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Meeting Details		
Group: JOHSC Thermal	Location: Daniel and Boyd in Fort Simpson; Bob and Andy in Inuvik, Tommy in Deline	
Date: April 28, 2017	Start time: 10:41 am	End time: 11:04 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	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Daniel Bruneau	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	1	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rex Dalley	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Darren Moorman	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Roger Rivait	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Andy Crowther	1	Guest	<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-29-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting
Discussion:

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	

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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 – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds

- Instructions and DVD came with equipment.
- Electricians to test grounds in each Thermal community when they are in there.
- Biannual ground fluke testing to be entered by Les into CMMS.
- Les will copy Kyle on this. (Les to do make sure this is done)
- Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities.
- Boyd has most of his communities completed.
- Bob to check if entered on CMMS
- Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS

Email from Kyle:

Hi Andy

I looked at the preventive task list and don't see ground testing in there anywhere.

I will check to see what all is involved in testing the ground and see where I can get it added or if it needs its own work order.

Thank you


Andy to follow up with Viola

Dean Hendrickson has taken this on. Andy to follow up with Dean RE: completion

- no response from Dean
- Followed up with Dean on behalf of JOHSC to get update – Feb 27
- No response from Dean – Mar 29
- **Added to CMMS for Dehcho/Sahtu plants**

Initiated by: Boyd	Date required: January-31-17
Responsible party: Roger, Boyd, Darren, Les	Date complete: April-28-17

Item # 2016-012	Date initiated: November-3-16
Item details: Casual Plant Superintendent training delayed because no Neevee	
- Where are certificates going now that Neevee is gone? –	
Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back Andy to email HR to find out where certificates are being sent	
Actions taken:	
- Emailed Sharmayne – waiting for response – Sharmayne says to email her any training records. They have sent out any certificates that they received.	
- HR Recruitment status report shows first screenings for training coordinator position to take place Jan 15.	
- Bob will email HR and ask them to make the casual plant superintendent training session a high priority for the incoming training coordinator – done	

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- Monitor to see if training coordinator is staffed by next meeting (Feb 24)
- Response from Erin Dean at HR: "We have the 3rd (and final) round of interviews taking place this week. Two candidates have made it to this stage and both will be here in Hay River to meet with members of the HR and HSE teams. We hope to be able to make a decision by end of week. I anticipate a start date of at least a month out because either candidate would require relocation."
- HR says new training coordinator will start April 18th
- After April 18th – need to contact HR and identify a block of time in Sept for the plant casual super training.
- **Bob to contact Kristen Slade - new training specialist, RE: Plant Superintendent Casual training in September.**


Initiated by: Boyd, Bob	Date required: December-31-16
Responsible party: Bob, Daniel, Andy	Date complete:

Item # 2016-017	Date initiated: January-13-17
Item details: Safety orientation needs a review to determine effectiveness	
- Online orientation needs update	
Recommendations: Contact HSE about this	
Actions taken: Andy to follow-up with Eddie	
Eddie's response: "In 2017/18 we will be looking at suitable options for replacement. It's uncertain when it will be replaced, but it is on the radar and definitely needs to be redone."	
- Also, better onboarding for contractor electricians/mechanics. Meeting beginning of May to determine.	
- keep on minutes to monitor progress	
Initiated by:	Date required: January-31-17
Responsible party: Andy	Date complete:

* Copy table above and insert as required

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

Item # 2016-020	Date initiated: January-24-17
Item details: Recurring agenda item: What can we do to improve safety at NTPC?	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

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Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob		Daniel	
July	Roger		Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

Next Meeting Details	
Date: May-25-17	Time: 10:00 AM
Chairperson: Boyd	Secretary: Andy

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.