



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-29-20	Start time: 1:30	End time: 1:50
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	2	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	
Matthew Lakusta	3	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mitchell Touesnard	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" 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-26-20	Approved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Discussion: Unable to approve minutes as we did not meet quorum	

Outstanding Items at Previous Meeting

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



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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.
- **Update 2019-09-25:** Training coming to Hay River. Date to be set either October/November
- Training was conducted in HR by the NSA. Not all members were able to go. The attendees were; Doug, Zach, Allan, Mitch and Matt. Still requiring training are; Erin, David, Adam, Colleen/Josh?
- **Update 2019-11-27:** Matt to talk to Bailey about this training
- **Update 2020-01-22:** Ongoing
- **Update 2020-02-26:** Ongoing
- **Update 2020-03-26:** Ongoing – how does this look working from home?
- **Update 2020-04-27:** Can only consider online/remote options due to current pandemic. Matt to send email to Kristen Slade to explore these options to complete training. Formal Investigation training is also needed for several JOHSC members. More valuable in person but can consider online training. Josh to ask Eddie about this training.
- **Update 2020-06-29:** Ongoing – Matt to follow up with Kristen on email he sent

Initiated by: Sam M.

Date required: Early 2020 if possible

Responsible party: Erin/Matt

Date complete:

Item # 2019-07

Date initiated: Oct 31, 2019

Item details: Fire Extinguisher Training

Recommendations:

- Is there training available for the building?
- Optional or Mandatory for employees? Training Matrix states Mandatory for Operations/Optional for Office staff.

Actions taken:

- Josh to look into fire extinguisher training for employees
- **Update: 2019-11-27:** Ongoing
- **Update: 2020-01-22:** Josh sent follow-up email to Fire Department
- **Update 2020-02-26:** Ongoing
- **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

Initiated by: JOHSC

Date required: Post-Pandemic

Responsible party: Josh

Date complete:

Item # 2019-09	Date initiated: Sept 25, 2019
Item details: JOHSC Kudo's Account	
<p>Recommendations: Create JOHSC Kudo account</p> <ul style="list-style-type: none"> • Discussion surrounding the possibility to recognize those employees for notable safety events/issues/concerns. • Is it possible to set up a group Kudo's event? (Erin to look into) To discuss further at next meeting. Is there support from HSE? 	
<p>Actions taken:</p> <ul style="list-style-type: none"> • Update 2020-01-22: Erin to discuss with Noel/Eddie (JOHSC to review submissions...public or private?) This is for above and beyond • Update 2020-02-26: Ongoing • Update 2020-03-26: Ongoing • Update 2020-04-27: Ongoing. Erin has sent an email to HSE/Noel for feedback – approved by both. Josh/Matt to discuss at Central JOHSC. • Update 2020-05-26: Central JOHSC postponed. List of items/concerns for Central JOHSC to be forwarded to Eddie by Matt – creation of Kudos account to be included. If next meeting is not until Fall 2020 – do, we want to decide prior to this? • Update 2020-06-29: Matt to email HSE 	
Initiated by: JOHSC	Date required:
Responsible party: Matt/Dave	Date complete:
Item # 2019-11	Date initiated: Oct 31, 2019
Item details: Develop JOHSC New Member and Chair Packages	
<p>Recommendations: A review of or developed of a formal package with information, processes and annually schedule to be developed for new Members and Chairs.</p>	
<p>Actions taken:</p> <ul style="list-style-type: none"> • Matt/Dave working on draft • Update 2020-01-22: Ongoing – draft in progress • Update 2020-02-26: Ongoing • Update 2020-03-26: Currently working on – Draft to be circulated to group for review and feedback once completed • Send out and feedback for next meeting. Discussion item at central JOHSC • Update 2020-05-26: Item to be included in email to HSE for Central JOHSC (meeting was postponed) • Update 2020-06-29: Matt to email HSE 	
Initiated by: Matt	Date required:



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Responsible party: Matt/Dave

Date complete:

Item # 2020-01

Date initiated: Jan 22, 2020

Item details: Personal Vehicle Insurance when Driving on Company Time

Recommendations: What is the policy around this? Discuss with Finance

Actions taken:

- **Update 2020-02-26:** Ongoing
- **Update 2020-03-26:** Ongoing
- **Update 2020-04-27:** Review of HR Policy. Work with Finance/Cory – talk about use of insurance and what type you need. Draft communication – information piece- of what is required.
- **Update 2020-05-26:** Colleen and Erin to discuss offline
- **Update 2020-06-29:** Colleen and Erin had meeting to discuss – communication to be circulated to staff once everyone has returned to work.

Initiated by: JOHSC

Date required: Post-Pandemic

Responsible party: Colleen/Erin

Date complete:

Item # 2020-02

Date initiated: Jan 22, 2020

Item details: Items in Stairwell – Building Inspection Violation

Recommendations: Noted on visit by WSCC that any items in our building stairwells is a violation and needs to be removed. Follow up required

Actions taken:

- **Update 2020-02-26:** Ongoing
- **Update 2020-03-26:** Ongoing
- **Update 2020-04-27:** Matt to discuss with Mitch - fire code? Clarify with Ross Potter? Josh to look into. Do items need to be fireproofed?
- **Update 2020-05-26:** Ongoing – Josh to update JOHSC
- **Update 2020-06-29:** Ongoing – Josh to obtain photos and follow up with Ross

Initiated by: JOHSC

Date required:

Responsible party: Josh

Date complete:



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Item # 2020-05	Date initiated: March 26, 2020
Item details: Building/Fire Inspections during Pandemic	
Recommendations:	
<ul style="list-style-type: none"> • How do we continue with building/Fire inspections during pandemic? • Discuss with Noel/HSE on how to proceed • Request Schedule and Inspection from Logistics department once they have been completed. • 	
Actions taken:	
<ul style="list-style-type: none"> • Logistics to perform building/fire inspections during pandemic. Info/Process reviewed with Vern. • Update 2020-05-26: <ul style="list-style-type: none"> ○ Colleen emailed Vern at the warehouse to see inspections had been completed – No ○ Colleen to forward email to Josh, Dave and Matt. Josh to follow up. ○ NT Energy office – who is doing this? Matt to email Mark to discuss • Update 2020-06-29: Josh contacted both Daniel and Vern to have them complete fire extinguisher checks – follow up required. 	
Initiated by: JOHSC	Date required:
Responsible party: Josh/Matt	Date complete:

New Items

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

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:



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JOHSC Monthly Incident Review

Month		
March 2019	Reviewed and Discussed	✓
April 2020	Reviewed and Discussed	✓
May 2020	Reviewed and Discussed	✓
June 2020	Reviewed and Discussed	
July 2020	Reviewed and Discussed	
August 2020	Reviewed and Discussed	
Sept 2020	Reviewed and Discussed	
Oct 2020	Reviewed and Discussed	
Nov 2020	Reviewed and Discussed	
Dec 2020	Reviewed and Discussed	
Jan 2021	Reviewed and Discussed	
Feb 2021	Reviewed and Discussed	
March 2021	Reviewed and Discussed	

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2020	Logistics (Vern)	
May 2020	?? (Vern and Daniel)	
June 2020	?? (Vern and Daniel)	
July 2020		
Aug 2020		
Sep 2020		
Oct 2020		
Nov 2020		
Dec 2020		
Jan 2021		
Feb 2021		



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March 2021

JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)

Month	HR Head Office	HR Warehouse

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2019-10	Call Before You Dig Process	2019-09-25	2020-04-27
2020-06	WSCC Phone Call for NAOSH Week	2020-04-27	2020-05-08

Post-Pandemic Parking Lot

Item #	Topic	Outcome



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Next Meeting Details

Date: July-27-20

Time: 1:30 Skype Meeting

Chairperson: Dave Kopp

Secretary: Colleen Davie

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

GOVERNANCE

**Management
Chair**

Signature

Date

Union Chair

Signature

Date