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	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: JOHSC Thermal	Location: Les, Boyd, and Trudy in Fort Simpson; Tommy by phone; Bob, Andy, Rex, and Roger in Inuvik	
Date: May-27-16	Start time: 9:27 am	End time: 10:02 am
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	2	Management, Chair Person	☒ Yes ☐ No	
Bob Eldridge	2	Management	☒ Yes ☐ No	
Les Watsyk	2	Worker	☒ Yes ☐ No	
Daniel Bruneau		Management	☐ Yes ☒ No	On duty travel
Tommy Betsidea	2	Worker – by phone	☒ Yes ☐ No	Choose one:
Rex Dalley	2	Management	☒ Yes ☐ No	Choose one:
Darren Moorman		Worker	☐ Yes ☒ No	On leave
Roger Rivait	2	Worker	☒ Yes ☐ No	Choose one:
Andy Crowther	2	Guest	☒ Yes ☐ No	Choose one:
Rob Closs	1	Management (Acting) – by phone	☐ Yes ☒ No	Choose one:
Clod Manolo	1	Worker	☐ Yes ☒ No	
Trudy Nelner	1	Worker	☒ Yes ☐ 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: April-26-16	Approved? ☒ Yes ☐ No

Outstanding Items at Previous Meeting	

Item # 2015-029	Date initiated: December-16-15
Item details: Grounding requirements for customers	

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Recommendations: NTPC should produce a flyer informing customers of their responsibility to have proper grounding at their homes. (pics of bad condition vs good condition?)

- Also a letter to DPW, Housing assoc., electrical inspector stating what needs to be done (meters, etc.)

Actions taken: - Rex to contact Pam and Eddie RE: producing a flyer

- Andy to follow-up with Rex Re: progress

- Rex has spoken to Todd Roche and Pam Coulter about this

- Rex to follow up with Pam and Todd Roche RE: progress on this

- Rex and Roger to meet with Todd Roche in the next couple days

- **In Process, check progress in June meeting**

Initiated by: Rex, Boyd

Date required: June-29-16

Responsible party: **Rex and Roger**

Date complete:

Item # **2015-030**

Date initiated: December-16-15

Item details: Grounds testing for Plants

Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town

Actions taken: - Boyd, Rex, and Kelly to coordinate

- Andy to follow-up with responsible parties – suggest electricians complete this work in plants

Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.

- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik.

- Coordinate with Bob and Kelly to have plant grounds tested.

- Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites.

- Darren Hazenburg to send test unit to Inuvik next week – **has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds**

- **Instructions and DVD came with equipment.**

- **Electricians to test grounds in each Thermal community when they are in there.**

Biannual ground fluke testing to be entered by Les into CMMS. Les will copy Kyle on this.

Initiated by: Boyd

Date required: June-29-16

Responsible party: **Roger, Boyd, Darren, Les**

Date complete:

Item # **2015-046**

Date initiated: January-27-16

Item details: Perks for JOHSC members

Recommendations: JOHSC members should receive perks for being on the committee Hats, jackets, trips for training, etc.) to keep people interested.

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- Was an item on the JOHSC Central meeting minutes (October 2015) – sent email to Pennie to follow up

Actions taken: - Andy to email Eddie for response
- Pennie Pokiak investigating this for the JOHSC Central Committee
- Andy to email Pennie again to ask if any progress

Follow-up info from Eddie:

10-20-15 Central JOHSC Minutes, item 2014-05.

a. Discussion around ways to build sense of “team” on the JOHSCs. Committees will become more effective as they realize they are a team with an important role in workplace safety and safety culture:

- i. Incentives for members with the intention of building team (e.g., getting jackets or watches for 2 years of service). P. Pokiak offered to look at ideas.
- ii. Once JOHSC memberships are finalized photos should be taken and sent to all areas they represent. People need to know who is on their JOHSC.
- iii. E. Smith to recognize improvements in committees (e.g., no vacancies, milestones met such as 4 consecutive meetings held).
- iv. Could also send kudos to JOHSC members.

Arguments against incentives:

- Optics: with a 5% rate hike, leather jackets looks bad to public/coworkers
- JOHSC is mandated by legislation - we have to have the meetings, no incentives needed.
- We don't spend like we used to
- A BBQ for JOHSC members is fine

- Boyd to follow up at JOHSC Central meeting in May

Initiated by:	Date required: June-29-16
Responsible party: Andy, Boyd	Date complete:

Item # 2015-055	Date initiated: March-30-16
Item details: Noise Survey results – Dehcho – Recommended double protection for some plants - Wrigley, Ft. Simpson (>105 dBA) - Reviewed Inuvik Noise Survey – EMD Plant – Noise level high – (>105 dBA)	
Recommendations: - Bob to send contact to Boyd for Yellowknife hearing testing - Les: Should there be signs posted with max decibel level outside plants? Andy to follow up with Eddie about this possibility From our Health and Safety MGMT system: 5.2 Management Management is responsible to: - Ensure noise levels of all work areas and equipment are measured and noise levels that regularly exceed 80 dBA are posted with appropriate signage. 7 Noise Surveys	

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7.4 Areas measured above 80 dBA shall require signage at the points of entry into areas of noise exposure indicating the range of noise levels requiring hearing protection.

8 Noise Controls

8.4 All work areas where noise exposures may exceed 80 dBA shall be clearly marked by a sign at the entrances and within these areas indicating the range of noise levels.

From WSCC Legislation:

Part 8

Measurement of Noise Levels

114. (5) An employer shall ensure that an area where the measurements taken under subsection (1) show noise levels that exceed 80 dBA, is clearly marked by a sign indicating the range of noise levels.

JOHSC agrees to have signs made like this:



But with 100 dBA or 105 dBA for those plants with excessive noise levels.
Andy to look into getting signs made.

Actions taken:

Initiated by:

Date required: June-29-16

Responsible party: Bob, Andy

Date complete:

Item # **2015-057**

Date initiated: March-30-16

Item details: Reinstate Defensive Driving Courses (practical, hands-on winter driving on slippery conditions)

Recommendations: - Andy to contact Neevee / Eddie to express JOHSC concerns

- Andy to work with Ops managers / T&D to coordinate Winter driving training for next Nov/Dec

Actions taken:

Initiated by: Tommy, Daniel

Date required: December-31-16

Responsible party: Andy

Date complete:

Item # **2015-061**

Date initiated: March-30-16

Item details: - Services attaching to power masts in communities.

- Old houses don't have separate masts while new homes do.

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- Meter bases not installed to code (height wrong, installed beside water faucet)
- Are plant superintendent / Lineperson concerns being passed on to the homeowner (via customer service)
- follow-up needs to happen to confirm that concern has been addressed.
- if mast/ meter base is not to our requirements, we should not put the meter on.

Recommendations: Roger to talk with Steve Harrison, customer service, and possibly Todd Roche to see how these concerns are forwarded on and followed-up.

- Rex and Roger to meet with Todd Roche in the next couple days
- Linemen meetings – discussed “inspect before you connect”
- To be brought forward at next safety meetings

Actions taken:

Initiated by: **Darren**

Date required: June-29-16

Responsible party: **Roger and Rex**

Date complete:

Item # **2016-001**

Date initiated: April-26-16

Item details: Guaranteeing Safety

Recommendations: Is there a safety initiative that managers need to guarantee their worker's safety?

Actions taken: - Response from Eddie:

From the NTPC Safety Culture presentation: “Safety is the number one value at NTPC. The President, all Directors, and all Managers will do everything in our power to ensure our workers go home safely each and every day.”

Initiated by: Rex

Date required: May-25-16

Responsible party: **Andy**

Date complete: May-27-16

* Copy table above and insert as required

New Items

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

Item # **2016-00**

Date initiated: May-27-16

Item details:

Recommendations:

Actions taken: -

Initiated by:

Date required:

Responsible party:

Date complete: April-26-16

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Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016

Next Meeting Details

Date: June-27-16	Time: 09:30 AM
Chairperson: Bob/Daniel	Secretary: Bob/Daniel

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.

JOHSC THERMAL PLANT INSPECTION SCHEDULE

Review inspection at meeting in:	Inuvik	Ft Simpson
January	Roger	Boyd
April	Bob	Daniel
July	Roger	Boyd
October	Bob	Daniel