



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

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

Form #:  
14.04.2

**Meeting Details**

Group: JOHSC Thermal		Location: Inuvik & Fort Simpson	
Date: June-28-19	Start time: 10:03am	End time: 10:24am	
Chairperson: Boyd Mallaley		Secretary: Boyd Mallaley	

**Attendance**

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	3	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jacob Pokiak	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Williams	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Trudy Nelner	1	Worker – by skype	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Todd Roche	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Dylan Kakfwi	1	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
Approved By: John Williams	Seconded by Bob Eldridge

**Outstanding Items at Previous Meeting**

Item # <b>2018-08</b>	Date initiated: January 26-2018
Item details: Review of incident investigation - Inuvik incorrect lockout	

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Recommendations: - Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy

- order labelling kit
- summer student or apprentice to make labels and affix to be checked by maintenance staff

Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton


- Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet.
- Plant superintendents to install valve tags based on valve numbers in drawings
- Les to send req# to Bob so he can order same valve tag kit.
- Bob to order kits for his plants following Boyd's requisition # 19257
- check with Bob in August
- check with Bob in September
- Bob's requisition is in. Waiting for delivery to Bob
- Bob has received. Engineering to be involved in tagging/numbering/standardizing.
- Examine scope of this project at November meeting
- John to bring up this project with Mike. Determine if capital or operations budget. Size of project.
- John to give update in April – John working on Inuvik air system drawings for Tag completion, Capital project required to complete all communities
- **CMMS WO's in the system?**
- **June 2019 – Ongoing – Recommend to remove for next meeting (July 2019)**

Initiated by:	Date required: December-28-18
Responsible party: <b>John</b>	Date complete: Ongoing

Item # <b>2019-11</b>	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
-	

Initiated by:

Date required:

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Responsible party:	Date complete:
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**New Items**  
(Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)

Item # <b>2019-31</b>	Date initiated: June 28, 2019
Item details: Review of June Incident Reports - Inuvik Oil Drips Paulatuk Lube oil spill	
Recommendations: None	
Actions taken:	
Initiated by:	Date required: June 28, 2019
Responsible party:	Date complete: June 28, 2019

Item # <b>2019-33</b>	Date initiated: April-2-19
Item details: Union representation on JOHSC	
Recommendations: Union to select 4 members.	
Actions taken: email to union – Jacob and Tyler	
Initiated by: Andy	Date required: April-2-19
Responsible party: JOHSC Members	Date complete: Ongoing



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Item # <b>2019-34</b>	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

**Items Completed in Current Year**

Item #	Brief Description	Date Initiated	Date Completed
2019-01	Union to select 4 members to sit on JOHSC	April 30, 2018	June 5, 2018
2019-05	June General Health and Safety Meeting		

**Thermal JOHSC Facility Safety Inspection Schedule**

Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy		Daniel/Trudy	
September 30	Robert/Andy		Boyd/Trudy	
December 31	Bob/Andy		Daniel/Trudy	
March 31	Robert/Andy		Boyd/Trudy	

\* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

**Next Meeting Details**

Date: July 26-19	Time: 10:00 PM
Chairperson: Dylan	Secretary:

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

#### Escalation of items

- If an item is on the minutes longer than 3 meetings (3 months), it can be elevated to the next committee up.
- Group H&S Meetings > JOHSC > Central JOHSC > Director HSE > Senior Management.
- Items that will take more than 3 months to complete can be entered onto a Concern Report and submitted.