as they can't be topped up with acid and can still present a hazard.
 - 2021-5 – Incident Summaries: The Hydro JOHSC felt staff were not getting enough details regarding incident and concern reports, except through quarterly safety statistics reports. Eddie showed the group the Health & Safety Alert page where there are monthly incident summaries posted that provide sufficient detail, similar to the reports the H&S Dept. used to post in the mid-2000s.

Recommendations:

- E. Smith to ensure email is circulated when a WSCC inspection report is posted in one of the major centers (due 10-26-21)
- E. Smith to ensure the confined space documents are linked to the harness inspection form so it is not difficult to find (due 05-31-21)
- E. Smith to issue monthly Concern Report Summary similar to the Monthly Incident Report Summary Health & Safety Alert (due 05-31-21)

Actions taken:

-

Initiated by: S. Robinson

Date required: October-26-21

Responsible party: E. Smith

Date complete:

Item # 2022-04

Date initiated: April-27-21

Item details: **Thermal JOHSC 03-26-21 Meeting Minutes Review**

- C. Daw reviewed the November 2019 minutes
- Thermal JOHSC getting monthly meetings back up and running
- Recently lost two Union members, JOHSC has reached out to Union president Rob Gerhardt to request new members. The Union has not been holding meetings lately, so the JOHSC Union members are not able to be voted in.
- Kyle Campbell has recently become a committee member leaving one vacancy. JOHSC is approaching other Union members to identify those who are interested.
- M. Lakusta suggested they message Adam Montague, president of HR local, if they need Union assistance in finding members.
- Colleen Davie has agreed to act as Secretary for the Thermal JOHSC. She will take responsibility to schedule meetings and keep minutes. She brings lots of experience from her time with the Hay River JOHSC.

Recommendations:

- NA

Actions taken:

- NA

Initiated by: C. Daw

Date required: April-27-21

Responsible party: C. Daw

Date complete: April-27-21

Item # 2022-05

Date initiated: April-27-21

Item details: Training Presentation: Holding Great Tailboard Meetings

- This is a new training course, which takes about 30 minutes. Provision of this training is a corrective action from the March 05 incident investigation. HSE, after discussing with Operations directors and COO, is planning to make it mandatory for field staff annually. It can even be delivered during safety meetings. HSE has already provided it to a number of Thermal staff and will continue to roll it out.
- Eddie provided the training to the group, discussing the crucial importance of good hazard assessment and control.
- M Lakusta requested that it be shared with the Co-chairs so they can show the other committee members at their next meeting.

Recommendations:

- E. Smith to send the Tailboard Meeting training presentation to the Co-chairs (complete 04-29-21)
- Co-chairs to share the Tailboard Meeting training presentation with their members (due 05-31-21)

Actions taken:

- E. Smith sent the Tailboard Meeting training presentation to the Co-chairs (completed 04-29-21)

Initiated by: E. Smith

Date required: May-31-21

Responsible party: Co-chairs

Date complete:

Item # 2022-06

Date initiated: April-27-21

Item details: Health & Safety Management System Update

- Arc Flash: P&E is finalizing the arc flash survey data, once complete new labels will be printed and affixed to apparatus, will provide info sessions on the changes to the SWP and labels. Discussion that remote racking devices are available to take the worker out of the line of fire, and the new Lutsel K'e plant has considered arc flash hazards in the design.
- Tailboard Meeting training is being rolled out
- H&S coverage using consultants is in place (e.g., Bert Hausauer in Inuvik, R. Schmidt coming to Yellowknife soon)
- Recruitment for Thermal position is underway
- Overhead snow and ice SWP is now available on PowerLine
- Overhead door SWP is in development
- Charter Air Operator Standard signed by Tindi, Landa, Buffalo, Summit, Northwright, Aklak, NWAL

Recommendations:

- NA

Actions taken:

- NA

Initiated by: E. Smith

Date required: April-27-21

Responsible party: E. Smith

Date complete: April-27-21

Item # 2022-07

Date initiated: April-27-21

Item details: **Request for new items**

- Asked each group of Co-chairs for any new items, no new items were raised by Hydro, Thermal, or Hay River

Recommendations:

- NA

Actions taken:

- NA

Initiated by: E. Smith

Date required: April-27-21

Responsible party: NA

Date complete: April-27-21

Next Meeting Details

Date: October-26-21

Time: 9:00 am to 4:00 pm (Skype meeting)

Chairpersons: E. Smith, J. Poitras

Secretary: E. Smith

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