



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Andy, Robert, Steve and Trevor in Inuvik; Boyd in Fort Simpson. Robert Closs in Norman Wells	
Date: May-27-19	Start time: 10:35am	End time: 10:52am
Chairperson: Boyd Mallaley	Secretary: Boyd Mallaley	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	2	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	0	Management – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Duty Travel
Steve Harrison	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jacob Pokiak	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
John Williams	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Trudy Nelner	0	Worker – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Robert Gerhardt	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused


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

Approval of Previous Meeting Minutes

Date of last meeting: February-22-19 Approved? Yes No

Outstanding Items at Previous Meeting

Item # 2018-08	Date initiated: January-26-18
Item details: Review of incident investigations - Inuvik incorrect lockout - Inuvik Fire alarm while welding - Colville Lake Improper service hookup	

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Recommendations: - Inuvik incorrect lockout: Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy

- order labelling kit
- summer student or apprentice to make labels and affix
- to be checked by maintenance staff

Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton

- Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet.
- Plant superintendents to install valve tags based on valve numbers in drawings
- Les to send req# to Bob so he can order same valve tag kit.
- Bob to order kits for his plants following Boyd's requisition # 19257
- check with Bob in August
- check with Bob in September
- Bob's requisition is in. Waiting for delivery to Bob
- Bob has received. Engineering to be involved in tagging/numbering/standardizing.
- Examine scope of this project at November meeting
- **John to bring up this project with Mike. Determine if capital or operations budget. Size of project.**
- **John to give update in April – John working on Inuvik air system drawings for Tag completion, Capital project required to complete all communities**

Initiated by:

Date required: December-28-18

Responsible party: **John**

Date complete:

Item # **2019-11**

Date initiated:

Item details:

Recommendations:

Actions taken:

-

Initiated by: Daniel Bruneau

Date required: December-28-18



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Responsible party:

Date complete:

New Items

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

Item # **2019-31**

Date initiated: April-2-19

Item details: Review of February Incident Reports

Recommendations: None

Actions taken:

Initiated by:

Date required: April-2-19

Responsible party:

Date complete: April-2-19

Item # **2019-33**

Date initiated: April-2-19

Item details: Union representation on JOHSC

Recommendations: Union to select 4 members.

Actions taken: email to union – Jacob and Tyler

Initiated by: Andy

Date required: April-2-19

Responsible party: Andy

Date complete: April-2-19



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Item # 2019-34	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2019-01	Union to select 4 members to sit on JOHSC	April 30, 2018	June 5, 2018
2019-05	June General Health and Safety Meeting		

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy		Daniel/Trudy	
September 30	Robert/Andy		Boyd/Trudy	
December 31	Bob/Andy		Daniel/Trudy	
March 31	Robert/Andy		Boyd/Trudy	

* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

Next Meeting Details

Date: June 24-19	Time: 1:30 PM
Chairperson: Boyd	Secretary: Andy

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.