NORTHWEST TERRITORIES POWER CORPORATION *Empowering Communities*	**Health & Safety Management System Form:** JOHSC Meeting Minutes	
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: May-10-17	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	1	Union Rep Worker / Co-Chair	☒Yes ☐No	
Andrew Taylor	2	Management / Co-Chair	☒Yes ☐No	Choose one:
Blaine MacKay	2	Management	☒Yes ☐No	Choose one:
Sam Mugford	2	Union Rep Worker	☒Yes ☐No	Choose one:
Gilles Ringuette	1	Union Rep Worker	☐Yes ☒No	On leave
Andrew Davidson	2	Management	☒Yes ☐No	
Erin Dean	2	Excluded Worker	☒Yes ☐No	Choose one:
Ian Flood	2	Union Rep Worker	☒Yes ☐No	
Tammy Martel	2	Excluded Worker	☒Yes ☐No	Choose one:
Lida Thomson	1	Guest	☒Yes ☐No	
			☐Yes ☐No	Choose one:
			☐Yes ☐No	Choose one:
			☐Yes ☐No	Choose one:
			☐Yes ☐No	Choose one:
			☐Yes ☐No	Choose one:

***** Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes	
Date of last meeting: April-12-17	Approved? ☒ Yes ☐ No
Discussion: Blaine motioned to approve; Andrew T. seconded.	

Outstanding Items at Previous Meeting	
Item # 1: 11-07-16 INUVIK METER CHANGE	**Date initiated:** November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: Gilles has inquired however no investigation started yet; will continue to update.	
Initiated by: Roger Rivait	**Date required:** February-8-17
Responsible party: Rex Dalley	**Date complete:**

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	**Date initiated:** November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: NO UPDATES. John emailed again last week – an investigation has not even been initiated. Will continue to send reminders.	
Initiated by:	**Date required:** March-31-17
Responsible party:	**Date complete:**

Item #3: 11-28-16 EMERGENCY PREPAREDNESS	**Date initiated**: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: Fire drill will be tomorrow Fire extinguisher training (we work around HRFD schedule); groups of 10 takes approx. 1½ hours each Everything is on track for the fire drill.	
Actions taken: o Erin has sent out invitations to the atrium presentation o John will email Managers re this training is mandatory for building wardens o Sam to send copy to Lida o By June Ian will have specific dates we can forward for this so we can send out in July (not 1st week in consideration of Finance).	
Initiated by: Lida/John/Sam	**Date required:** May-10-17
Responsible party: Blaine & Ian	**Date complete:**

Item #4: 01-12-17 PRELIMINARY PLANNING	**Date initiated**: January-12-17
Item details: National Day of Mourning – April 28th & NAOSH Week – May 7th to 13th	
Recommendations: National Day of Mourning (April 28th) – JOHSC does this! Now we know for next year. Lida suggested a good idea for next year – to possibly have employees that have been affected to share their stories. NAOSH Week (May 7-13) – HSE to put on a pancake breakfast. Blaine & Ian to do a presentation.	
Actions taken: Everything is on track and will be ready to go.	
Initiated by: Erin	**Date required:** April-12-17
Responsible party: Erin	**Date complete: May-10-17**

Item #5: 01-12-17 INCIDENTS REVIEW	**Date initiated:** January-12-17
Item details: High rated incidents reviewed	
Recommendations: Issues: 1) Electrical contractor – improper procedures, no PPE, no Arc Flash training 2) Rental car on winter road – reporting is not clear; reporting should be very clear & concise 3) There is no clothing rule & no enforcement of PPE 4) Lack of communication	
Actions taken:	
Initiated by: Erin	**Date required:** February-8-17
Responsible party: John/Erin	**Date complete: May-10-17**

Item #6: 04-12-17 INCIDENT REPORTING	**Date initiated:** April-12-17
Item details: Vehicle Incidents (lots of backing up incidents) & Inuvik Racking	
Recommendations: o Contractors vehicles not set up for road conditions; NTPC needs to be on top of timing/scheduling for the ice roads – 1 week away from closing they are a muddy, slushy mess.	
Actions taken: o Eddie sent out Driving SWP's as reminders	
Initiated by: Andrew T.	**Date required:**
Responsible party: Eddie	**Date complete: May-10-17**

Item #7: 04-12-17 FIRST AID KITS	**Date initiated:** April-12-17
Item details: Is there protocol on re-stocking the kits? Does HSE do this?	
Recommendations: Kits are on the inspection sheet; they are not re-stocked. Suggested dating kits and replacing every two years with small travel kits being replaced each year. Need to have ownership of first aid kits.	
Actions taken: Blaine will talk with HSE & discuss creating policies & procedures.	
Initiated by:	**Date required:**
Responsible party: Blaine	**Date complete:**

Item #8: 04-12-17 BUILDING INSPECTION ISSUES	**Date initiated:** April-12-17
Item details: o Head Office – boards rotting around outside of building; ant problem in summer o Warehouse – no guards on blade (order a guard or possibly a new saw) o Back area is in disarray o Warehouse area is improved & clean; if Vern could just get to the back area o Fence around garbage bin is beat up & falling down and should be replaced	
Recommendations: Vern & Rod should be made aware & come up with a plan to fix these items.	
Actions taken: Blaine to send copy of the inspection to them. Mitchell is finalizing building maps.	
Initiated by: Blaine/Gilles	**Date required:**
Responsible party:	**Date complete:**

Item #9: 04-12-17 KPI'S FOR JOHSC	**Date initiated:** April-12-17
Item details: o How will HR JOHSC be reviewed? o Are we effective? o How is our attendance rate?	
Recommendations: **DELAY UNTIL NEXT MONTH**	
Actions taken:	
Initiated by: John S.	**Date required:**
Responsible party: John S.	**Date complete:**

Item #10: 04-12-17 AIR QUALITY TESTING	**Date initiated:** April-12-17
Item details: o This was done some time ago but we've never seen the results o Sound level assessment was also done last year	
Recommendations: o Seems there was no testing done; Andrew T. will check with Rod G. & cc HSE o Server room was insulated & determined people can work in it for up to 8 hours. o It's difficult to get anyone to come up here to do this kind of testing. o There's no reasonable risk to employees o The concerned employee does have other options i.e. Union	
Actions taken: Lida will look further into this issue	
Initiated by: Andrew T.	**Date required:**
Responsible party: Andrew T.	**Date complete:**

* Copy table above and insert as required

- Minutes:
  - need to have a faster response
  - Draft is published & sent to JOHSC members 1 week after meeting
  - Members will be given two (2) days to respond with comments (4 pm Fridays)
  - Mandatory response from every member
  - Any changes will be made, then to send Draft to members, HSE Director & imanage
  - Next meeting minutes approved
  - Published as FINAL to imanage, JOHSC, HSE Director & printed for bulletin boards at main office (2) and warehouse (1) by the Monday after
  - Item numbers: Item # + date of incident or date of topic brought up

New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #1: 05-10-17 Street Signage & Crosswalks	**Date initiated:** May-10-17
Item details: o Finance escalated this issue to JOHSC	
Recommendations:	
Actions taken: o John contacted Ross Potter (Town) who says painting is to be done this summer (date TBA) o John will follow up and ask Ross to put in a request for a 3 way stop at that corner or even request them to assess this issue	
Initiated by: Sam M.	**Date required:**
Responsible party: John S.	**Date complete:**

Item #2: 05-10-17 Safety Trends	**Date initiated:** May-10-17
Item details: o Injury stats produced quarterly on Powerline o Could we have more detailed reporting? Reporting is standardized.	
Recommendations: o Prior to next meeting each member is to look at these tools & stats on Powerline o How can JOHSC better use these tools?	
Actions taken:	
Initiated by: .John S.	**Date required:** June-14-17
Responsible party: John S.	**Date complete:**

Item #3: 05-10-17 Site Emergency Response Plans	**Date initiated:** May-10-17

Item details:

- Eddie visited us in March and said these would be complete by end of April
- John sent a follow up email and got no response
- John spoke with some site crews & noted there has been no action since March
- Taltson may be our Worst Case Scenario
- No action on anything since March
- John followed current plan steps for Taltson
- Contacted the Fort Smith RCMP
- Contacted MediResponse
- MediResponse stops at the airstrip
- NTPC responsible to get employee to the airstrip
- Emergency Response team has not been identified
- John spoke with WSCC – says it's clearly the responsibility of the employer to get employee to medical care
- Question #1: Has the company demonstrated due diligence for the safety & protection of our employees? NO
- Question #2: As Hay River JOHSC, what is our next step?

Recommendations:

- John suggested a formal letter to Emanuel D. requesting action on this item, complete with a plan for training & implementation
- It's also appropriate to give Eddie S. a heads up; giving him a deadline to respond of June 4 or letter is sent to Emanuel D.
- Plan should be implemented in the summer months
- All sites to review their ERP's (this was also mentioned at Central JOHSC meeting)
- This has been an ongoing concern for some time

Actions taken:

- Erin will ask Eddie S. of his plan
- John will follow up with other JOHSC's to see what they're doing to try to remedy this item

Initiated by: John S.	**Date required:** June-14-17
Responsible party: John S.	**Date complete:**

Items Completed in Current Fiscal Year			
Item #	**Brief Description**	**Date Initiated**	**Date Completed**
1	11-28-16 Emergency Preparedness	Nov. 28, 2016	May 10, 2017
2	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
3	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017

(Name) JOHSC Quarterly Facility Safety Inspection Schedule				
Month	**(Location)**		**(Location)**	
April 2017	Hay River HO	Hay River Warehouse		
July 2017				
October 2017				
January 2018				

Next Meeting Details	
Date: June-14-17	Time: 10:30 in Engineering Boardroom
Chairperson: Andrew T.	Secretary: Tammy Martel

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