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

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: June-14-17	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	2	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	3	Management / Co-Chair	☒ Yes ☐ No	Choose one:
Blaine MacKay	3	Management	☒ Yes ☐ No	Choose one:
Sam Mugford	3	Union Rep Worker	☒ Yes ☐ No	Choose one:
Gilles Ringuette	1	Union Rep Worker	☐ Yes ☒ No	On leave
Andrew Davidson	3	Management	☒ Yes ☐ No	
Erin Dean	2	Excluded Worker	☐ Yes ☒ No	On leave
Ian Flood	2	Union Rep Worker	☐ Yes ☒ No	On leave
Tammy Martel	3	Excluded Worker	☒ Yes ☐ No	Choose one:
Sharmayne Horton	1	Guest; sat in for Erin Dean	☒ Yes ☐ No	
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:
			☐ Yes ☐ No	Choose one:

* 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-10-17	Approved? ☒ Yes ☐ No
Discussion:	

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Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: It was brought up and discussed that this issue should maybe be dealt with by the Inuvik JOHSC but was decided to continue to leave on our plate until it gets completed.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: NO UPDATES. An investigation has not even been initiated. Will continue to send reminders. Will continue to leave on our plate until completed.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

Item #3: 11-28-16 EMERGENCY PREPAREDNESS	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: Fire extinguisher training (we work around HRFD schedule); groups of 10 takes approx. 1½ hours each. This training is mandatory only for the Building Wardens.	
Actions taken: - o Fire drill took place – received a letter from the Fire Chief for a job well done; a few tips were also added for improvement. Will be discussed again when Ian returns. - o Fire Extinguisher Training – proposed July 10-18 - o All JOHSC members to send an inquiry to their Directors/Managers on numbers and dates for training for their groups; report this back to Ian to arrange the training. - o Blaine will touch base with HSE	
Initiated by: Lida/John/Sam	Date required: May-10-17
Responsible party: Blaine & Ian	Date complete:

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Item #4: 04-12-17 FIRST AID KITS	Date initiated: April-12-17
Item details: Is there protocol on re-stocking the kits? Does HSE do this?	
Recommendations: Kits are on the inspection sheet; they are not re-stocked. Suggested dating kits and replacing every two years with small travel kits being replaced each year. Need to have ownership of first aid kits.	
Actions taken: Blaine will talk with HSE & discuss creating policies & procedures – will make it a priority to discuss with HSE. Would like Kits to be part of building quarterly inspections and can include this in the schedule.	
Initiated by:	Date required: July-12-17
Responsible party: Blaine	Date complete:

Item #5: 04-12-17 BUILDING INSPECTION ISSUES	Date initiated: April-12-17
Item details: - o Head Office – boards rotting around outside of building; ant problem in summer - o Warehouse – no guards on blade (order a guard or possibly a new saw) - o Back area is in disarray - o Warehouse area is improved & clean; if Vern could just get to the back area - o Fence around garbage bin is beat up & falling down and should be replaced	
Recommendations: Vern & Rod should be made aware & come up with a plan to fix these items.	
Actions taken: Blaine sent copy of the inspection to them. Building maps are finalized. Noted items have been looked after.	
Initiated by: Blaine/Gilles	Date required:
Responsible party:	Date complete: June-14-17

Item #6: 04-12-17 KPI'S FOR JOHSC	Date initiated: April-12-17
Item details: - o How will HR JOHSC be reviewed? - o Are we effective? - o How is our attendance rate?	
Recommendations: DELAY AGAIN UNTIL NEXT MONTH (JULY)	
Actions taken:	
Initiated by: John S.	Date required: July-12-17
Responsible party: John S.	Date complete:

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Item #7: 04-12-17 AIR QUALITY TESTING	Date initiated: April-12-17
Item details: - o This was done some time ago but we've never seen the results - o Sound level assessment was also done last year	
Recommendations: - o Seems there was no testing done; Andrew T. will check with Rod G. & cc HSE - o Server room was insulated & determined people can work in it for up to 8 hours. - o It's difficult to get anyone to come up here to do this kind of testing. - o There's no reasonable risk to employees - o The concerned employee does have other options i.e. Union	
Actions taken: There is nothing available that is cost effective. What are we testing for exactly? Andrew T. will check with Eddie; will also talk to the employee and do a little more digging into this. We will move forward one more month.	
Initiated by: Andrew T.	Date required: July-12-17
Responsible party: Andrew T.	Date complete:

Item #8: 05-10-17 Street Signage & Crosswalks	Date initiated: May-10-17
Item details: o Finance escalated this issue to JOHSC	
Recommendations: Ongoing concerns. John received an email from the TOHR; they reviewed and agree that this is an issue; they will implement a temporary fix with a long term solution in mind but must amend by-laws first before changes can be made.	
Actions taken: - o Painting of the crosswalks has been done. - o John will respond to TOHR asking for timelines on this and regarding other concerns addressed to them but we've not yet had a response to. - o John will forward this to Shelly Davidson for her review & possible recommendations	
Initiated by: Sam M.	Date required: July-12-17
Responsible party: John S.	Date complete:

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Item #9: 05-10-17 Safety Trends	Date initiated: May-10-17
Item details: - o Injury stats produced quarterly on Powerline - o Could we have more detailed reporting? Reporting is standardized.	
Recommendations: - o Prior to next meeting each member is to look at these tools & stats on Powerline - o How can JOHSC better use these tools?	
Actions taken: Delay this Item until next month (July)	
Initiated by: .John S.	Date required: July-12-17
Responsible party: John S.	Date complete:

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Item #10: 05-10-17 Site Emergency Response Plans	Date initiated: May-10-17
Item details: - o Eddie visited us in March and said these would be complete by end of April - o John sent a follow up email and got no response - o John spoke with some site crews & noted there has been no action since March - o Taltson may be our Worst Case Scenario - o John followed current plan steps for Taltson - o Contacted the Fort Smith RCMP - o Contacted MediResponse - o MediResponse stops at the airstrip - o NTPC responsible to get employee to the airstrip - o Emergency Response team has not been identified - o John spoke with WSCC – says it's clearly the responsibility of the employer to get employee to medical care - o Question #1: Has the company demonstrated due diligence for the safety & protection of our employees? NO - o Question #2: As Hay River JOHSC, what is our next step?	
Recommendations: - o John suggested a formal letter to Emanuel D. requesting action on this item, complete with a plan for training & implementation - o It's also appropriate to give Eddie S. a heads up; giving him a deadline to respond of June 4 or letter is sent to Emanuel D. - o Plan should be implemented in the summer months - o All sites to review their ERP's (this was also mentioned at Central JOHSC meeting) - o This has been an ongoing concern for some time	
Actions taken: - o Bluefish, Snare & Taltson all in review - o No updates on training as yet - o Commitment to have done by July - o Wait to see what happens in July!	
Initiated by: John S.	Date required: July-12-17
Responsible party: John S.	Date complete:

* Copy table above and insert as required

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New Items	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #: 05-10-17 Summary of Central JOHSC	Date initiated: May-10-17
Item details: Review Central JOHSC Summary	
Recommendations: Review	
Actions taken: Read & reviewed items	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete: June-14-17

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

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	11-28-16 Emergency Preparedness	Nov. 28, 2016	May 10, 2017
2	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
3	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017
4	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
5	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017

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JOHSC Monthly Incident Review (Recurring Event)		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month	RED INSPECTION BINDER (incl. forms & keys) CIRCULATED	
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	
August 2017	Treasury & Enterprise Risk	
September 2017	Asset Management	
October 2017	JOHSC Members	
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

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JOHSC Quarterly Facility Safety Inspection Schedule				
Month	(Location)		(Location)	
April 2017	Hay River HO	Hay River Warehouse		
July 2017	John & Ian	John & Ian		
October 2017				
January 2018				

NEXT MEETING:

- o Invite Shelly Davidson for discussion - Effectiveness of JOHSC and Measures of Success
- o Roles & Responsibilities of JOHSC
- o 04-12-17 KPI's
- o 05-10-17 Safety Trends

Next Meeting Details	
Date: July-12-17	Time: 10:30 in Engineering Boardroom
Chairperson: John S.	Secretary: Tammy Martel

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