



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-10-19	Start time: 2:15pm	End time: 3:20pm
Secretary: Bryan Brazeau	Chairperson: Bryan and Grant	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jason Courtemanche	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Jean Guy Poitras	0	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Dennis Bourke	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Grant Penney	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Nihal Costa	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Bryan Brazeau	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sunderland	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Tom Deleff	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
John Davenport	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Eileen Hendry	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Drew Farmer	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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Approval of Previous Meeting Minutes	
Date of last meeting: April-12-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Approved April minutes	

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*. Ongoing (Hay River to provide possible ERP training) Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item. Colin to follow-up. Update from February 8 th , 2019: NTPC has hired a contractor to create Emergency Response Plans for the North Slave Hydro Sites, 'table top simulation'. No update March 7 th , 2019. No update April 12 th , 2019. Update from May, 10 th , 2019: NTPC will be conducting various levels of Incident Command System (ICS) training to align response measures with GNWT. Taltson test scenario was very successful. More tests are to be completed as possible. Since the primary recommendation of reviewing and testing emergency response plans has been accepted and is underway, this item can be marked as completed from the next JOHSC meeting.	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete: May-10-19

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: HSE Policy analyst to add an item 5.14 of form 9.2 to check Fire Panels for alarm or trouble lights. Approve site list inspection schedule.	



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Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.

May 10, 2019: Site list and schedule to be created and proposed at next meeting. Discussions on which sites were going to be inspected by JOHSC-Hydro committee members versus local plant operators.

Initiated by: Committee

Date required: May 31, 2019

Responsible party: Bryan

Date complete: [Click here to enter a date.](#)

Item # 2019-07

Date initiated: March 7, 2019

Item details: JOHSC Training

Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group

No response as of April 12, 2019.

Actions taken: none

Initiated by: Committee

Date required: TBD

Responsible party: HR

Date complete: [Click here to enter a date.](#)

Item # 2019-11

Date initiated: April 12, 2019

Item details: JOHSC recommendations are not being responded to

Recommendations: HSE to update on recommendations

Actions taken: HSE (Josh) attended meeting to clarify on JOHSC procedures to clarify. A JOHSC committee member will be assigned responsibility to reach out to management for a formal response on recommendations. Responses will be documented. A JOHSC item registry will be created to provide an easy way of documenting and tracking recommendations.


This item can be removed from next meeting minutes.

Initiated by: Committee

Date required: TBD

Responsible party: Bryan

Date complete: May 10, 2019

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Item # 2019-12	Date initiated: April 12, 2019
Item details: Several outstanding incident investigation sign-offs were completed, follow-up needed.	
Recommendations: JOHSC-Hydro to review tracking register at next meeting.	
Actions taken: All outstanding investigations have been reviewed and signed off. Several follow-up items to review.	
Update May 10 th , 2019: Corrective actions are tracked in a registry by HSE and Management but this information has not yet been shared with JOHSC/employees. Colin will share the registry with Bryan, to be reviewed at the next JOHSC meeting.	
Initiated by: Committee	Date required: April 12, 2019
Responsible party: Bryan	Date complete:

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

Item # 2019-13	Date initiated: May 10, 2019
Item details: Low participation in safety meetings, few employees contribute safety items.	
Recommendations: Employer to provide a means of reporting safety items anonymously.	
Actions taken: New item.	
Initiated by: Bryan	Date required: July 15, 2019
Responsible party: Bryan	Date complete:

Item # 2019-14	Date initiated: May 10, 2019
Item details: NWT Occupational Health and Safety Regulations need to be reviewed for areas to improve JOHSC involvement. JOHSC-Hydro is aware of an inspection report completed by WSCC at the Snare Forks work site that has not be provided to the committee, which is required in the regulations (see Section 53). There may be other sections NTPC needs to review for compliance.	
Recommendations: Review NWT OH&S Regulations and provide corrective actions to address compliance with NWT OH&S Regulations.	
Actions taken: New item.	
Initiated by: Bryan	Date required: August 31, 2019
Responsible party: Bryan	Date complete:



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Item # 2019-15	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party: Committee	Date complete:

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	Mar. 24, 2018	Apr. 30, 2018
2	Item 2019-02 Snare Bear Fence (new capital)	Jul. 17, 2017	Mar. 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019
6	Item 2019-08 Safety Item Escalation	Mar. 7, 2019	Mar. 7, 2019
7	Item 2019-09 Incident Investigation: Snare Utilidor Fire	Mar. 7, 2019	Mar. 7, 2019
8	Item 2019-10 Incident Investigation: YK Pinched Thumb	Mar. 7, 2019	Mar. 7, 2019

Hydro JOHSC Monthly Incident Review			
Item #	Brief Description	Date Initiated	Date Completed
1	Inuvik Work Protection Tags	Apr. 17, 2019	May 10, 2019
2	Ft. Smith Aircraft Engine Trouble	Apr. 30, 2019	May 10, 2019
3			

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Hydro JOHSC Site Safety Inspection Checklist			

Next Meeting Details	
Date: June-14-19	Time: 2pm
Chairperson: Stuart R. and Grant P.	Secretary: Bryan Brazeau

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.