



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2


Meeting Details

Group: Hydro	Location: North & South Slave	
Date: May-1-18	Start time: 13:30	End time: 14:45
Secretary: Nihal Costa	Chairperson: Darren Hazenberg	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Courtemanche	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ken Bell	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	1	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Grant Penny	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Burgin	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Darren Hazenberg	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sutherland	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Davenport	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

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 4
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Approval of Previous Meeting Minutes

Date of last meeting: April-3-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Reviewed April minutes. Discussed outstanding items and April incident reports. Arc Flash Fatality Video. New Walk Around Vehicle Policy. New decals to be placed by Darren.	

Outstanding Items at Previous Meeting

Item # 2019-01	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: Ongoing review completed and sent to HSE for draft. Once Taltson (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations and review any changes*	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete:

Item # 2019-02	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Approved and Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however, there is no project brief at this time. The new fence will go around all of the staffhouses. Construction planned for summer 2018.	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: Click here to enter a date.

New Items

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

Item # No New Items this Meeting	Date required:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Initiated by:



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Responsible party:

Responsible party:

* Copy table above and insert as required

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	March 24	
2			
3			
4			

Hydro JOHSC Monthly Incident Review

Item #	Brief Description	Date Initiated	Date Completed
04-12-18	Bluefish Truck Damage	April 12/18	
04-18-18	Hay River Truck Left Road	April 18/18	
04-18-18	Fort Liard Back Injury	April 18/18	April 19/18
04-19-18	Inuvik Slip and Fall	April 19/18	
04-24-18	Inuvik Ankle Strain	April 24/18	
04-26-18	Deline Broken Meter Base	April 26/18	


Hydro JOHSC Facility Safety Inspection Schedule

Month	Fort Smith		Jackfish	
June				
Sept				
Dec				
March				

Next Meeting Details

Date: June-20-18

Time: 08:45-10:00

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Chairperson: Darren Hazenberg	Secretary: Nihal Costa
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Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4) Post