
	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: Yellowknife	
Date: June-28-16	Start time: 1:15pm	End time: 2:00pm
Secretary: R. Macintosh	Chairperson: R. Macintosh	

Attendance (call in #: )				
Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	3	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	2	Worker	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rob Macintosh	3	Worker	<input checked="" type="checkbox"/> Yes <input 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-20-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Investigations, Snare camp rules, First Aid training	

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 2 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

<b>Outstanding Items at Previous Meeting</b>
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Item # <b>2015-02</b>	Date initiated: April-10-14
Item details: Work Protection training required for all staff	
Recommendations: JOHS Hydro recommends new training to include practical portion and 1 trainer for region. Request Ed Smith to attend meeting to discuss new processes	
Actions taken: changes being implemented, committee formed, training to be set up- Need update	
Initiated by: Norm McBride	Date required: March-28-14
Responsible party: HSE & All Managers	Date complete: <a href="#">Click here to enter a date.</a>

Item # <b>2015-04</b>	Date initiated: <a href="#">Click here to enter a date.</a>
Item details: Incident/Accident Investigation training required for new staff employees & Managers	
Recommendations: Provide training to JOHS members & Managers	
Actions taken: This is now scheduled, email sent out from Neevee	
Initiated by: CSTEED	Date required: March-27-15
Responsible party: Neevee	Date complete: <a href="#">Click here to enter a date.</a>

Item # <b>2016-04- Complete</b>	Date initiated: April-22-16
Item details: Drum Identification required for Jackfish & Snare	
Recommendations: Use of stencils for drum identification- Rob Macintosh to acquire stencils for YK,SN,BF	
Actions taken: : Contact Josh for stencils used in Smith and supply YK & Snare- <b>Complete remove from minutes</b>	
Initiated by: Ken Bell	Date required: June-30-16
Responsible party: Rob Macintosh	Date complete: June-30-16

Item # <b>2016-07- Complete</b>	Date initiated: May-20-16
Item details: First Aid Training	
Recommendations: Some employees training has expired and need to be recertified	
Actions taken: Neevee has sent expiry dates & schedule to all managers- speak to supervisor for schedule Email sent by csteed on July 113 for a reminder	
Initiated by: Dennis Bourke	Date required: <a href="#">Click here to enter a date.</a>
Responsible party: Managers	Date complete: <a href="#">Click here to enter a date.</a>

\* Copy table above and insert as required



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

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**New Items**

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

Item # 2016-08	Date initiated: June-17-16
Item details: Broken cut out falling incident Fort Smith 06-17-16	
Recommendations:	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2016-09	Date initiated: May-8-16
Item details: Fort Smith chain hoist slip investigation sign off	
Recommendations:	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>


\* Copy table above and insert as required

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed

**(Name) JOHSC Facility Safety Inspection Schedule**

Month	(Location)		(Location)	
April				
July	Josh/Andy	Yellowknife	Jackfish plants	
October				
January				

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 4 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Next Meeting Details	
Date: August-26-16	Time: 1:15pm
Chairperson: R. Macintosh	Secretary:

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