	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Meeting Details		
Group: Central JOHSC	Location: Yellowknife, Scotia Center Boardroom	
Date: June-7-16 to June-8-16	Start time: 9:00 am (07)	End time: 4:00 pm (08)
Secretary: E. Smith	Chairpersons: J. Poitras, E. Smith	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
Eddie Smith	Director, HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean-Guy Poitras	H&S Coordinator (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andy Crowther	H&S Coordinator (Guest)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jeremy Storvold	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rob MacIntosh	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jacob Pokiak	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Boyd Mallaley	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: October-20-15	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion: <ul style="list-style-type: none"> - Motion to approve minutes, motion carried - Each JOHSC to review Central minutes at their next JOHSC meeting 			

Outstanding Items at Previous Meeting	
Item # 2014-05	Date initiated: September-26-13
Item details: Review of Safety Management System Element 14.04: JOHSC <ul style="list-style-type: none"> - The JOHSCs are made up as per the NWT Safety Act & Regulations and in accordance with the Collective Bargaining Agreement. - Handed out NWT Safety Act & Regulations. - Read through the entire element together. Discussed JOHSC roles and responsibilities, how meetings are to be held. - Reviewed the new agenda and minutes forma, general consensus that they are good and will add 	

structure and consistency across NTPC:

- *Form 14.04.1: JOHSC Meeting Agenda*
- *Form 14.04.2: JOHSC Meeting Minutes*
- P. Harrington offered to put minutes for all three JOHSC into new minutes format.
- Stressed the importance of holding regular meetings. This is improving, but we are not yet at 100% compliance.
 - All meetings must be held for the JOHSCs to function correctly and provide value to our workers.
 - Meetings must be held, regardless of whether there is quorum.
 - No decisions can be made without quorum, but at least meetings will be held, items can be brought forward and discussed, and minutes will be produced.
 - Attendance is mandatory and members must attend unless on leave, in transit, or excused. Members should call in while on duty travel.
- Handed out list of JOHSC meetings held over last several years a (updated for Oct. 2015 meeting):

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hydro	n	n	n	n	Y	n	n	Y	n	n	n	Y	3
Thermal	n	n	n	n	n	Y	n	n	n	n	n	n	1
HQ	n	n	n	n	Y	Y	Y	n	n	Y	n	n	4
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hydro	n	n	Y	n	n	Y	n	n	n	Y	n	n	3
Thermal	n	n	n	n	Y	n	n	n	n	n	Y	n	2
HQ	Y	Y	Y	Y	n	n	n	n	Y	Y	n	Y	7
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hydro	n	Y	n	Y	n	n	n	n	Y	n	Y	n	4
Thermal	Y	Y	Y	Y	Y	Y	Y	n	n	Y	Y	Y	10
HQ	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hydro	Y	Y	n	Y	Y	n	n	n	n	n	Y	Y	6
Thermal	Y	Y	Y	Y	Y	Y	Y	Y	n	Y	Y	Y	11
HQ	Y	Y	Y	Y	Y	Y	Y	n	Y	Y	Y	Y	11
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hydro	Y	n	n	Y	n	Y	n	n	n	Y			4
Thermal	n	Y	n	n	n	Y	Y	Y	n	Y			5
HQ	Y	Y	Y	n	n	n	n	Y	Y	Y			6

- Discussion about difficulty in filling membership, people not wanting to be on the committees, difficulty in getting people from certain areas on the committees.
 - Attendance at JOHSC meetings is mandatory. It is both legislated and a corporate requirement. Meeting attendance needs to be driven by management to correct the issues with non-attendance.
 - As per Section 6.53 of the Element: *“The JOHSC is responsible to ensure the Union and NTPC select members at the appropriate time.”* The Committees need to urge the Union to provide members.
 - Fort Simpson and Inuvik are both part of the Thermal JOHSC, despite having different union locals. The Thermal JOHSC needs members from Ft. Simpson
 - The Thermal and Hydro JOHSCs should have representation from the satellite plants (Plant

Superintendents) as these committees represent the satellite plants as well as the regional centers.

- As with group health & safety meetings, the JOHSCs should assign a JOHSC member to follow up on action items, not someone outside of the JOHSC.
- The H&S Dept. will help to drive membership and get the committees up to full membership.
- Review of Facility Safety Inspections at JOHSC meetings:
 - Facility Safety Inspections are faxed monthly to the H&S Dept. and to the applicable managers.
 - Hay River JOHSC has recently changed the frequency of their inspections from monthly to quarterly.
 - Hydro and Thermal inspections are still done on a monthly basis and are stored in iManage.
 - *Element 14.04: JOHSC* specifies at a minimum quarterly review of all plant safety inspections covered by that particular JOHSC.
- Action items:
 - E. Smith to make adjustment to Element wording in Section 9.6.1 to move “Interests and Concerns” to end of list of “New Items” (request from N. McBride)
 - Due date: September 30, 2013.
 - Completed: September 30, 2013.
 - K. Dies, P. Harrington, D. Rivard to send any minutes that may not have been reflected in the table.
 - Due date: October 31, 2013
 - Completed: October 31, 2013

Recommendations:


- 1) Co-chairs to urge Unions to provide full worker membership on the JOHSCs. E. Smith to help bring JOHSCs up to full membership. D. Rivard to send request for JOHSC members out to Union membership, B. Eldridge to talk to new managers in Inuvik. Review *Health & Safety Management System Element 14.04: JOHSC* for information on committee makeup.
 - Due date: November 29, 2013, incomplete
 - Revised due date: May 01, 2014
 - 11-05-14 update:
 - Thermal JOHSC now has representation from Inuvik, Ft. Simpson, and the satellite plants (Tulita Plant Superintendent) and have held regular meetings.
 - Hydro JOHSC has not held a meeting since May. Central JOHSC met with Hydro Division Director to discuss. He committed to speak with management and with the Union to ensure regular membership is in place and meetings are held regularly. All members should be at all meetings, whether in person or by phone, unless on leave or in transit.
 - Commitment to invite J. Pickett to attend next Central JOHSC meeting.
 - Action items:
 - J. Poitras to monitor meetings and attendance in the coming months and report back at the next Central JOHSC meeting.
 - Due date: April 01, 2015
 - 04-01-15 update:
 - Thermal and HQ JOHSCs have adequate attendance and hold the majority of meetings (over 10/year).
 - Hydro JOHSC is struggling with low attendance and low number of meetings (5/year).

- E. Smith met with Hydro Director and Managers in March and discussed this issue. Management committed to help getting the Hydro JOHSC back on track.
- Discussion at Central JOHSC was in agreement with Hydro Management: The Managers need to drive attendance at meetings. Each manager must be aware of which of their employees are on the JOHSC, when the meetings are scheduled, and ensure they attend.
- Members are to attend all meetings, either in person or by GoTo Meeting/phone, unless they are on leave.
- Suggestion to have Chairperson be someone who will drive attendance and ensure meetings are held as scheduled.
- Meetings should be set using Outlook with 24 hour reminder. Meetings are to be held as scheduled, unless there is an emergency. Copy Divisional management on meeting reminders to ensure they are aware and so that they can support.
- M. Simpson to bring this issue up at Joint Consultation Meetings as the Union is responsible to provide workers to be on the JOHSCs.
- E. Smith to provide JOHSCs with membership guidelines and ask that they approach their Union leadership to establish proper membership numbers.
- Co-chairs to ensure JOHSCs are structured properly (maximum 8 members) and meetings take place monthly.
- 10-20-15 update:
 - JOHSCs have the potential to have a significant positive influence on workplace safety, on safety culture, and on morale. But to do that they must meet regularly as a team and work efficiently.
 - Currently meetings are not taking place consistently and no committee has full membership. Some meetings take up to 3 hours when ideally they would take 1 hour.
 - Three things are required:
 - A solid, unchanging list of 8 committed members on each JOHSC.
 - Monthly meetings held 12 times per year.
 - Support from management for mandatory attendance and meetings.
 - E. Smith to request support from Senior Management in October to drive attendance at meetings. The goal is to have fully staffed JOHSCs and regular monthly meetings starting in November. Points for Senior Management: (completed 11-06-15)
 - JOHSC meetings to become priority.
 - Directors to assign managers to sit on JOHSCs.
 - Workers who may be interested will be approached to be on the JOHSCs. At the next Union meetings the Union membership can select members.
 - Managers to require workers to attend.
 - Directors to ensure managers attend.
 - E. Smith to ensure by November meeting all JOHSC memberships are full (completed 11-24-15).
 - To help get the JOHSCs functioning properly HSE will help facilitate meetings for the first 4-6 months at which point the JOHSCs should be able to continue on their own (completed monthly starting 10-23-15).
 - A. Crowther (Thermal) and J. Poitras (Hydro) will:
 - Prepare agendas to include incidents people wish to discuss, discussion of each investigation, and signing of required investigations.

- Take meeting minutes
- Assist chairpersons
- Send out meeting requests with 24 hour reminders
- Copy all applicable managers and directors so that they can ensure attendance
- Arrange GoTo Meetings and conference call numbers
- Once the JOHSC are functioning correctly and holding regular meetings with all members, HSE will step back.
- 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:
 - 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.
 - 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.
 - E. Smith to recognize improvements in committees (e.g., no vacancies, milestones met such as 4 consecutive meetings held).
 - Could also send kudos to JOHSC members.
 - **Note: this will become a new item so that item 2014-05 can be removed from these minutes.**

2) Co–chairs: Each incident investigation report reviewed must be noted in the JOHSC minutes and any recommendations must be recorded. HQ and Thermal JOHSCs have done this; Hydro was only reviewing Hydro investigations. Going forward all investigations will be reviewed by all JOHSCs so that all JOHSCs have opportunity to review and comment, and all are aware of what is taking place around the Corporation.

- Due date: October JOHSC meetings
- Revised due date: April 30, 2014 at the JOHSC meetings
- 11-05-14 update:
 - This still needs some work as it doesn’t appear that investigation reviews are recorded in the minutes consistently.
- 10-20-15 update:
 - Committees are aware of investigations requiring sign-off. With H&S Coordinators assisting in running meetings for the next 4-6 months, outstanding sign-offs will be completed.
 - Reminder to include each investigation as a single item on minutes.
- Action items:
 - H&S Coordinators to provide guidance to committees to ensure all investigations sent out that month are reviewed and included in the minutes.
 - Due date: ongoing
 - Complete: November 10, 2014
 - E. Smith to ensure when incidents and investigations are sent to the JOHSCs each month that the investigations are in a table and a message is included reading “The following investigations must be noted as individual items in the minutes.”
 - Due date: November 20, 2014
 - Completed: November 10, 2014

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 6 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

- Co-chairs to ensure incident investigations are included as individual items in the minutes.
 - Due date: April 01, 2015
 - Revised due date: April 30, 2015. This has been getting better, but will keep this on the minutes. All investigations must be noted as a separate action item on the monthly meeting minutes.
 - Revised due date: April 30, 2016
 - **Note: this will become its own item on the minutes so that item 2014-05 can be removed from these minutes.**

Actions taken:

- E. Smith provided JOHSCs with membership guidelines and asked that they approach their Union leadership to establish proper membership numbers (completed 04-08-15).
- E. Smith brought concerns to Senior Management and requested their support to fill JOHSC membership and ensure meetings are held and fully attended (completed 11-06-16).
- E. Smith contacted Senior Management, asked them to ensure management JOHSC positions are filled for November meeting; they committed to support. Contacted JOHSCs, asked them to ensure worker JOHSC positions are filled for November meeting (completed 11-06-15).
- All three JOHSCs have full membership (completed 11-25-15).

Initiated by: J. Poitras

Date required: April-1-16

Responsible party: E. Smith, A. Crowther, J. Poitras

Date complete: November-25-15

Item # 2014-21

Date initiated: September-27-13

Item details: Responsibility for Snare Vehicles

- Who is responsible for tracking vehicle use at Snare? The Plant Operator is usually responsible, but due to work load cannot be constantly present for contractors and other staff who operate the vehicles and heavy equipment.
- There appears to be little respect for the equipment because it is not theirs. Often users do not take ownership if there is damage done or equipment breaks down, and these incidents are often not reported. For example a contractor will use a truck one day and then leave site. The next day when the pre-operation check is being done a dent is noticed.
- There should not be a free-for-all when it comes to vehicle use. Worker should treat vehicles as if they were their own.
- Action items:
 - Hydro JOHSC to discuss and make recommendations.
 - Due date: November 29, 2013. No action.
 - Revised due date: May 31, 2014. No action.
 - Revised due date: March 31, 2015.
 - Revised due date: June 30, 2015.
 - 04-01-15 update:
 - Discussion around whether the workload merits 2 Operators are required at Snare. This is ultimately an Operations/Senior Mgmt. decision.

- Suggestion that the Operator issues vehicles to users (either employees or contractors). The user would have to check vehicles out and in, and conduct an inspection both times. Operator could also do a quick inspection. Otherwise the Operator often ends up having to clean vehicles out, wash vehicles, etc. that other people dirtied. Perhaps the extra time spent checking vehicles out and in would save on the amount of time spent picking up other people's messes.
- Operator can ban people from using vehicles.
- Can't change behaviour if there are no consequences for that behaviour. Punish the people causing the problems, not all people.
- 10-20-15 update:
 - Vehicle Sign-out Agreement Forms
 - On Sept. 04, 2015, following an incident involving damage to a signed out vehicle, E. Smith developed and introduced Vehicle Sign-out Agreement forms for cars, trucks, and vans.
 - The intent is to document vehicle condition prior to sign-out, then again upon return. Any damage would be the responsibility of the party who borrowed it, whether NTPC employee or contractor.
 - Forms were provided to V. Gardiner (HR Warehouse), B. Eldridge (Inuvik), N. McBride (Snare), and K. Bell for pilot use.
 - V. Gardiner likes using the forms. Feedback from N. McBride was:
 - Forms would be good at Snare, but someone is needed to ensure forms are used and presently nobody looks after distribution of vehicles at site.
 - Operators have a full workload with four plants, issuing permits, dam inspections, safety reports, assisting personnel, etc. They would not have sufficient time to track vehicles. With the amount of personnel coming and going at Snare some sort of solution will have to be agreed upon on how to utilize the new form.
 - Forms would be included under *Element 05: Company Rules* in *section 11: Vehicle Driving*.
 - Discussion around the number of operators at Snare required to implement form, what type of savings could be realized for vehicle damage.
 - E. Smith to send forms to group (completed 10-22-15).
 - E. Smith to implement the new vehicle forms as "available for use" but not as a requirement at this point. Place in *Element 05: Company Rules*. Snare can choose to use them or not, based on resources (completed 11-13-15).
 - E. Smith to reinforce to managers that incidents get reported, as many vehicle and heavy equipment damage incidents appear to occur at Snare and go unreported (completed 11-13-15).
 - Drivers with Multiple Vehicle Incidents
 - Performance management falls to the managers – if there are individuals with multiple vehicle incidents, it is up to the manager to provide driver training, restrict them from vehicle usage, etc.
 - Issues at Snare
 - Snare is one of NTPC's most important sites – a large amount of renewable

generation supplying the capital city with power.

- It is a geographically extensive site with a large amount of capital, contractor, and employee work activity each year.
- Snare has a lot of area and many duties for the Plant Operator to cover.
- Vehicles and heavy equipment at site are not properly regulated and often suffer damage without accountability.
- There appears to be a deficiency in the level of authority and accountability at Snare. There is unaccounted for damage to vehicles and heavy equipment, non-segregated waste at dump (environmental issue), dumping food at dump, a contractor got lost on the lake at night requiring rescue, evidence of alcohol use at site, rumours of drug use, loss of tools and equipment, issues with job performance and efficiency, safety issues with the remote worksite and water hazards, wastage of foods, unsupervised contractors, etc.
- Snare has been a two Operator site in the past and may be so again in the future; however consistent staffing is difficult due to injuries, holidays, etc.
- E. Smith to discuss issue of Snare site accountability and coverage with Senior Management (completed 11-06-15. Director AME committed to ensuring a Worksite Monitor is onsite for project start-up and completion, at a minimum, to ensure safety is in order and issue vehicles).
 - The workload at Snare puts the management of safety, environment, vehicles, dump, etc. in jeopardy.
 - The bottom line is that someone needs to have site authority, responsibility for site safety (this by default falls to the Operator), and monitor workers who come and go, usage of vehicles and equipment, etc.
 - Projects require proper worksite monitoring.
 - Recommendation for Senior Management to look at mechanics of how an individual with site authority gets the proper tools to manage the site.
- **Suggestion to invite Senior Management to participate in a Central JOHSC meeting. Completed: invited M. Ocko and J. Pickett as optional attendees to 06-07-16 meeting; however were unable to attend due to general staff meetings held at the same time (completed 05-06-16).**

Initiated by: J. Poitras

Date required: April-1-16

Responsible party: E. Smith

Date complete: November-13-15

Item # 2015-05

Date initiated: April-2-14

Item details: **Bluefish Fatality Investigation**

- E. Smith prepared a table of corrective actions from the incident investigation
- The new Incident Reporting & Investigation program requires timely response from management for recommended corrective actions and follow-up until they are completed; however this process was

not in place at the time of the investigation and unfortunately this was not done.

- The Central JOHSC went over each observation, the associated recommendation, and who the responsible party should be. Several items will be brought to Senior Management for review and response.

Recommendations:

- E. Smith to finalize the table of corrective actions, ensure it is reviewed by Senior Management and that the recommendations are either completed or reasoning provided as to why they are not accepted.
- E. Smith to report back to the Central JOHSC by May 31, 2014.
- 11-05-14 update: Table was completed, but still needs to be brought to Senior Management.
- Action items:
 - o E. Smith to bring to Senior Management for response.
 - Due date: December 19, 2014
 - Completed: February 13, 2015
- 04-01-15 update:
 - o Corrective actions were reviewed and approved by Senior Management
 - o Responsible parties and due dates were attached to each item
 - o E. Smith monitoring completion
 - o Revised due date: Sept. 30, 2015
- 10-20-15 update:
 - o Completion of 3 action items still outstanding. Responsible parties have been contacted:
 - Repair and tamper proofing of Bluefish cameras (IT)
 - 3 remaining Hydro managers to review call in procedure with staff (completed 10-28-15).
 - Implementation of lone worker solution (completed 04-01-16)
 - o Revised due date: April 30, 2016
- 06-07-16 update:
 - o Requested update from IT on the cameras on 05-06-16. Did not receive a response, but will follow up.

Actions taken:

- E. Smith discussed corrective actions with Senior Management, established due dates
- E. Smith monitoring completion
 - o Call in procedure reviewed with Hydro staff (completed 10-28-15)
 - o Lone worker solution went live (completed 04-01-16)
 - o Requested update from IT on 05-06-16 – have not received a response. Revised due date: 11-30-16.

Initiated by: N. McBride

Date required: November-30-16

Responsible party: E. Smith


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

Item # 2015-10

Date initiated: April-2-14

Item details: 12-29-13 Snare Slip & Fall Incident Recommendations

- This investigation was done well and within the required timeframe
- Corrective actions were implemented swiftly - commendable

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 10 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

- The HQ JOHSC noted that the root cause of water flowing down the stairs was not addressed

Recommendations:

- 1) Implement solution to redirect water so that it no longer flows down the stairs. N. McBride to contact manager by May 01, 2014 to devise a solution. N. McBride to notify Central JOHSC of plan and due date for corrective action.

Actions taken:

- Was also reported on a concern report (*04-11-14 Snare Dam Leak Erosion Concern Report*).
- AME Division to include grout work with two other jobs at Snare requiring cement work. Was set for 2015, but changed to 2016.
- **E. Smith followed up with AME on 05-06-16. They will conduct an assessment of the plant in the summer of 2016 and determine the best course of action (e.g., a sump pump, reroute the water, or add grouting).**
- **This item will be considered complete and removed from these minutes. It will only be tracked on the 04-11-14 concern report, rather than tracking in two places.**

Initiated by: D. Duncan

Date required: August-31-16

Responsible party: **E. Smith**

Date complete: November-16-15

Item # 2015-14

Date initiated: November-6-14

Item details: **Large Number of Spills**


- So far in 2014 there has been over 2,800 L of spilled product. The average for the past 3 years was around 800 L. Why are we having so many spills, the majority of which involve glycol and failed hoses?
- If the spill happens during refill, it may be a procedural issue (e.g., using the wrong glycol refill point causing pressure to build up and hoses to fail).
- Plant Superintendents/Operators should be involved in refilling to ensure proper refill points are used and procedure followed.
- 04-01-15 update: J. Clark met with Operations managers to discuss. Talked about various measures – increasing frequency of hose change out, adding hose inspection to monthly checklists, etc. Operations has made some changes and we will see if they are effective. Will still investigate next hose failure incident.
- 10-20-15 update:
 - o Number of small spills has improved in recent months since changes made by operations.
 - o Seems to have improved of late.
 - o Investigation of 10-14-15 Ft. Simpson diesel fuel spill (15 L) underway.

Recommendations:

- Investigate the next spill to determine the root cause and suitable corrective actions.

Actions taken:


- E. Smith to request investigation of next hose failure glycol spill.
 - o Due date: immediately following next suitable spill
 - o Revised due date: 06-30-15
 - o Considered complete with improvements seen since operations checks implemented and

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 11 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

investigation of 10-14-15 spill, investigation of 10-14-15 Ft. Simpson diesel fuel spill (15 L) underway (completed 10-21-15).	
Initiated by: E. Smith	Date required: June-30-15
Responsible party: E. Smith	Date complete: October-21-15

Item # 2016-06	Date initiated: April-1-15
Item details: LNG PPE and Procedures <ul style="list-style-type: none"> - There had been a request to purchase special aluminum coveralls; however our existing coveralls are adequate PPE as per applicable standards. - One hazard of concern is the plume of LNG during a spill or release (e.g., pressure relief valve release). Workers would be at risk entering the plume to manually close a valve. - Possibility of turning valves off remotely. 	
Recommendations: <ul style="list-style-type: none"> - A. Crowther to talk to J. Clark about the Spill Response Plan and emergency response procedures (complete). - A. Crowther to create a Safe Job Procedure for manual closing of valves in the case of pressure relief valve failure (due December 31, 2015). 	
Actions taken: <ul style="list-style-type: none"> - A. Crowther reviewed LNG Spill Response Plan. The LNG plume from a pressure relief valve release is considered very low risk due to a low level of flammability and a lack of ignition sources. - Small spills that build up in the vent line require manual closing of valves. - Improved pressure relief valves have been installed. - Safe Job Procedure 2.002: Responding to an LNG Release was completed 05-06-16. 	
Initiated by: A. Crowther	Date required: December-31-15
Responsible party: A. Crowther	Date complete: May-6-16

Item # 2016-09	Date initiated: October-20-15
Item details: Review of last Hay River JOHSC minutes from 10-19-15 <ul style="list-style-type: none"> - P. Pokiak reviewed minutes. 	
Recommendations: <ul style="list-style-type: none"> - JOHSCs to use proper item numbering system going forward (see Element 14.04: JOHSC). - Ensure to assign a member of the JOHSC as the responsible party for action items, as the committee does not have authority over other workers. The responsible party is to action the item by seeking commitment from business units with control over the item. - To be completed by November 2015 meeting. 	
Actions taken: <ul style="list-style-type: none"> - Reviewed with JOHSC 11-25-15. 	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 12 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Initiated by: P. Pokiak	Date required: November-30-15
Responsible party: P. Pokiak, D. Duncan	Date complete: November-25-15

Item # 2016-10	Date initiated: October-21-15
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Item details: Review of last Hydro JOHSC minutes from 04-10-15

- C. Steed reviewed minutes.
- Some items remain on the minutes for a very long time because there has been a commitment from management to correct the item; however the completion date is distant or keeps being postponed.
- It is an unfortunate reality at NTPC that work sometimes gets deferred in favour of higher priority work, but these items do not need to clog up the JOHSC minutes. This is frustrating and can bog the committee down.

Recommendations:

- Items that do not require escalation to the Central JOHSC, and which have a commitment for action that is beyond 3 months can be removed from the minutes, placed into a concern report from the JOHSC, and submitted to the Director HSE. This will free up meeting time, reduce frustration at meetings, and ensure the item is in a documented process that will see it through to completion.
- *Item 2014-04: Groundwater spill in EMD plant* has been on the minutes since August, 2013. Recommend to place this into a concern report and remove it from the minutes.
- The following items are considered complete:
 - o 2014-05: Senior Management reviewed the recommendations and provided a response
 - o 2014-06: Senior Management response was "*Lone Worker solution to be rolled out in 2015. In the interim lone workers and System Operators are to continue to follow the call in procedure.*"
 - o 2015-01: marked as complete
 - o 2015-02: escalated to Central JOHSC, plan in place for HSE to meet with stakeholders to determine gaps, improve and deliver training program.
- Ensure to assign a member of the JOHSC as the responsible party for action items, as the committee does not have authority over other workers. The responsible party is to action the item by seeking commitment from business units with control over the item (to be completed by November 2015 meeting).
- New Business:
 - o Setting a monthly schedule of investigators has not been working – when asked if they can provide members to sit on an investigation team, the investigators slated for that month are often not available. Quite often the Hydro JOHSC does not have members on investigation teams. The committee will be set at 8 members. Recommendation: Co-chairs will contact members and ask for a volunteer when an investigation is required. This may be more successful than building a list of investigators whose availability cannot be guaranteed.
 - o The JOHSC requests more involvement from HSE with safety issues, rather than just a resource. The role of HSE is to develop and maintain the Health & Safety Management System and to assist workers and management as they operate within that system. The responsibility for safety falls on everyone at NTPC, and workers and managers must take ownership of NTPC's H&S Mgmt. System (also known as the Internal Responsibility System). This approach is consistent with other utilities in Canada.
 - o Additional resources for investigations: The quality of incident investigations are improving as

investigators grow in experience and more training is provided. It is up to the investigation team leader and the Director HSE to determine whether external resources are required to help conduct an investigation.

- o JOHSC's role in reviewing incident reports: Around the 20th of every month HSE sends the JOHSC Co-chairs all the incidents that have occurred over the past month. The incidents are also organized into a table. The Co-chairs are to forward this email to their members and request that members mark any incident reports they would like to discuss and have them added to the agenda. Each incident report that is reviewed is then added to the minutes as a separate line item. Recommendations are recorded and a responsible party assigned. If it is discussion only, it is marked as complete. The committee is not expected to review every single incident report, as this is inefficient. A small amount of leg work before the meeting by the members will result in a shorter meeting (ideally about one hour in length).
- o Concern reports: JOHSCs should not receive copies of concern reports. The Quarterly Safety Statistics Report outlines all concern reports. If the committee is interested in a particular concern report they can request more information, but typically these are not distributed outside of the worker, manager, director, and HSE.

Actions taken:

- 10-23-15
 - o Discussed escalation of items, addition of long-term items to concern reports, and removal of items from minutes.
 - o Minutes adjusted as discussed.
 - o Discussed and clarified role of HSE with JOHSCs and investigations.
 - o Discussed role of JOHSC in investigations – rather than assigning members each month will just see who is available.
 - o Discussed that concern reports will not be sent to the JOHSCs for review.
 - o JOHSC will ensure to assign a member as the responsible party for each action item.
- 11-24-15
 - o Committee membership is now at 7 with one additional manager pending.

Initiated by: C. Steed, N. McBride

Date required: November-30-15

Responsible party: C. Steed, R. Scott

Date complete: November-24-15

Item # 2016-11

Date initiated: October-21-15

Item details: Review of last Thermal JOHSC minutes from 10-16-15

- A. Crowther reviewed minutes.

Recommendations:

- Keep the following items on the minutes:
 - o 2015-017
 - o 2015-024
 - o 2015-025
 - o 2015-026
 - o 2015-028
 - o 2015-029



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

- 2015-027: this item is a major IT project. It has seen some delays, but is progressing as per the modified timelines. Perhaps this item should be removed from the minutes as the project is in progress and will be completed.
- 2015-11: this item sits with HSE. A draft heavy equipment competency program has been prepared. HSE will review and finalize it when time permits. Perhaps this item should be removed from the minutes as a commitment from HSE is in place to complete this.
- 2015-030 JOHSC Recruitment: This has been escalated to the Central JOHSC and to the Director HSE. Recommend removal from minutes.
- Action item: Co-chairs to adjust minutes as described above.

Actions taken:

- **Minutes adjusted as discussed (completed 11-09-15).**

Initiated by: B. Mallaley, L. Watsyk

Date required: November-30-15

Responsible party: B. Mallaley, L. Watsyk

Date complete: November-9-15

Item # 2016-12

Date initiated: October-21-15

Item details: Training Presentation: Asbestos Awareness

- J. Poitras presented.
- General discussion around topic of asbestos, clarification that if a worker may have been exposed they require a medical assessment.
- L. Watsyk submitted concern report for potential asbestos he noted in storage at Snare (completed 10-21-15).
- J. Poitras will notify Training & Development Specialist that D. Duncan, B. Mallaley, A. Crowther, E. Smith, C. Steed, R. Scott, P. Pokiak, and L. Watsyk received *Level 1: Basic Asbestos Awareness* training as per *Element 14.18: Asbestos Management* on October 21, 2015.

Recommendations:

- None

Actions taken: None required

Initiated by: J. Poitras

Date required: October-21-15

Responsible party: J. Poitras


Date complete: October-21-15

Item # 2016-13

Date initiated: October-20-15

Item details: Monthly Extinguisher Checks


- Question on how to conduct a proper monthly extinguisher inspection.
- A. Crowther reviewed *Monthly Fire Extinguisher Inspection* checklist.
- Hay River monthly extinguisher checks: since JOHSC started doing quarterly facility inspections monthly extinguisher inspections are not being done consistently. Suggestion to assign one JOHSC member each month to do Head Office extinguisher inspections. To use Monthly Fire Extinguisher Inspection provided by A. Crowther.

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 15 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

<p>Recommendations:</p> <ul style="list-style-type: none"> - E. Smith to provide <i>Monthly Fire Extinguisher Inspection</i> checklist to all JOHSCs. - A. Crowther and J. Poitras to review checklist with Thermal and Hydro JOHSCs. - E. Smith to ask L. Thomson to review with HQ JOHSC (completed 10-22-15). - Suggestion from C. Steed to integrate monthly extinguisher checks into CMMS. 	
<p>Actions taken:</p> <ul style="list-style-type: none"> - E. Smith provided checklist to all JOHSCs (completed 10-22-15). - A. Crowther reviewed with Thermal JOHSC (completed 11-09-15). - J. Poitras reviewed with Hydro JOHSC (completed 11-24-15). - L. Thomson reviewed with Headquarters JOHSC (completed 11-25-15). 	
Initiated by: L. Watsyk	Date required: November-30-15
Responsible party: A. Crowther, J. Poitras, E. Smith	Date complete: November-25-15


Item # 2016-14	Date initiated: October-20-15
<p>Item details: Corrective Actions on Incident and Concern Reports</p> <ul style="list-style-type: none"> - Corrective actions from investigation and concern reports are to be added to the CMMS (this applies to O&M items and not procedure development). HSE will support managers in doing this. 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - Information item only. 	
<p>Actions taken: None required</p>	
Initiated by: C. Steed	Date required: October-20-15
Responsible party: NA	Date complete: October-20-15

Item # 2016-15	Date initiated: October-20-15
<p>Item details: “Why I Work Safely” Collage Posters</p> <ul style="list-style-type: none"> - The original poster showing reason employees work safely (e.g., pictures of workers, families, friends, recreation activities, etc.) was well-liked in all areas. - Although very few employees were willing to submit photos for the first poster, interest in the finished product is expected to improve employee buy-in to the program. - Suggestion to request photos for new posters with intent to produce one each for Hydro, Thermal, and HQ areas. - All three posters can be placed in all work locations to boost morale and make workplace safety more real. Can request support from Senior Management and Management (i.e., ask that they encourage their workers to submit photos through their manager). 	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 16 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2


Recommendations: <ul style="list-style-type: none"> - E. Smith to request photos from staff, work with Communications Manager to produce posters. 	
Actions taken: <ul style="list-style-type: none"> - E. Smith send out request for photos to all staff, followed up with managers requesting their support (completed 11-09-15). - Posters were completed and distributed 02-26-16. 	
Initiated by: E. Smith	Date required: December-31-15
Responsible party: E. Smith	Date complete: February-26-16

Item # 2016-16	Date initiated: October-20-15
Item details: NTPC Safety Culture <ul style="list-style-type: none"> - Discussion around safety culture at NTPC. - NTPC has a very good Health & Safety Management System. It is constantly improving with input from employees. There are various components of it that are gradually being rolled out as resources are available. There is a lot to be positive about at NTPC. - However safety is still meeting with negativity from some people, including management. - In order to improve safety culture at NTPC, which will improve safety performance, the Operations groups need to own the Health & Safety Management System, and own safety. They need to take ownership and responsibility for safety at NTPC, lead by example, and show that they believe in the system. - Keeping a high level of healthy stress (e.g., undergoing a certain level of confrontation to address safety issues with our peers) is better than maintaining a low level of stress (i.e., apathy) and then experiencing the occasional catastrophic high stress events (e.g., serious accidents). - NTPC needs to believe in the safety system, uphold it, and profess a belief in it. That is what we need to carry us to the next level. 	
Recommendations: <ul style="list-style-type: none"> - E. Smith to bring this discussion to Senior Management 	
Actions taken: <ul style="list-style-type: none"> - E. Smith brought the discussion to Senior Management (completed 11-06-15). - Senior Management suggested presenting this at the next Management Meeting as well. - Richard Morlund presented across NTPC in December and January. Managers followed up with a Safety Culture presentation to all staff, completed in March 2016. 	
Initiated by: Central JOHSC	Date required: December-31-15
Responsible party: E. Smith	Date complete: November-6-15

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 17 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

Item # 2016-17	Date initiated: October-21-15
<p>Item details: Obeying Posted Speed Limits in NTPC Vehicles</p> <ul style="list-style-type: none"> - Discussion around employees speeding in NTPC vehicles – it does happen and is sometimes documented. - Speeding can reduce the amount of time a driver has to react in the event of an incident. - Managers need to make their expectations known to their workers. - It was noted that the vast majority of employees signed the 10 Life-Saving Rules stating their commitment to following speed limits. - A. Crowther suggested placing a reminder sticker in the cabs of NTPC vehicles saying “<i>You are required to obey all posted speed limits while in this vehicle.</i>” 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - D. Duncan to prepare a Health & Safety Alert on obeying speed limits in NTPC vehicles. 	
<p>Actions taken:</p> <ul style="list-style-type: none"> - D. Duncan, A. Crowther, and E. Smith prepared and sent out an H&S Alert (completed 10-23-15). 	
Initiated by: D. Duncan	Date required: December-31-15
Responsible party: D. Duncan	Date complete: October-23-15

Item # 2016-18	Date initiated: October-21-15
<p>Item details: Emergency Preparedness and Response</p> <ul style="list-style-type: none"> - Discussion around HSE’s role in declared emergencies. - HSE is in the process of updating the Emergency Response Plan to ensure a member of HSE sits on all Emergency Response Teams and is involved in every emergency. Draft wording was submitted to all management for comment. - Discussion around holding emergency response exercises to test and improve the Emergency Response Plan and procedures. This is also in progress by HSE – a program to hold tabletop exercises is in development. - HSE will also add a requirement to hold a post-emergency debrief to determine what was done well and what can be improved in the response process. - Form 11.5: Emergency Record is now in place, which records key info about the emergency and the response. It includes a checkbox to ensure a debrief is held following the emergency. This form is to be completed for all emergencies. 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - None 	
<p>Actions taken:</p> <ul style="list-style-type: none"> - None required 	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 18 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Initiated by: HQ JOHSC	Date required: October-21-15
Responsible party: NA	Date complete: October-21-15

Item # 2016-19	Date initiated: October-21-15
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Item details: Work Protection Code <ul style="list-style-type: none"> - While the Work Protection Code appears to be working well for some, others, including employee and managers, have concerns and would like to see improvements. - There are also concerns with the quality of the training. The training program is under revision to be simpler and more clear, as well as containing a practical lock-out/tag-out portion.
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Recommendations: <ul style="list-style-type: none"> - E. Smith to hold meeting with Work Protection Code Managers to get a list of concerns. These will then be addressed, either through training on the Code or making changes to the Code (completed 12-09-15, hosted by D. Dewar). - Managers will be requested to meet with their employees and come up with a list of what is working well with the WP Code as well as a list of issues or questions, and then bring these to the meeting.

Actions taken: <ul style="list-style-type: none"> - WPC meeting held 12-09-15 in Yellowknife, involved all WPC Managers. Issues that were raised were all reviewed by HSE and responded to. The majority of recommendations were accepted and resulted in changes to the Code (e.g., allowing multiple permit transfers). - Changes to the Code will be reflected in the training package, which is under revision. Projected to be ready in summer 2016.
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Initiated by: Central JOHSC	Date required: February-29-16
Responsible party: E. Smith	Date complete: December-9-15

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


Item # 2017-01	Date initiated: June-7-16
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Item details: Review of Q4 H&S Statistics Report

Recommendations: <ul style="list-style-type: none"> - None
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Actions taken: <ul style="list-style-type: none"> - Update only

Initiated by: E. Smith, J. Poitras	Date required: June-7-16
Responsible party: NA	Date complete: June-7-16

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 19 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

Item # 2017-02	Date initiated: June-7-16
<p>Item details: Review of last Hydro JOHSC minutes from 05-20-16</p> <ul style="list-style-type: none"> - C. Steed reviewed minutes. 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - 	
<p>Actions taken:</p> <ul style="list-style-type: none"> - 	
Initiated by: C. Steed	Date required: June-7-16
Responsible party: NA	Date complete: June-7-16

Item # 2017-03	Date initiated: June-7-16
<p>Item details: Review of last Hay River JOHSC minutes from 04-12-16</p> <ul style="list-style-type: none"> - J. Storvold reviewed minutes. - E. Smith brought up that over the past few years committees have counted the semi-annual general safety meetings as a JOHSC meeting. While these are led by the JOHSC, they do not follow the format or intent of a monthly JOHSC meeting and by doing this we risk losing continuity and momentum on action items. Regular monthly JOHSC meetings should still be held regardless of when the General Safety Meetings are held. 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - JOHSCs to hold a regular JOHSC meeting every month, and in June and December are to also hold a General Safety Meeting with all staff in Ft. Simpson, Inuvik, Ft. Smith, Yellowknife, and Hay River. - Co-chairs to ensure that in June, both a General H&S Meeting and a regular JOHSC meeting are held. 	
<p>Actions taken:</p> <ul style="list-style-type: none"> - 	
Initiated by: E. Smith	Date required: June-30-16
Responsible party: Co-chairs	Date complete: Click here to enter a date.

Item # 2017-04	Date initiated: June-7-16
<p>Item details: Review of last Thermal JOHSC minutes from 05-27-16</p> <ul style="list-style-type: none"> - A. Crowther reviewed minutes. 	
<p>Recommendations:</p> <ul style="list-style-type: none"> - 	



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

Actions taken:

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Initiated by: A. Crowther

Date required: June-7-16

Responsible party: A. Crowther


Date complete: June-7-16

Item # 2017-05

Date initiated: June-7-16

Item details: Health & Safety Management System Update

- **Powerline**
 - o A great deal of work went into populating the HSE section of the Powerline, as these are key documents people access on a regular basis
 - o Tried to make it as complete and professional as possible
 - o Reviewed with the Central JOHSC and received positive feedback, as well as some suggestions to improve the JOHSC page
- **New Hard Hats**
 - o Everyone should now have their new hard hats
 - o Is anyone out there still wearing the old ones? Only the ones used for tours.
 - o Any feedback on how people like them? People like that they are light, fit well, and do not fall off.
- **Arc Flash**
 - o Majority of labels are posted
 - o A couple of sites still required further arc flash study (e.g., Ft .Smith, Whati)
 - o Arc Flash training program is ready to deliver and the Training & Development Specialist has been notified – just need to set dates
- **Project Safety Planning and Contractor Safety Management:**
 - o ComplyWorks has been contracted to manage contractor pre-qualification
 - o All staff have access to look up contractors to see if they are pre-approved, have current WSCC insurance, etc.
 - o L. Thomson will provide a presentation on ComplyWorks on June 08
- **Working Alone**
 - o Rollout of cell phone app took place 04-01-16
 - o Working the bugs out gradually as we see the application in action
 - o InReach devices will be rolled out once we have all inventory
 - o Currently Road Travel forms still need to be used, regardless of whether an InReach device is used; however in the future forms will likely only be required when an InReach is not in use
- **Work Protection Code**
 - o Changes were made to the code after a meeting with WPC Managers in December (e.g., allowing multiple permit transfers)
 - o Training program is under revision to include changes and to be more user friendly, to be ready in the summer of 2016
- **Health & Safety Management System Essentials Training**
 - o Training program was revised and greatly improved, will now be a one day program for all staff (no separation between management and workers)
- **Incident Investigation Training**
 - o Training program has been revised and improved, ready for delivery

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 21 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

- **Safety Handbook**
 - o Printed in June and will be distributed to all staff
 - o It includes the Work Protection Code
 - o The group reviewed the prototype and liked the product. Suggestion to add a photo of it to the PowerLine saying "Coming soon!" to excite staff.
- **Safe Work Practices Manual**
 - o To be printed summer 2016
- **Continuing work:**
 - o Safe Work Practices continue to be developed – those that are not in the SWP Manual will still be available on the Powerline, and when the Manual is reprinted they will be included
 - o Return to work forms will be developed to document light duties

Recommendations:

- None

Actions taken:

- Update only


Initiated by: E. Smith, J. Poitras	Date required: June-7-16
Responsible party: NA	Date complete: June-7-16

Item # 2017-06	Date initiated: June-8-16
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- Item details: Safety Perception Survey**
- Survey was deployed from 01-28-16 to 02-12-16
 - Got a fairly good number of responses, though mostly from office staff (82 office, 42 field)
 - Analysis Report went to all staff in May
 - Consultant produced an Analysis Report
 - There was one question about the JOHSCs – Q22: Do the Joint Occupational Health and Safety Committees make a real difference to workplace safety at NTPC? Yes: 58%, No: 11%, Don't know: 31%.
 - Review page 78, which shows the question, then page 13, which has a discussion and recommendation:
 - o Recommendations table: "It is recommended the JOHSC conducts an internal review of the effectiveness of the JOHSC on their roles, functions and reporting of activities conducted by the JOHSC. In order to improve its efforts, a JOHSC will want to have some measure of its past performance. In this way, weak areas can be strengthened including communications and strong areas maintained."
 - Group members noted that workers feel uninformed on incident investigations – incident reports are submitted and that is often the last anybody hears of the incident. HSE needs to find ways to get this information to staff.

Recommendations:

- E. Smith to ensure all incident investigations are summarized on Health & Safety Alerts (i.e., incident, causes, corrective actions) (due 11-30-16).
- E. Smith to add the number of investigations each committee is involved in to the PowerLine JOHSC

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 22 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

page, add wording saying “Contact your JOHSC for details on investigations,” list the investigation titles, and provide links to the H&S Alerts so that all staff have access to the results of investigations (due 11-30-16).

- Co-chairs to ensure JOHSC minutes provided to all staff: posted on bulletin boards, posted to the PowerLine (done by HSE), and emailed to all staff covered by the committee (due 06-30-16).
- Co-chairs to migrate JOHSC meeting minutes to the upgraded *Form 14.04.2: JOHSC Meeting Minutes* (available on the Powerline). This form now contains a section entitled “*Items Completed in Current Fiscal Year.*” This will be a good way to mark successes of the committee over the year, and will be useful in updating the staff at the semi-annual General H&S Meetings (due 06-30-16).
- Co-chairs to add some agenda items to the semi-annual General Health & Safety Meetings in FS, SM, HR, YK, and NK (due 12-31-16):
 - o Provide an overview of what the committee is focussing on
 - o Go over the list of items actioned in the last 6 months
 - o List the titles of investigations participated in the last 6 months
- Co-chairs of each JOHSC to review page 13 and 16 of the Safety Perception Survey report, as well as the recommendations in item 2017-06 from the Central JOHSC meeting, and discuss ways to improve survey results for the JOHSC question – ways to improve the effectiveness of their JOHSCs. These recommendations should be implemented and reported back to the Central JOHSC at the next Central JOHSC meeting (due 11-30-16).

Actions taken:
-

Initiated by: E. Smith	Date required: November-30-16
Responsible party: Co-chairs, E. Smith	Date complete: Click here to enter a date.


Item # 2017-07	Date initiated: June-7-16
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Item details: **Corrective Action Tracking (Incident Investigations & Concern Reports)**

- *Form 10.6 - Incident Report & Investigation Register* and *Form 10.5 - Concern Report Register* now include a tab that tracks completion of corrective actions
- Prior to this it was very hard to track completion of items
- Suggestion to add a sample investigation report to the PowerLine to help investigators complete the form properly
- J. Storvold noted that when an incident takes place involving equipment failure, the AME Director should be notified and invited to provide a member to sit on the investigation team. In cases such as failed heat trace, there may be an NTPC-wide change that needs to be made by AME in terms of equipment purchase and install.

Recommendations:

- E. Smith to provide a report to Senior Management and the JOHSCs each month on the progress of action item completion. This will help ensure action items stay on track (due 11-30-16).
- E. Smith to post sample completed incident investigation form to PowerLine (due 06-30-16).
- E. Smith to ask the AME Director to provide a member to sit on the investigation team when equipment failure results in a medium or high RPH incident (due 11-30-16).

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 23 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Actions taken: -	
Initiated by: E. Smith	Date required: November-30-16
Responsible party: E. Smith	Date complete: Click here to enter a date.

Item # 2017-08	Date initiated: June-8-16
Item details: Investigations Requiring JOHSC Signoff <ul style="list-style-type: none"> - When HSE sends completed investigation reports to the responsible JOHSC for review and signoff, this is not always done in a timely manner – there are many still outstanding. - JOHSC review of investigations is a key part of the investigation process and is one of the ways JOHSC participate in investigations. - These need to be reviewed and signed by the July 2016 meeting, then returned to HSE for filing. - Going forward we need a commitment that investigations emailed to the Co-chairs for signoff are dealt with at the following meeting, each one included as a separate item on the minutes, and then returned to HSE. 	
Recommendations: <ul style="list-style-type: none"> - A. Crowther to email Co-chairs all outstanding investigations and request signoff (due 06-15-16). - Co-chairs to review with their respective committees at the June or July meeting, sign off, and return them to A. Crowther (due 07-31-16). 	
Actions taken: -	
Initiated by: E. Smith	Date required: July-31-16
Responsible party: A. Crowther, Co-Chairs	Date complete: Click here to enter a date.

Item # 2017-09	Date initiated: June-8-16
Item details: Carrying Firearms for Protection from Bears in Remote Areas <ul style="list-style-type: none"> - On 05-06-16 Director HSE received a request from a lineman to carry a shotgun to a remote worksite at Snare. After lengthy discussions with the Directors of T&D and Hydro and other members of the H&S Dept., the request was approved on a one-time basis. - SWP 1.23: <i>Firearm Safety</i> states that personal firearms are not allowed at Snare - The guns at the hydro sites fall under a Business Firearms Licence and are only accessible to people listed on the licence - Question for discussion: should our linecrews have a gun cabinet with shotguns that can be taken on line patrols, trouble calls, etc. to remote areas in the summer to be used as protection from bears? 	
Recommendations: <ul style="list-style-type: none"> - Do not allow NTPC workers to carry firearms: <ul style="list-style-type: none"> o Having a firearm onsite introduces a serious workplace hazard o Just because a person has an FAC does not necessarily mean they handle or store firearms 	



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

- o safely
- o Other occupations that carry firearms (e.g., RCMP) get not only firearms training, but also psychological analysis
- o Rifles or shotguns are not necessarily going to deter a bear, even if the bear is shot, and are cumbersome in close quarters
- o Bear spray is a very effective against bears and is a compact and versatile means to deter aggressive bears
- o Crews can hire a bear monitor – Canadian Rangers are available in every community. They can carry a firearm and will likely be a First Aider as well
- E. Smith to ensure this is reflected in the Firearm SWP (due 06-30-16)

Actions taken:

-

Initiated by: E. Smith

Date required: June-30-16

Responsible party: E. Smith

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

Item # 2017-10

Date initiated: June-8-16

Item details: Building a Sense of Team on JOHSCs

- Note: this item was extracted from discussion points in item 2014-05.
- 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.
- Discussed rewards for members with the intention of building team (e.g., getting jackets, hats, or watches for x years of service). However, some people may not want a jackets, hats, watch, etc. It’s difficult to identify something everyone will like.
- Could send Kudos periodically to JOHSC members.
- Could give out gift card Master Cards, though may not meet the intent of team building.

Recommendations:

- ES to see if there is budget available to provide \$100 gift cards to all JOHSC members. Would be presented at the December General safety meeting by HSE or Divisional Director (due 11-30-16).

Actions taken:

-

Initiated by: Central JOHSC

Date required: November-30-16

Responsible party: E. Smith


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

Item # 2017-11

Date initiated: June-8-16

Item details: Use of Vehicle Sign-Out Agreements

- Vehicles at Snare show considerable damage that has largely gone unreported
- Vehicles at Snare are a lifeline for the Plant Operators
- They are used by regular site employees (Operators, cooks), but also by visiting employees and

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 25 of 27
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

contractors. Sometimes parties leave site and leave the vehicles dirty on the inside and out, causing the Plant Operator more work to clean the vehicles.

- Although issuing vehicles using the sign-out agreement forms will require time and attention from onsite staff (likely the Plant Operator), it would be financially worth it as we could then charge vehicle users for damages, cleaning, etc. as the onus should be on the user for this.

Recommendations:

- Central JOHSC recommends that the vehicle sign-out forms become mandatory across NTPC.
- The agreement forms are being used successfully in Ft. Simpson and Hay River and have been found to be beneficial.
- Their use will be of benefit at Snare where there has been a lot of unrecorded vehicle damage, and where it is not uncommon that the Operators end up cleaning out and washing vehicles used by other parties. These forms will help track damage and tidiness issues and should help reduce related cleaning and repair costs considerably. The forms would be used when vehicles are borrowed overnight or for long trips, or at the vehicle issuer's discretion.
- Action item: E. Smith to approach Senior Management with this recommendation (due 06-30-16)

Actions taken:

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Initiated by: Central JOHSC	Date required: June-30-16
Responsible party: E. Smith	Date complete: Click here to enter a date.


Item # 2017-12	Date initiated: June-8-16
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Item details: Continual Support of H&S Management System

- Safety is important and we have a good HSMS, however people are struggling to understand the system – training was two years ago, and there have been considerable changes since then, including the new PowerLine.
- What can we do to bring HSMS to the forefront? There has been a shift in NTPC commitment that safety is first.
- Some Group H&S Meetings are not being held and minutes are not being posted to the workspace.
- Can H&S Mgmt. System (HSMS) Essentials be delivered as mandatory training annually?
- Hydro Director has requested safety discussion become a mandatory component of the daily morning meeting. Perhaps safety training could be incorporated into the morning meeting at Jackfish – say 30 minutes to cover key portions of the HSMS elements. Could commit 30 minutes/day to reviewing documents on the PowerLine, which will help staff become familiar both with the PowerLine and the documents.

Recommendations:

- J. Poitras to follow up with those managers who are not holding meetings, nor posting minutes to the workspace and will ask them to post minutes to the proper location. If their meeting minutes are burdened with old, stalled items, they will be shown the item escalation process so that they can clean up their minutes by auctioning items, moving items to concern reports, or referring them to the JOHSC (due 06-30-16).
- E. Smith to discuss with Training & Development Specialist whether HSMS Essentials can be

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 26 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

<p>delivered as mandatory training annually (due 07-31-16)</p> <ul style="list-style-type: none"> - E. Smith to place a picture of the upcoming Safety Handbook on the PowerLine with the caption "coming soon!" (due 06-30-16) - Hydro Co-chairs to approach Hydro Division management and request that time (no more than 30 minutes) be set aside during morning meetings at Jackfish to cover small bits of H&S Mgmt. System training (due 06-30-16).

Actions taken: -

Initiated by: R. MacIntosh	Date required: June-30-16
Responsible party: J. Poitras, E. Smith, Hydro Co-chairs	Date complete: Click here to enter a date.

Item # 2017-13	Date initiated: June-8-16
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Item details: Training Presentation: Bear Safety, Incident Investigation - J. Poitras presented.

Recommendations: - None

Actions taken: - None required

Initiated by: J. Poitras	Date required: June-8-16
Responsible party: J. Poitras	Date complete: June-8-16

Item # 2017-14	Date initiated: June-8-16
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Item details: ComplyWorks Vendor Prequalification - L. Thomson presented

Recommendations: - Discussion only

Actions taken: - None required

Initiated by: L. Thomson	Date required: June-8-16
Responsible party: NA	Date complete: June-8-16

Item # 2017-15	Date initiated: June-8-16
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 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 27 of 27
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Item details: **H&S Accommodation and Vehicle at Snare**

- When there is lots of work taking place at Snare, this is an important time for a Health & Safety professional to visit site. Several times recently the H&S Coordinator requested to go to site, but was denied because there was no room at camp and no vehicle available.
- Discussion that some people are known to refuse to share a room with other workers, so in some cases beds may be open but are not made available.
- Flights could be used to travel to site for the day if beds are not available.

Recommendations:

- E. Smith to approach Hydro management to request that room be made available, when beds are open, for a H&S professional to attend site. As well, a vehicle must be made available to H&S (shared if required, e.g., the cook's vehicle) while at site. H&S personnel should be welcome at site at any time (due 07-31-16).

Actions taken:

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Initiated by: J. Poitras

Date required: July-31-16

Responsible party: E. Smith

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

Item # 2017-16

Date initiated: June-8-16

Item details: **Next Meeting**

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Recommendations:

- Discussion only

Actions taken:

- Fall meeting scheduled for November 08, 2016

Initiated by: J. Poitras

Date required: June-8-16

Responsible party: NA

Date complete: June-8-16

Next Meeting Details

Date: November-8-16 to November-9-16

Time: 9:00 am to 4:00 pm

Chairpersons: J. Poitras, E. Smith

Secretary: E. Smith

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