



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Engineering Boardroom	
Date: July-11-18	Start time: 3:00 p.m.	End time: 3:21 p.m.
Secretary: Tammy Martel	Chairperson: Sam Mugford	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Taylor	0	Management / Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
David Kopp Van Egteren	1	Management / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	4	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Gilles Ringuette	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Andrew Davidson	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	1	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Matthew Lakusta	0	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Tammy Martel	4	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Matthew MacDonald	1	Union Rep Worker, Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<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: June-13-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



Outstanding Items at Previous Meeting

Item # 12-13-17 Overhead Door Incident

Date initiated: December 13, 2017

Item details: Overhead door fell while closing

Recommendations:

- Overhead door rules should include NEVER walk under them, always use a man door
- Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors

Actions taken:

- Gilles will check into the SWP for walking underneath overhead doors (if any)
- Gilles will also check on the maintenance schedule/practices
- Still in process; then forward to CMMS Planners as these doors are assets
- **Ongoing**

Initiated by: Gilles

Date required:

Responsible party: Gilles

Date complete:

Item #2018-02 Summer Atrium Meeting

Date initiated: May 9, 2018

Item details: Start planning presentation & decide on a date

Recommendations: Mandatory coffee break meeting; presentation may be about summer driving/hauling

Actions taken:

- **Talked to ENR but a presentation is not an option as they require an hour not just 15 minutes**
- **Looking for a Plan B**
- **Will try to work out asap to have it happen this month**
- **Find out from HSE if we have any budget for food**

Initiated by: Blaine

Date required:

Responsible party: Erin

Date complete:

Item #2018-03 Annual Fire Drill

Date initiated: May 9, 2018

Item details: Start making preparations for this annual event

Recommendations: Start planning this for September

Actions taken:

- **Erin has taken this on & will work with another group member (not yet identified)**
- **Ian's a good connection with the HRFD, will ask if he's interested in helping organize**
- **Ongoing**

Initiated by: Sam

Date required:

Responsible party: Erin

Date complete:



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Item #2018-04 Resignation of Blaine MacKay	Date initiated: June 13, 2018
Item details: Blaine has resigned his position (Mgmt. Rep) with Hay River JOHSC.	
Recommendations:	
<ul style="list-style-type: none"> Blaine will reach out first to Ian Flood as he was a Union Rep member before becoming a Manager so we feel he would be the best first choice. If Ian declines, Blaine will then talk to David Kopp to see if he might be interested in this position. 	
Actions taken: David Kopp has joined on an Acting basis as Management/Co-Chair	
Initiated by: Blaine	Date required:
Responsible party: Blaine	Date complete: July 11, 2018

* Copy table above and insert as required

New Items

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

Item #2018-	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	



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JOHSC Monthly Incident Review

Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018	Reviewed; noticed the trend in vehicle accidents has decreased	✓
August 2018		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	
August 2018	Treasury & Enterprise Risk	
September 2018	Asset Management	
October 2018	JOHSC Members	
November 2018	Information Technology	
December 2018	Budgeting & Regulatory	
January 2019	Executive	
February 2019	Financial Reporting	
March 2019	Transmission & Distribution	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 5 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

JOHSC Quarterly Facility Safety Inspection Schedule (See Finance Admin. Assist. for binder & keys)		
Month	HR Head Office	HR Warehouse
April 2018	Blaine & Matthew ✓	Blaine & Matthew ✓
July 2018	Gilles & Sam	Gilles & Sam
October 2018		
January 2019		

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18
2018-04	Blaine's resignation; seat filled by David Kopp	06-13-18	07-11-18

Next Meeting Details	
Date: July-11-18	Time: 3:00 in Engineering Boardroom
Chairperson: David Kopp Van Egteren	Secretary: Tammy Martel

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