
 NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: June-14-17	Start time: 9:00am	End time: 9:45 am
Secretary: Colin Steed	Chairperson: Colin Steed	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Duane Rohne	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	3	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Denis Bourke	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Burgin	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Darren Hazenberg	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Nihal Costa	2	Hydro Field EIT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Mervin Penney	1	Elect. Tech.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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-15-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Discussion: Review incidents 05-17-17 Ft.Smith,04-25-17 Ft.Simpson,05-12-17 Hay River, 05-11-17 Inuvik, reviewed May meeting minutes, SWP 1.29 working around sewage, SWP 1.28 Call before you dig, discussed safety alert for employees regarding Tics appearing in the NWT.

Outstanding Items at Previous Meeting

Item # 2017-001	Date initiated: April-19-17
Item details: Equipment Access permit not being acquired for PLC programming. Are technicians aware this is required. JOHS hydro are requesting a document as emails just get mixed in with all other " Noise".	
Recommendations: JOHSC hydro are requesting a document as emails just get mixed in with all other " in box Noise".	
Actions taken: Training has taken place. IOT group is now submitting equipment access permits in advance Complete remove from minutes	
Initiated by: Colin Steed	Date required:
Responsible party: Eddie Smith	Date complete: June-9-17

Item #	Date initiated: Click here to enter a date.
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required

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

Item # 2017-002	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: Ongoing review completed and sent to HSE for draft	
Initiated by: Colin Steed	Date required: Click here to enter a date.
Responsible party: Eddie Smith	Date complete: July-31-17



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Item # 2017-003	Date initiated: May-15-17
Item details: Post hydro JOHSC meeting minutes on bulletin boards at Jackfish	
Recommendations:	
Actions taken: Darren will post meeting on safety board- Complete Remove from minutes	
Initiated by: Colin Steed	Date required: May-19-17
Responsible party: Darren Hazenberg	Date complete: Click here to enter a date.

Item # 2017-004	Date initiated: May-15-17
Item details: Put in preventative work order for checking and possibly replacing AED batteries	
Recommendations: A preventative work order can be put into CMMS to address this issue	
Actions taken: Denis will contact Morris to set up a preventative task in CMMS	
Initiated by: Mervin Penney	Date required: July-31-17
Responsible party: Denis Bourke	Date complete: Click here to enter a date.

Item # 2017-005	Date initiated: May-15-17
Item details: Improving Safety Culture	
Recommendations:	
<ul style="list-style-type: none"> • All employees and managers apply the 'SEE IT, FIX IT' rule. We should be addressing any safety related items ourselves • More presence of the HS&E group on site • Operation staff more involved in safety audits • All safety paperwork filled out in detail well before any job is started • More involvement of trade staff before rolling out any safety regulations (i.e. work protection) • Positive reinforcement for reporting near misses • New safety gear to be tried out by operation personnel for feedback or even as a form of incentive • New safety glasses as not everyone has them on while on site • Anonymous form of reporting incidents and near misses • Positive reinforcement for regularly checking our safety equipment • More involvement from employees as to what they would like to see from their JOHSC • Safety involved in every JOHSC meeting 	
Actions taken: Completed- Remove from minutes	
Initiated by: Colin Steed	Date required: May-19-17
Responsible party: Co -Chairs	Date complete: May-15-17

* Copy table above and insert as required



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Item # 2017-006

Date initiated: June-14-17

Item details: Tics have been spotted in the NWT due to changing climate

Recommendations: Have HSE do a safety bulletin to staff regarding what steps should be taken if you receive a tic bite.

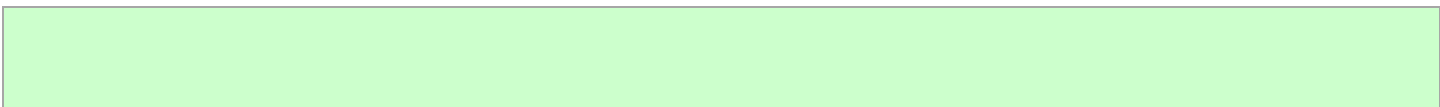
Actions taken:

Initiated by: Ken Bell

Date required: June-30-17

Responsible party: Jean Guy Poitras

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



Item #	Brief Description	Date Initiated	Date Completed
27-11-16	UPS dropped entering into B1 Investigation	Jan 31/17	Apr 27/17
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/17	
03-29-17	Haul Truck stuck on Winter Road Incident Investigation	Apr.19/17	
02-04-17	Snare Breaker Rack in Incident Investigation	Apr 2/17	
21-03-17	First Aid kit inspections	Mar 21/17	Apr 20/17
25-05-17	5B log Fire investigation	Jun 19/17	Jun 16/17

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

Next Meeting Details

Date: Click here to enter a date.	Time:
Chairperson: Colin Steed	Secretary:

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