



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: Skype Meeting	
Date: June-22-21	Start time: 01:30	End time:
Secretary: David Kopp van Egteren	Chairperson: Matt Lakusta/ David Kopp van Egteren	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	3	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	3	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	3	HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bailey Corrigan	2	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	3	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	NA	Guest	<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-25-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

Item # 2019-07	Date initiated: Oct 31, 2019
Item details: Fire Extinguisher Training	
Recommendations:	
<ul style="list-style-type: none"> Is there training available for the building? Optional or Mandatory for employees? Training Matrix states Mandatory for Operations/Optional for Office staff. 	
Actions taken:	
<ul style="list-style-type: none"> Josh to look into fire extinguisher training for employees Update: 2020-01-22: Josh sent follow-up email to Fire Department 	

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.

- **Update 2020-03-11:** Finance has requested Fire Extinguisher training
- **Update 2020-03-26:** Ross Potter can provide training – approx. 1-1.5 hours. Josh to arrange training once we return to work in the office. Maximum of 12 people per class.
- **Update 2020-04-27:** Motion made by Doug to move forward and follow the Training Matrix to allow those employees in Hay River to take FE Training. Second – Adam.
- **Update 2020-05-26:** Training to take place after NTPC returns to work due to pandemic
- **Update 2020-07-27:** Follow up with Ross Potter to see if training is still an option during pandemic and if so – what are the safety guidelines we need to follow?
- **Update 2020-08-25:** To discuss at SLT level – what is the interest at this point? Ross has confirmed that training is available (class size approx. 6-8 people)
- **Update 2020-09-24:** SLT supports moving forward with fire extinguisher training. Matt to follow up with Josh to ask Ross for suggested training dates. Matt to follow up with Eddie about whether or not training is mandatory for all employees. Sign up sheet to be created.
- **Update 2020-10-27:** 3 sessions scheduled for Nov 19 @ 9am, 1pm and 3:30pm (1.5 hours each). Max 7 attendees and masks are required. Matt to send out sign-up email for Hay River employees.
- **Update 2020-11-24:** Extinguisher training completed in Nov. Add to JOHSC annual schedule on the Chair Onboarding Package.
- **Update 2020-12-18:** Doug to send Extinguisher information to Chairs to relay to HSE and HR about taking over future training
- **Update 2021-01-26:** Doug has identified areas in SWP that clearly identify HSE requiring fire extinguisher training. Dave and Matt to discuss with HSE.
- **Update 2021-03-23:** Per our SWPs it is required by all staff. HSE will need to instruct HR to add it to the training matrix. HSE has to update the SWP if they do not intend it to be required for office staff.
- **Update 2021-04-29:** The committee put it to a vote (one Management/Excluded has abstained for quorum reasons. Passed 6-0.
- **Update 2021-05-25:** Eddie is going to bring up the topic with SLT
- **Update 2021-06-22:** SLT has declined to change the associated policies

Initiated by: JOHSC

Date required: Post-Pandemic

Responsible party: Josh

Date complete: 2021-06-22

Item # 2021-05

Date initiated: Feb 23, 2021

Item details: Training – Incident Investigation

Recommendations

- Managers and JOHSC will require the training
-

Actions taken:

- Kevin can provide the training
- Schedule should take into account spring break and travel schedules
- Managers and JOHSC will require the training
- Bailey will schedule the training with Kevin (6 hours via Skype)
- 2021-04-29 Update: Eddie is available May 10 to deliver the training



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- Confirm with Bailey that the Training Matrix includes JOHSC training, Incident Investigation training, etc.
- **Update 2021-06-22:** Matrix includes JOHSC required training

Initiated by: Bailey

Date required: TBD

Responsible party: Bailey

Date complete: 2021-06-22

Item # 2021-07

Date initiated: March 23, 2021

Item details: Include NTEnergy in JOHSC Inspections

Recommendations

- The NTEnergy office is hosting an increasing number of NTPC employees
- The NTEnergy office should be included in JOHSC Inspections until COVID restrictions allow NTPC employees to return to the Head Office

Actions taken:

- Quarterly inspections to include NTEnergy
- Fire extinguishers, AED, and first aid kit are owned by Rowes
- Pending response from Rowes
- **Update 2021-06-22:** Rowes will be inspecting monthly, tags have been added to the AED and First Aid Kit for NTPC inspections

Initiated by: Doug

Date required: TBD

Responsible party: Dave

Date complete: 2021-06-22

Item # 2021-09

Date initiated: April 29, 2021

Item details: 3rd Party Line Contacts

Recommendations

- Dave to initiate discussion with T&D Director for “Call Before You Dig” and “Look Up and Live”

Actions taken:

- Call Before You Dig generally goes through Service Desk
- Call Before You Dig is customer funded
- Look Up and Live should be information focused and higher priority than Call Before You Dig
- **Update 2021-06-22:** Previous processes have been collected for discussion

Initiated by: Doug

Date required: TBD

Responsible party: Dave

Date complete:

Item # 2021-11

Date initiated: April 29, 2021

Item details: Review of Safety Inspection Checklists

Recommendations

- Investigate the safety inspections of other operational areas



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Actions taken:

- Safety checklists from other areas to be reviewed
- Pictorial guides may improve the guide but at the risk of bloat
- Next quarterly inspection will look over the form and critique
- Next meeting will discuss the form
- **Update 2021-06-22:** Josh is travelling to Snare and will follow up with operator with their concerns

Initiated by: Matt

Date required:

Responsible party: Matt

Date complete:

New Items

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

Item # 2021-12

Date initiated: 2021-06-22

Item details: EOC Dispatch of Employees into Emergencies

Recommendations

-

Actions taken:

- Emergency Response Plans are used to guide EOC operations
- Questions regarding the above will be submitted to CoChairs for cross-reference to the ERP to check for gaps
-

Initiated by: Doug

Date required:

Responsible party: Matt/Dave

Date complete:

Item # 2021-13

Date initiated: 2021-06-22

Item details: Hay River Sharps Disposal

Recommendations

-

Actions taken:

- Confirm the Ware House received/ordered a sharps disposal
- Matt to email Logistics Manager
-

Initiated by: Matt

Date required:

Responsible party: Matt

Date complete:

Item # 2021-14

Date initiated:



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Item details:

Recommendations

-

Actions taken:

-
-

Initiated by:

Date required:

Responsible party:

Date complete:

JOHSC Monthly Incident/Investigation Review

Month		
April 2021	Reviewed and Discussed: Increasing number of 3 rd party contacts	<input checked="" type="checkbox"/>
May 2021	Reviewed and Discussed: Ice Fall Near Miss – Responsibility for the incident investigation Ants in Office – Annual timing	<input checked="" type="checkbox"/>
June 2021	Reviewed and Discussed: Deline Charter – Landing gear redundant manual system was used successfully. Medium RPH because all necessary systems had backups Hay River COVID Procedures – Onboarding of COVID protocols wasn't as in depth as it was at the height of the pandemic JMR Flood – protocols for sending employees into disasters/emergencies	<input checked="" type="checkbox"/>
July 2021		<input type="checkbox"/>
Aug 2021		<input type="checkbox"/>
Sept 2021		<input type="checkbox"/>
Oct 2021		<input type="checkbox"/>
Nov 2021		<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2022		<input type="checkbox"/>
Feb 2022		<input type="checkbox"/>
March 2022		<input type="checkbox"/>

JOHSC Monthly Concern Report Review

Month		
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April 2021	Reviewed and Discussed: Mailroom space and storage of large shipments – large items can be stored elsewhere with a call to Vern and Daniel	<input checked="" type="checkbox"/>
May 2021	Reviewed and Discussed: Ice Fall at Rowe's building – Incident wasn't reported to full JOHSCs at the time	<input checked="" type="checkbox"/>
June 2021	Sharps Disposal – What is being disposed of, availability at HR Warehouse Road Travel Monitoring – New software being used, improvements are expected	<input checked="" type="checkbox"/>
July 2021		<input type="checkbox"/>
August 2021		<input type="checkbox"/>
Sept 2021		<input type="checkbox"/>
Oct 2021		<input type="checkbox"/>
Nov 2021		<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2021		<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>
March 2021		<input type="checkbox"/>

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2021	Matt & Adam	<input checked="" type="checkbox"/>
May 2021	Bailey & Heather	<input checked="" type="checkbox"/>
June 2021	Doug & Dave	<input type="checkbox"/>
July 2021	Zach + 1	<input type="checkbox"/>
Aug 2021	Matt + 1	<input type="checkbox"/>
Sept 2021		<input type="checkbox"/>
Oct 2021		<input type="checkbox"/>
Nov 2021		<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2021		<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>



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March 2021		<input type="checkbox"/>
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JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)

Month	Personnel	HR Head Office	HR Warehouse	NTEnergy
March 2021	Zach, Matt + 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 2021	Heather, Doug, + 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 2021	Adam, Mitch, +1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JOHSC Semi-Annual Newsletter

Month		Complete
Spring 2021	Insurance req. during work time, floor wardens,	<input checked="" type="checkbox"/>
Fall/Winter 2021	Mailroom and large items, refusing medical attention follow up	<input type="checkbox"/>
Spring 2022		
Fall/Winter 2022		

KUDOS Recognition

Month	Employee	Reason
Nov 2020	Antenor	For working on the PNWT process over on top of his currently workload to represent the PMs
Dec 2020	Big: Vern and Daniel Small: Fire Extinguisher training (Mary, Lena, Ian, Crystal, Henry, Sanjay, Connor, Jamie, Sasko, Marie, Rajeev, Jen)	Big: For the parking lot ice and keeping everyone safe during that hot spell Small: Those who went and got the training
Jan 2021	N/A	N/A
Feb 2021	Mike Mahussier & Norm MacBride Crystal and Cory	Near miss reports Submitting concern reports
March 2021	Colleen Jamie Tennant	For her tenure on the JOHSC For his interest and participation in JOHSC
April 2021	Chris Daw	For his Day of Mourning contribution



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	Mark Matheson	Incident Report
May 2021	Lee, Tyler, Dustin	Flooding Response
June 2021	Connor	Head Office Safety RE: Papercutter

Action Item Registry

Item #	Brief Description	Date Initiated	Date Completed
2019-07	Fire Extinguisher Training	2019-09-25	2022-06-22
2021-03	Medical Attention Refusals	2021-02-23	2021-04-29
2021-04	Review Concern Reports	2021-02-23	2021-04-29
2021-05	Training – Incident Investigation	2021-02-23	2022-06-22
2021-06	HSE Involvement in JOHSC	2021-03-23	2021-04-29
2021-07	Include NTEnergy in Quarterly Inspections	2021-03-23	2021-04-29
2021-08	Safety when Dealing with the Public	2021-03-23	2021-05-25
2021-09	3rd Party Line Contacts	2021-04-29	
2021-10	Improving Concern reporting	2021-04-29	2021-05-25
2021-11	Review of Safety Inspection Checklists	2021-04-29	
2021-12	EOC Dispatch of Employees into Emergencies	2022-06-22	
2021-13	Hay River Sharps Disposal	2022-06-22	

Next Meeting Details

Date: July-27-21	Time: 1:30 Skype Meeting
Chairperson: Matt/Dave	Secretary: Matt/Dave

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



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Governance

Management Co-Chair	David Kopp-van Egteren	
		Signature
Union Co-Chair	Matt Lakusta	
		Signature