



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: Engineering Boardroom	
Date: May-27-19	Start time: 1:30	End time: 3:00 p.m.
Secretary: Colleen Davie	Chairperson: David Kopp Van Egteren	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	2	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	0	Union Rep Worker/HSE Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Erin Dean	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	0	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Doug Prendergast	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	2	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	1	Union Rep 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

Approval of Previous Meeting Minutes

Date of last meeting: April-24-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

Item #2018-07 JOHSC Committee Training (continued)	Date initiated: September 12, 2018
Item details: We have not yet finished the 2nd part of our training.	
Recommendations: Get this scheduled to complete – possibly sometime in November.	
Actions taken:	
<ul style="list-style-type: none"> • Erin to confirm if training can be done on individual desk tops vs group setting • Update 2019-05-27: Bailey looking at options to see what is the best way to go about training 	

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Initiated by: Sam M.	Date required:
Responsible party: Erin	Date complete:

* Copy table above and insert as required

Item #2019-04	Date initiated: April 24, 2019
Item details: JOHSC Communication	
Recommendations: Send communication out to remind everyone of committee/members/what we do etc..	
Actions taken: <ul style="list-style-type: none"> • JOHSC will no longer do recurring communication newsletters • Once Annual Fire Report Drill is received the JOHSC will send out company wide email reviewing results and reminding everyone of what our committee does/members/how to contact etc... • Doug – Find out who maintains the JOHSC information on PowerLine 	
Initiated by: JOHSC	Date required:
Responsible party: JOHSC	Date complete:

New Items (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # 2019-03	Date initiated: May 27, 2019
Item details: Assignment of new Co-Chair	
Recommendations:	
Actions taken: <ul style="list-style-type: none"> • Sam Mugford has resigned as he is leaving NTPC • New Co-Chair to be assigned – Zach Biggar/Matt Lakusta? 	
Initiated by: JOHSC	Date required: 2019-06-26
Responsible party: JOHSC	Date complete:

JOHSC Monthly Incident Review		
Month		
March 2018	Reviewed and Discussed	✓
April 2019	Reviewed and Discussed	✓
May 2019		

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.



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June 2019		
July 2019		
August 2019		
Sept 2019		
Oct 2019		
Nov 2019		
Dec 2019		
Jan 2020		
Feb 2020		
March 2020		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2019	Erin and Matt	✓
May 2019	Colleen and Dave	
June 2019	Zach and Allan	
July 2019	Doug and Adam	
Aug 2019	Erin and Dave	
Sep 2019	Colleen and Matt	
Oct 2019	Zach and Adam	
Nov 2019	Doug and Allan	
Dec 2019	Erin and Colleen	
Jan 2020	Dave and Matt	
Feb 2020	Zach and Doug	
March 2020	Allan and Adam	

**JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)**

Month	HR Head Office	HR Warehouse
April 2019	✓ Allan and Doug	Allan and Doug
July 2019	Josh and Dave	Josh and Dave

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October 2019	Adam and Zach	Sam and Zach
January 2020	Matt and Erin	Matt and Erin

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08

Next Meeting Details	
Date: June-26-19	Time: 1:30 Engineering Boardroom
Chairperson: Dave Kopp	Secretary: Colleen Davie

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