 <b>NORTHWEST TERRITORIES POWER CORPORATION</b> Empowering Communities	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: JOHSC Thermal	Location: Andy, Bob, Steve, Ned and Roger in Inuvik, Boyd, and Les in Fort Simpson, Tommy by phone	
Date: April 30, 2018	Start time: 1:30 pm	End time: 2:20 pm
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

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	
Daniel Bruneau	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	1	Worker – by skype	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	1	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ned Day	1	Worker – by skype	<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-26-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2


Item # <b>2017-12</b>	Date initiated: November-24-17
Item details: Canada Safety Council JOHSC training	
Recommendations:	
<p>Actions taken: Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix.</p> <ul style="list-style-type: none"> <li>- Kristen still working on this</li> <li>- no update – Andy to message Kristen again</li> <li>- Received response from Kristen. Will schedule training for April</li> <li>-Update April 30 – Cannot login. Have contacted Kristen and she has same problem and will follow up with training provider. Try to do in May.</li> </ul>	
Initiated by:	Date required: February-26-18
Responsible party:	Date complete: February-26-18

Item # <b>2018-08</b>	Date initiated: January-26-18
<p>Item details: Review of incident investigations</p> <ul style="list-style-type: none"> <li>- Inuvik incorrect lockout</li> <li>- Inuvik Fire alarm while welding</li> <li>- Colville Lake Improper service hookup</li> </ul>	
<p>Recommendations: - Inuvik incorrect lockout: Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy</p> <ul style="list-style-type: none"> <li>- order labelling kit</li> <li>- summer student or apprentice to make labels and affix</li> <li>- to be checked by maintenance staff</li> </ul>	
<p>Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton</p> <ul style="list-style-type: none"> <li>- Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet.</li> <li>- Plant superintendents to install valve tags based on valve numbers in drawings</li> <li>- Les to send req# to Bob so he can order same valve tag kit.</li> </ul>	
Initiated by:	Date required: April-26-18
Responsible party: Andy, Les	Date complete:

**New Items**

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

Item # <b>2019-01</b>	Date initiated: April-30-18
Item details: Union to select 4 members to sit on the JOHSC 2018-19	
Recommendations: - Les to contact Jacob to complete this	


 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 3 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Actions taken:	
Initiated by:	Date required: May-28-18
Responsible party: Les	Date complete:

Item # <b>2019-02</b>	Date initiated: April-30-18
Item details: Update on Central JOHSC meeting in YK in April from Boyd -Review of April 2018 JOHSC central meeting minutes	
Discussion items: - Late reporting -Snare use of vehicles - Recognition for JOHSC members - Circle check or vehicles (looked at Powerline post and SWP 1.01) - Tailboard meeting form - Attendance of JOHSC members	
Actions taken: Discussion only	
Initiated by:	Date required: May-28-18
Responsible party:	Date complete: May-28-18

Item # <b>2019-03</b>	Date initiated: April-30-18
Item details: Union to select 4 members to sit on the JOHSC 2018-19	
Recommendations: - Les to contact Jacob to complete this	
Actions taken:	
Initiated by:	Date required: May-28-18
Responsible party: Les	Date complete:

Item # <b>2019-03</b>	Date initiated: April-30-18
Item details: News North OHS edition	
Recommendations: - Andy to send electronic copy to all Thermal JOHSC members	
Actions taken:	
Initiated by:	Date required: May-28-18
Responsible party: Andy	Date complete: May-28-18

	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 4 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Item # <b>2019-xx</b>	Date initiated: January-24-18
Item details: Quorum = one half the regular members plus one	
Recommendations:	
Actions taken:	
Initiated by:	Date required: January-24-18
Responsible party:	Date complete: January-24-18

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

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy		Daniel/Darren	
September 30	Roger/Andy		Boyd/Les	
December 31	Bob/Andy		Daniel/Darren	
March 31	Roger/Andy		Boyd/Les	

\* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

Next Meeting Details	
Date: May-28-18	Time: 1:30 PM
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.