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

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: May-15-17	Start time: 10:00am	End time: 10:50am
Secretary: Nihal Costa	Chairperson: Colin Steed	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Duane Rohne	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	3	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Denis Bourke	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	2	Hydro Field EIT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Mervin Penney	1	Elect. Tech.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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-19-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Discussion: Review incidents/ Central JOHS meeting minutes/Dropped UPS/Check first-aid kits/Additional form for PLC programming other than equipment access permit

Outstanding Items at Previous Meeting

Item # 2017-001	Date initiated: April-19-17
Item details: Equipment Access permit not being acquired for PLC programming. Are technicians aware this is required. JOHS hydro are requesting a document as emails just get mixed in with all other " Noise".	
Recommendations: JOHSC hydro are requesting a document as emails just get mixed in with all other " in box Noise".	
Actions taken: Training maybe required and use permit request form already in place	
Initiated by: Colin Steed	Date required:
Responsible party: Eddie Smith	Date complete: Click here to enter a date.

Item #	Date initiated: Click here to enter a date.
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required

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

Item # 2017-002	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:	
Initiated by: Colin Steed	Date required: Click here to enter a date.
Responsible party: Eddie Smith	Date complete: Click here to enter a date.



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Item # 2017-003	Date initiated: May-15-17
Item details: Post hydro JOHSC meeting minutes on bulletin boards at Jackfish	
Recommendations:	
Actions taken:	
Initiated by: Colin Steed	Date required: May-19-17
Responsible party: Darren Hazenberg	Date complete: Click here to enter a date.

Item # 2017-004	Date initiated: May-15-17
Item details: Put in preventative work order for checking and possibly replacing AED batteries	
Recommendations: A preventative work order can be put into CMMS to address this issue	
Actions taken:	
Initiated by: Mervin Penney	Date required: May-19-17
Responsible party:	Date complete: Click here to enter a date.

Item # 2017-005	Date initiated: May-15-17
Item details: Improving Safety Culture	
Recommendations: <ul style="list-style-type: none"> • All employees and managers apply the 'SEE IT, FIX IT' rule. We should be addressing any safety related items ourselves • More presence of the HS&E group on site • Operation staff more involved in safety audits • All safety paperwork filled out in detail well before any job is started • More involvement of trade staff before rolling out any safety regulations (i.e. work protection) • Positive reinforcement for reporting near misses • New safety gear to be tried out by operation personnel for feedback or even as a form of incentive • New safety glasses as not everyone has them on while on site • Anonymous form of reporting incidents and near misses • Positive reinforcement for regularly checking our safety equipment • More involvement from employees as to what they would like to see from their JOHSC • Safety involved in every JOHSC meeting 	
Actions taken:	
Initiated by: Colin Steed	Date required: May-19-17
Responsible party: Co -Chairs	Date complete: Click here to enter a date.

* Copy table above and insert as required

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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
27-11-16	UPS dropped entering into B1 Investigation	Jan 31/17	
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/17	
03-29-17	Haul Truck stuck on Winter Road Incident Investigation	Apr.19/17	
02-04-17	Snare Breaker Rack in Incident Investigation	Apr 2/17	
21-03-17	First Aid kit inspections	Mar 21/17	Apr 20/17

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

Next Meeting Details

Date: Click here to enter a date.	Time:
Chairperson: Colin Steed	Secretary:

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