	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 3
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HAY RIVER	
Date: June-22-16	Start time: 1:00	End time: 1:45
Secretary: Patricia Harrington (2)	Chairperson: Pennie Pokiak	

Attendance (call in #)				
Name	#	Worker, Management, Guest	Present	Reason absent
Pennie Pokiak (PP)	2	Union Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
David Duncan (DD)	1	Mgt. Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Blaine MacKay (BM)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford (SM)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa (NC)	1	Union Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Cory Strang (CS)	0	Mgt. Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jeremy Storvold (JS)	1	Mgt. Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Lida Thomson (LT)	1	HSE Rep	<input checked="" 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: April-12-16	Approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:		


Outstanding Items at Previous Meeting	
Item # A - 2016-01 – Quarterly Safety Inspection	Date initiated: April-11-16
Item details: Pennie and Lida completed inspection	
Recommendations: Warehouse issues <ul style="list-style-type: none"> - Warehouse floor is extremely dirty. - Emergency phone numbers need updating - Forklift propane valve left in “on” position Main Office issues: <ul style="list-style-type: none"> - Some lights need replacing - Tripping hazards in IT area - First Aid kits need restocking 	

Item # B- 2016-03 – Fire Extinguisher Inspection

Date initiated: April-12-16

APRIL 2016 – COMPLETED BY JOSH CLARK (HSE)

NTPC Head Office Fire Extinguisher Monthly Inspection		Extinguisher Number Compliant (Yes/No or NA)																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Year/Month:	2016 / APRIL																			
Inspected By:	JOSH CLARK																			
Inspection Criteria																				
Access clear (Free from obstructions)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extinguisher hose not cracked, cut or worn		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extinguisher safely secured and nozzle clear of obstructions		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safety seals in proper position		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stored Pressure Extinguisher - Needle in green zone		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cartridge Extinguisher - Button is in down position		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Verified OK - Initial monthly inspection		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comments on Extinguisher issues																				

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 3
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Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Item# 1 – 2016-04 – Atrium Meeting	Date initiated: April-12-16
Pancake breakfast was held on May 4 in conjunction with NAOSH week. We also viewed safety video.	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

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

Incident Report Review	Date initiated: June-22-16
<p>May 27th – Wolf Kill (Fort Smith) – Lida suggested that the Fort Smith Wood Buffalo National Park and ENR phone numbers be added to the Vehicle check list. She will take the lead on this.</p> <p>May 30 – Behchoko Broken Phone Screen – The report form is not clear.</p> <ul style="list-style-type: none"> - No incident description, more details required. How did the phone break? It is incomplete and should not have been signed off. <p>No comments or recommendations for the following:</p> <ul style="list-style-type: none"> June 1 – Broken Window F150 truck Inuvik June 5 – Locks on Door Cut – Tuktoyaktuk June 6 – Flex Hose Sprung Leak - Tuktoyaktuk 	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Next Meeting Details	
Date: July-27-16	Time: 1100
Chairperson: David Duncan	Secretary:

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