



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Engineering Boardroom	
Date: June-13-18	Start time: 3:00 p.m.	End time: 3:30 p.m.
Secretary: Tammy Martel	Chairperson: Sam Mugford	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Taylor	0	Management / Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Blaine MacKay	3	Management / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	3	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Gilles Ringuette	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andrew Davidson	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	1	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	0	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Tammy Martel	3	Excluded 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	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input 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: May-9-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

Item #1: 12-13-17 Street Signage, Crosswalks & Parking **Date initiated: December-13-17**

Item details: Visibility issues have come up again as the “big, yellow truck” is back parking alongside the road across the street from Head Office causing visibility issues again.

Recommendations: Follow up with the Town of HR

Actions taken:

- Erin will follow up with John who initially communicated this issue to the Town
- John will send an email to the Town of HR
- Town SAO responded by email (letter attached), Town By-Law Officer/Fire Chief called and spoke to John; John mentioned having signage then makes these issues enforceable
- Still in the process/ongoing
- **Town has installed signs in this area and repainted the crosswalks.**

Initiated by: Erin

Date required:

Responsible party:

Date complete: June-13-18

Item #2: 12-13-17 Overhead Door Incident

Date initiated: December 13, 2017

Item details: Overhead door fell while closing

Recommendations:

- Overhead door rules should include NEVER walk under them, always use a man door
- Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors

Actions taken:

- Gilles will check into the SWP for walking underneath overhead doors (if any)
- Gilles will also check on the maintenance schedule/practices
- Still in process; then forward to CMMS Planners as these doors are assets
- **Ongoing**

Initiated by: Gilles

Date required:

Responsible party: Gilles

Date complete:

Item #2018-02 Summer Atrium Meeting

Date initiated: May 9, 2018

Item details: Start planning presentation & decide on a date

Recommendations: Mandatory coffee break meeting

Actions taken: Presentation may be about summer driving/hauling

Initiated by: Blaine

Date required:

Responsible party: Erin

Date complete:



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Item #2018-03 Annual Fire Drill	Date initiated: May 9, 2018
Item details: Start making preparations for this annual event	
Recommendations: Start planning this for September	
Actions taken:	
<ul style="list-style-type: none"> Erin has taken this on & will work with another group member (not yet identified). 	
Initiated by: Sam	Date required:
Responsible party: Erin	Date complete:

* Copy table above and insert as required

New Items

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

Item #2018-04 Resignation of Blaine MacKay	Date initiated: June 13, 2018
Item details: Blaine has resigned his position (Mgmt. Rep) with Hay River JOHSC.	
Recommendations:	
<ul style="list-style-type: none"> Blaine will reach out first to Ian Flood as he was a Union Rep member before becoming a Manager so we feel he would be the best first choice. If Ian declines, Blaine will then talk to David Kopp to see if he might be interested in this position. 	
Actions taken: Discussions about new members.	
Initiated by: Blaine	Date required:
Responsible party: Blaine	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	



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JOHSC Monthly Incident Review

Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018		
August 2018		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	
August 2018	Treasury & Enterprise Risk	
September 2018	Asset Management	
October 2018	JOHSC Members	
November 2018	Information Technology	
December 2018	Budgeting & Regulatory	
January 2019	Executive	
February 2019	Financial Reporting	
March 2019	Transmission & Distribution	

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JOHSC Quarterly Facility Safety Inspection Schedule (See Finance Admin. Assist. for binder & keys)		
Month	HR Head Office	HR Warehouse
April 2018	Blaine & Matthew ✓	Blaine & Matthew ✓
July 2018	Gilles & Sam	Gilles & Sam
October 2018		
January 2019		

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18

Next Meeting Details	
Date: July-11-18	Time: 3:00 in Engineering Boardroom
Chairperson: Blaine (or Ian?)	Secretary: Tammy Martel

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

NOTE: Item numbering has been wrong for some time. Starting April 2018, items are numbered correctly.