



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC	Location: Engineering Boardroom	
Date: June-26-19	Start time: 1:30	End time: 3:00 p.m.
Secretary: Colleen Davie	Chairperson: 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	
Joshua Clark	1	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Matthew Lakusta	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	1	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	
Colleen Davie	3	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	1	Union Rep Worker	<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: May-27-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

**Outstanding Items at Previous Meeting**

<b>Item #2018-07 JOHSC Committee Training (continued)</b>	<b>Date initiated: September 12, 2018</b>
<b>Item details: We have not yet finished the 2<sup>nd</sup> part of our training.</b>	
<b>Recommendations:</b> Get this scheduled to complete – possibly sometime in November.	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Erin to confirm if training can be done on individual desk tops vs group setting</li> <li><b>Update 2019-05-27:</b> Bailey looking at options to see what is the best way to go about training</li> </ul>	

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- **Update 2019-06-26:** JOHSC training is taking place in Yellowknife in the next few months. Matt has asked Bailey to see if our group can be added to their list for participation. Other option is for the training to come to Hay River or for us to attend via Skype.

<b>Initiated by:</b> Sam M.	<b>Date required:</b>
<b>Responsible party:</b> Erin	<b>Date complete:</b>

\* Copy table above and insert as required

<b>Item #2019-04</b>	<b>Date initiated:</b> April 24, 2019
<b>Item details:</b> JOHSC Communication	
<b>Recommendations:</b> Send communication out to remind everyone of committee/members/what we do etc..	
<b>Actions taken:</b> <ul style="list-style-type: none"> <li>• JOHSC will no longer do recurring communication newsletters</li> <li>• Once Annual Fire Report Drill is received the JOHSC will send out company wide email reviewing results and reminding everyone of what our committee does/members/how to contact etc...</li> <li>• Doug – Find out who maintains the JOHSC information on PowerLine</li> <li>• <b>Update 2019-06-26:</b> Fire Drill final report has been received. Josh to send copy to Dave/Matt for them to review and to create communication newsletter</li> </ul>	
<b>Initiated by:</b> JOHSC	<b>Date required:</b>
<b>Responsible party:</b> JOHSC	<b>Date complete:</b>

<b>New Items</b> (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
<b>Item # 2019-05</b>	<b>Date initiated:</b> May 27, 2019
<b>Item details:</b> Assignment of new Co-Chair	
<b>Recommendations:</b>	
<b>Actions taken:</b> <ul style="list-style-type: none"> <li>• Sam Mugford has resigned as he is leaving NTPC</li> <li>• New Co-Chair to be assigned – Zach Biggar/Matt Lakusta?</li> <li>• <b>Update 2019-06-26:</b> Matt Lakusta has taken on the responsibility of new co-chair. Discussion surrounding new members to JOHSC to ensure we have the appropriate representation. 5 union rep members and 4 non-union members.</li> </ul>	
<b>Initiated by:</b> JOHSC	<b>Date required:</b> 2019-06-26
<b>Responsible party:</b> JOHSC	<b>Date complete:</b> June-26-19



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**JOHSC Monthly Incident Review**

Month		
March 2018	Reviewed and Discussed	✓
April 2019	Reviewed and Discussed	✓
May 2019	Reviewed and Discussed	✓
June 2019		
July 2019		
August 2019		
Sept 2019		
Oct 2019		
Nov 2019		
Dec 2019		
Jan 2020		
Feb 2020		
March 2020		

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2019	Erin and Matt	✓
May 2019	Colleen and Dave	✓
June 2019	Zach and Allan	
July 2019	Dave and Adam	
Aug 2019	Erin and Doug	
Sep 2019	Colleen and Mitch	
Oct 2019	Zach and Matt	
Nov 2019	Doug and Allan	
Dec 2019	Erin and Colleen	
Jan 2020	Mitch and Adam	
Feb 2020	Zach and Doug	



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March 2020	Allan and Adam	
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**JOHSC Quarterly Facility Safety Inspection Schedule**  
(See Finance Admin. Assist. for binder & keys)

Month	HR Head Office	HR Warehouse
April 2019	✓ Allan and Doug	✓ Allan and Doug
July 2019	Josh and Dave	Josh and Dave
October 2019	Adam and Zach	Adam and Zach
January 2020	Matt and Erin	Matt and Erin

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-26

**Next Meeting Details**

Date: July-24-19	Time: 1:30 Engineering Boardroom
Chairperson: Matt Lakusta	Secretary: Colleen Davie

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