

	Health & Safety Management System Form: JOHSC Meeting Minutes		Page 1 of 9
	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: July-12-17	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	3	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	4	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	4	Management	☒ Yes ☐ No	
Sam Mugford	3	Union Rep Worker	☐ Yes ☒ No	On leave
Gilles Ringuette	2	Union Rep Worker	☒ Yes ☐ No	
Andrew Davidson	4	Management	☒ Yes ☐ No	
Erin Dean	2	Excluded Worker	☐ Yes ☒ No	Excused
Ian Flood	3	Union Rep Worker	☒ Yes ☐ No	
Tammy Martel	4	Excluded Worker	☒ Yes ☐ No	
Shelly Davidson	1	Guest, Management	☒ Yes ☐ No	
Mitchell Touesnard	1	Guest, Union	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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-14-17	Approved? ☒ Yes ☐ No
Discussion:	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: WILL CONTINUE AS RECURRING UNTIL COMPLETED.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: WILL CONTINUE AS RECURRING UNTIL WE SEE IT COMPLETED.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

Item #3: 11-28-16 EMERGENCY PREPAREDNESS	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: Fire extinguisher training (we work around HRFD schedule); groups of 10 takes approx. 1½ hours each. This training is mandatory only for the Building Wardens.	
Actions taken: Completed, updated maps were sent out by John S., including a list of which keys belong to which office doors; Server Rooms have a code, not a key – have to ask IT to open it or ask for the code. Ian to draft a formal letter regarding recommendations from the Fire Chief & will have it signed off by the Fire Wardens. Moving of the Muster Point sign at the front of the building is not happening. It's fine where it is; if fire is engulfing the building, people will move away from the building anyway!	
Initiated by: Lida/John/Sam	Date required: May-10-17
Responsible party: Blaine & Ian	Date complete: July-12-17

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #4: 04-12-17 FIRST AID KITS	Date initiated: April-12-17
Item details: Is there protocol on re-stocking the kits? Does HSE do this?	
Recommendations: Kits are on the inspection sheet; they are not re-stocked. Suggested dating kits and replacing every two years with small travel kits being replaced each year. Need to have ownership of first aid kits.	
Actions taken: Blaine spoke with Eddie; they are working on a solution. Carry over to next meeting.	
Initiated by:	Date required
Responsible party: Blaine	Date complete:

Item #5: 04-12-17 KPI'S FOR JOHSC	Date initiated: April-12-17
Item details: - How will HR JOHSC be reviewed? - Are we effective? - How is our attendance rate?	
Recommendations: DELAY AGAIN UNTIL NEXT MONTH (AUGUST)	
Actions taken:	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete:

Item #6: 04-12-17 AIR QUALITY TESTING	Date initiated: April-12-17
Item details: - Employee complaint regarding air quality - Andrew D. also noted that folks in his area always seem to be coughing and/or sneezing.	
Recommendations: It comes down to being much too expensive to do air testing. A few suggestions to deal with this are: To have employees get tested for allergies Buy an air purifier for the office Have ducts cleaned again (were done 2 years ago) Have carpets cleaned	
Actions taken: Andrew T. spoke with Ed S. & Dave D. regarding this issue. Filters have been changed.	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	Date complete: July-12-17

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #7: 05-10-17 Street Signage & Crosswalks	Date initiated: May-10-17
Item details: Finance escalated this issue to JOHSC	
Recommendations: Ongoing concerns. John received an email from the TOHR; they reviewed and agree that this is an issue; they will implement a temporary fix with a long term solution in mind but must amend by-laws first before changes can be made.	
Actions taken: We've done all we can do. TOHR to complete as per their letter/email.	
Initiated by: Sam M.	Date required: July-12-17
Responsible party: John S.	Date complete: July-12-17

Item #8: 05-10-17 Safety Trends	Date initiated: May-10-17
Item details: - Reviewed NTPC policy - JOHSC duties	
Recommendations: - Quarterly report done by HSE – using bar graphs, this does a good job of giving the “what” by not the “why’s” - Incident Investigations - define the “why’s” but need more than just the “what” to be able to identify how to prevent these injuries, etc. - HSE uses only an Excel spreadsheet - Shelly D. would like to see what HSE has on our database – that we are fulfilling whatever the expectations are. - John S. will clarify if JOHSC is able to see what the incidents are - Andrew D., on a go forward basis, would like to see us pick a trend & address it. John S. will verify if he can use his data.	
Actions taken: Blaine M. will look at what NTPC has for software that could be used to track trends.	
Initiated by: .John S.	Date required:
Responsible party: John S.	Date complete:

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 5 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #9: 05-10-17 Site Emergency Response Plans	Date initiated: May-10-17
Item details: ○ Eddie visited us in March and said these would be complete by end of April ○ John sent a follow up email and got no response ○ John spoke with some site crews & noted there has been no action since March ○ Taltson may be our Worst Case Scenario ○ John followed current plan steps for Taltson ○ Contacted the Fort Smith RCMP ○ Contacted MediResponse ○ MediResponse stops at the airstrip ○ NTPC responsible to get employee to the airstrip ○ Emergency Response team has not been identified ○ John spoke with WSCC – says it's clearly the responsibility of the employer to get employee to medical care ○ Question #1: Has the company demonstrated due diligence for the safety & protection of our employees? NO ○ Question #2: As Hay River JOHSC, what is our next step?	
Recommendations: ○ John suggested a formal letter to Emanuel D. requesting action on this item, complete with a plan for training & implementation ○ It's also appropriate to give Eddie S. a heads up; giving him a deadline to respond of June 4 or letter is sent to Emanuel D. ○ Plan should be implemented in the summer months ○ All sites to review their ERP's (this was also mentioned at Central JOHSC meeting) ○ This has been an ongoing concern for some time	
Actions taken: ○ July 2017 – revised plans to be finalized & issued	
Initiated by: John S.	Date required: July-12-17
Responsible party: John S.	Date complete:

* Copy table above and insert as required

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 6 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

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

Item #1: 07-12-17 Fire Extinguisher Training	Date initiated: July 12, 2017
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Item details: Fire Extinguisher Training is due for Head office staff

Recommendations:
This is Discretionary training for employees so it's up to Directors/Managers who will take it.
This is Mandatory however, for the Building Fire Wardens.

Actions taken: Ian is organizing with the HR Fire Department; he has put out new dates to everyone - July 21st & 28th to be held at the Fire Hall.

Initiated by:	Date required:
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Responsible party: Ian Flood	Date complete:
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Item #2: 07-12-17 JOHSC Communications (recurring)	Date initiated: July 12, 2017
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Item details: JOHSC's role IS Communication as we are Head Office Spokesperson.
Currently our only communication is the meeting Minutes. High rated incidents are reviewed & discussed.

Recommendations:
We should be communicating back to the Union. We should be communicating back to Management.
Should be marketing JOHSC on Powerline. Should also be making recommendations to HSE.
How should it be communicated to the Union? Never been done but MUST get happening moving forward.
Does the Union have a policy on JOHSC meetings? Does the Union have any expectations of what is reported? What communication network do we need?

- Diagrammed by Department & tracked incidents by Department; or by incident rather than Dept.?
- 2016 report only offered a pie chart which didn't mean a whole lot
- See attached PowerPoint

JOHSC is the overseer of HSE; our role is to help steer the company in a safer manner
This (attached) is a great format to start.

What are acceptable timelines? Specifically, for outstanding items (per NTPC policy)?

- After 3 meetings – it goes to Central JOHSC
- After 2 meetings with Central (which only meets twice per year!!)
- This process is MUCH too long and is inappropriate
- Duty of care (as in insurance) rates drop if we do a really good job

Communications should be on our Agenda/Minutes format as it will be a recurring item, going forward.

Actions taken: John S. will build on (the attached) and send to the group to review.
Mitch will talk with Union to see what kind of information they'd like to see come from JOHSC. Timeline will also be a part of this. Tammy will add this recurring item into our Agenda & Minutes templates.

Initiated by: John S.	Date required:
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Responsible party:	Date complete:
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	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 7 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #3: 07-12-17 HS Committee Training	Date initiated: July 12, 2017
Item details: Keeping records, inspection records. Online or in person training through Northern Safety Association from YK. Online is 1 hour; in person is ½ day – leaning toward in person training. JOHSC would be mid-September.	
Recommendations: Andrew T. will go back to Kristen S. regarding this training.	
Actions taken:	
Initiated by: Andrew T.	Date required:
Responsible party: Ian Flood	Date complete:

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	Nov. 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 8 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

JOHSC Monthly Incident Review (Recurring Event)		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month	RED INSPECTION BINDER (incl. forms & keys) CIRCULATED	
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	
August 2017	Treasury & Enterprise Risk	
September 2017	Asset Management	
October 2017	JOHSC Members	
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 9 of 9
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

JOHSC Quarterly Facility Safety Inspection Schedule				
Month	HR Head Office	HR Warehouse	(Location)	
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓		
July 2017	John & Ian ✓	John & Ian ✓		
October 2017				
January 2018				

Note: Sent the Inspection Report to Rod regarding vegetation control (report only sent when there are issues to deal with).

Next Meeting Details	
Date: August-9-17	Time: 10:30 in Engineering Boardroom
Chairperson: Andrew T.	Secretary: Tammy Martel

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



JOHSC – Hay River

Safety data – Primary

1. Concern Reports – Concern report register
2. Incident Report – Incident Report Register
3. Investigation Report – Investigation Report Register

CONCERN REPORT

Track Concerns and Action to Resolve

Concern				
#	Date	Location	Description	Reported by
1	4-7-17	Gameti	Staff accommodations quality	D. Hope
2	5-16-17	Yellowknife	Breaker closing	D. Bourke
3	5-18-17	Snare	Working around sewage	C. Welna
4	6-16-17	Hay River	Unlocked doors	A. Davidson
5	6-30-17	Pine Point	L350 breaker recloser	L. Millar

Response						
Resolution	Manager	Director	HSE Division	Response	Committed	Complete
	G. Penney					
Design and install proper switchgear	R. Burgin	J. Pickett	A. Crowther	6-22-17	3-31-18	Concern Report Registrar
Vaccination for staff	R. Sunderland	J. Pickett	A. Crowther	7-24-17		
Notify CFO to ensure door locks on stat	B. Whitford	B. Whitford	A. Crowther	6-22-17	6-22-17	
AME investigate and repair	G. Penney	D. Chakrabarti	A. Crowther	7-10-17	7-6-17	7-6-17

CONCERN REPORT REGISTER

Concern							Corrective Actions							
#	Unique Identifier	Division	Manager	Date			#	Item	Responsible Party	Date			Status	Comments
				Submitted	Response	Late				Due	Revised	Completed		
1	04/07/17-Gameti-Staff accommodations quality	T&D	G. Penney	4-7-17	4-9-17	2								
2	05/16/17-Yellowknife-Breaker closing	Hydro	R. Burgin	5-16-17	5-16-17	0	1	Design and install proper switchgear	D. Hendrickson	3-31-18			On Track	
3	05/18/17-Snare-Working around sewage	Hydro	R. Sunderland	5-18-17	7-24-17	67	1	Inform hydro staff to have vaccinations	J. Pickett	5-19-17		5-19-17	Completed	
							2	Vaccinations for staff	R. Sunderland				-	
							2	Staff to review SWP 1.29: Working around sewage	R. Sunderland	8-30-17			On Track	
4	06/16/17-Hay River-Unlocked doors	HR	B. Whitford	6-22-17	6-22-17	0	1	CFO assistant to ensure door locks on stat	H. Tybring	6-22-17		6-29-17	Completed	
5	06/30/17-Pine Point-L350 breaker recloser	T&D	G. Penney	6-30-17		0	1	Check with engineering	D. Chakrabarti	7-30-17		7-5-17	Completed	
							2	Investigate root cause / site visit	Doug Short	7-15-17		7-6-17	Completed	
							3	Plan the Job	Doug Short	7-15-17		7-6-17	Completed	
							4	Carry out the repair work	Doug Short	7-15-17		7-6-17	Completed	
6						0								

INCIDENT REPORT

Identifies Type of Incident

Section B – Type of Incident		
☐ Injury/Illness	☐ Property Damage	☐ Production Loss
☐ Rules/Procedures	☐ Environmental	☐ Near Miss

Includes an indicator of Risk (RPH)

INCIDENT REPORT REGISTER

INFORMATION USED TO GENERATE QUARTERLY SAFETY STATISTICS REPORT

Incident											
#	Incident Date	Reported Date	Days Late	Location	Description	Reported by	Group	Incident Type	Injury Type	RPH	Division
1	4-1-17	4-2-17	1	Snare	Vehicle Scrape	J. Landry	NTPC	15	-	L	Hydro
2	4-1-17	4-4-17	3	Yellowknife	Truck Brakes Seized	E. Tejuco	NTPC	15	-	L	T&D
3	4-2-17	4-5-17	3	Snare	Breaker Rack In	N. McBride	NTPC	2	-	H	Hydro
4	4-3-17	4-6-17	3	Snare	Plant Outage	J. Landry	NTPC	9	-	L	Hydro
5	4-6-17	4-6-17	0	Tsiigehtchic	Vehicle Near Miss	P. Andre	NTPC	15	-	L	Thermal
6	4-7-17	4-7-17	0	Yellowknife	Outage	N. Costa	NTPC	9	-	L	Hydro
7	4-11-17	4-15-17	4	Inuvik	Service Tear Down	C. Kemshall	Public	2	-	L	T&D
8	4-12-17	4-18-17	6	Yellowknife	Fire Alarm	R. Burgin	NTPC	18	-	L	Hydro
9	4-25-17	4-25-17	0	Fort Simpson	Oil Spill	D. Squirrel	NTPC	3	-	L	Thermal
10	5-11-17	5-11-17	0	Inuvik	Fuel Transfer Stn Spill	H. Campbell	Contractor	3	-	L	Thermal
11	5-12-17	5-12-17	0	Hay River	Cut Finger	I. Flood	NTPC	6	-	L	AME
12	5-12-17	5-23-17	11	Hay River	Projector Screen Fell	B. Mackay	NTPC	8	-	L	IT
13	5-16-17	5-17-17	1	Fort Smith	inReach Device Theft	L. Thomson	NTPC	12	-	L	HSE
14	5-19-17	5-19-17	0	Tuktoyaktuk	Battery Explosion	J. Pokiak	NTPC	12	-	H	Thermal
15	5-25-17	5-25-17	0	Snare	5B Log Fire Damage	G. Hettiarahcchige	NTPC	12	-	M	Hydro

Injury					IR to JOHSC
Injured Party	Injured Part	Classification	Lost Time Days	Restricted Work Days	
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
I. Flood	Finger	First Aid	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y
-	-	-	-	-	Y

Incident Investigation Reports

Attempts to assign cause to incident

Section G – Direct Causes			
☐ Animals or insects	☐ Fall from <3m	☐ Outage	☐ Temperature extreme
☐ Caught in, between	☐ Fall from >3m	☐ Overexertion	☐ Vehicle
☐ Chemical contact	☐ Fall at same level	☐ Repetitive strain	☐ Violence
☐ Communications	☐ Fire	☐ Slip, trip, fall	☐ Work Protection
☐ Electrical energy	☐ Maintenance	☐ Struck against	☐ Other
☐ Environmental	☐ Noise or vibration	☐ Struck by	

Section H – Indirect Causes	
Substandard Practices	Substandard Conditions
☐ Not operating with authority	☐ Not effective guards & devices
☐ Not using serviceable equipment	☐ Not serviceable tools & equipment
☐ Not using equipment properly	☐ Not adequate warning systems
☐ Not using PPE where required	☐ Poor housekeeping
☐ Not correct lifting	☐ Polluted environment
☐ Alcohol & drugs	☐ No noise management
☐ Horseplay	☐ No hazardous substances management
☐ No secure equipment or warnings	☐ Poor illumination & ventilation
☐ Other procedural non-conformance	☐ Other

Safety Trends – Incident Investigation Reports

Section I – Root Causes			
Personal Factors	Job Factors	Supervisory Performance	Management Policy
☐ Lack of skill or knowledge ☐ Improper motivation ☐ Physical or mental conditions ☐ Literacy or ability ☐ Other	☐ Physical environment ☐ Substandard equipment ☐ Abnormal usage ☐ Wear & tear ☐ Design/maintenance ☐ Purchasing standards ☐ Change introduced ☐ Other	☐ Inadequate instruction ☐ Inadequate Job Safety Analysis ☐ Rules not enforced ☐ Hazards not controlled ☐ Devices not provided ☐ Other	☐ Safety Management System Element failure ☐ Inadequate Safe Work Practices or Safe Job Procedures ☐ Inadequate supervision provided ☐ Training programs not provided or inadequate ☐ Other

INCIDENT / INVESTIGATION REPORT REGISTER

TRACKS RESOLUTION ACTIONS

DOES NOT INCLUDE CAUSES IDENTIFIED IN THE INVESTIGATION

Investigation								Corrective Actions							
#	Unique Identifier	Division	Group	Team Lead	Date			#	Item	Responsible Party	Date			Status	Comments
					Started	Completed	JOHS Sign				Due	Revised	Completed		
1	04/02/17-Snare-Breaker Rack In	Hydro	NTPC	D. Dewar	4-6-17			1			-	-	-	-	
3	05/19/17-Tuktoyaktuk-Battery Explosion	Thermal	NTPC	K. Campbell	5-26-17	6-19-17		1	Order new batteries for Tuk plant	K. Campbell	6-2-17	-	6-2-17	Completed	
								2	Install new batteries and change disconnects	K. McLeod	9-30-17		7-12-17	Completed	
								3	Discuss with M. Ocko about interval for changing quick disconnects	K. Campbell	6-30-17		6-30-17	Completed	
								4	Add "changing quick disconnects" to CMMS for all plants	K. Campbell	6-30-17			On Track	
								5	Clarify on 30 day plant check that batteries are accessible for fluid check	K. Campbell	6-30-17		6-30-17	Completed	
								6	Bring up this issue at next safety meeting and review safety alert	K. McLeod	7-31-17			On Track	
2	05/25/17-Snare-5B Log Fire Damage	Hydro	NTPC	C. Steed	6-1-17	6-12-17		1	Design and verify electrical drawings	D. Short	9-30-17	-	-	On Track	
								2	Replace 347v heaters and install Startco ground protection	R. Burgin	10-30-17			On Track	
								3	Commissioning verification of capitol work	M. horton	12-30-17			On Track	
								4	Preventative maintenance of all equipment to be set up in CMMS system	S. Catlyn and R. Burgin	12-30-17			On Track	
4	06/11/17-Snare-ATV Rolled Down Bank	T&D	Contractor	L. Thomson	6-12-17	7-12-17		1			-	-	-	-	
5	07/26/17-Paulatuk-Impaired Driving	Thermal	NTPC	RCMP				1			-	-	-	-	

Safety Trends – Quarterly Health & Safety Report

Figure 1: Injuries by Class

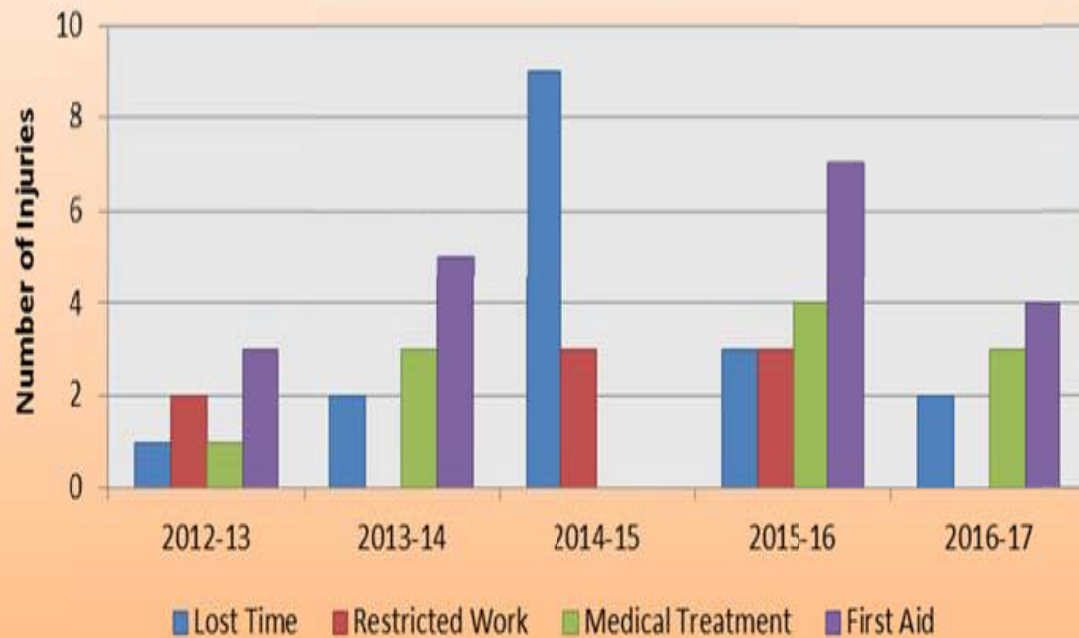
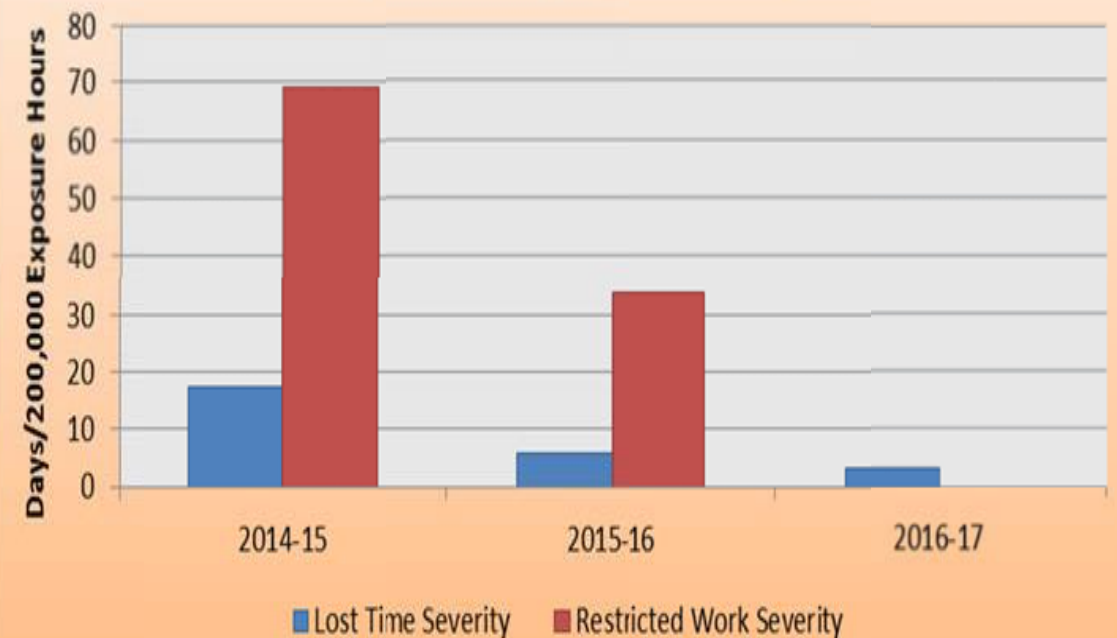
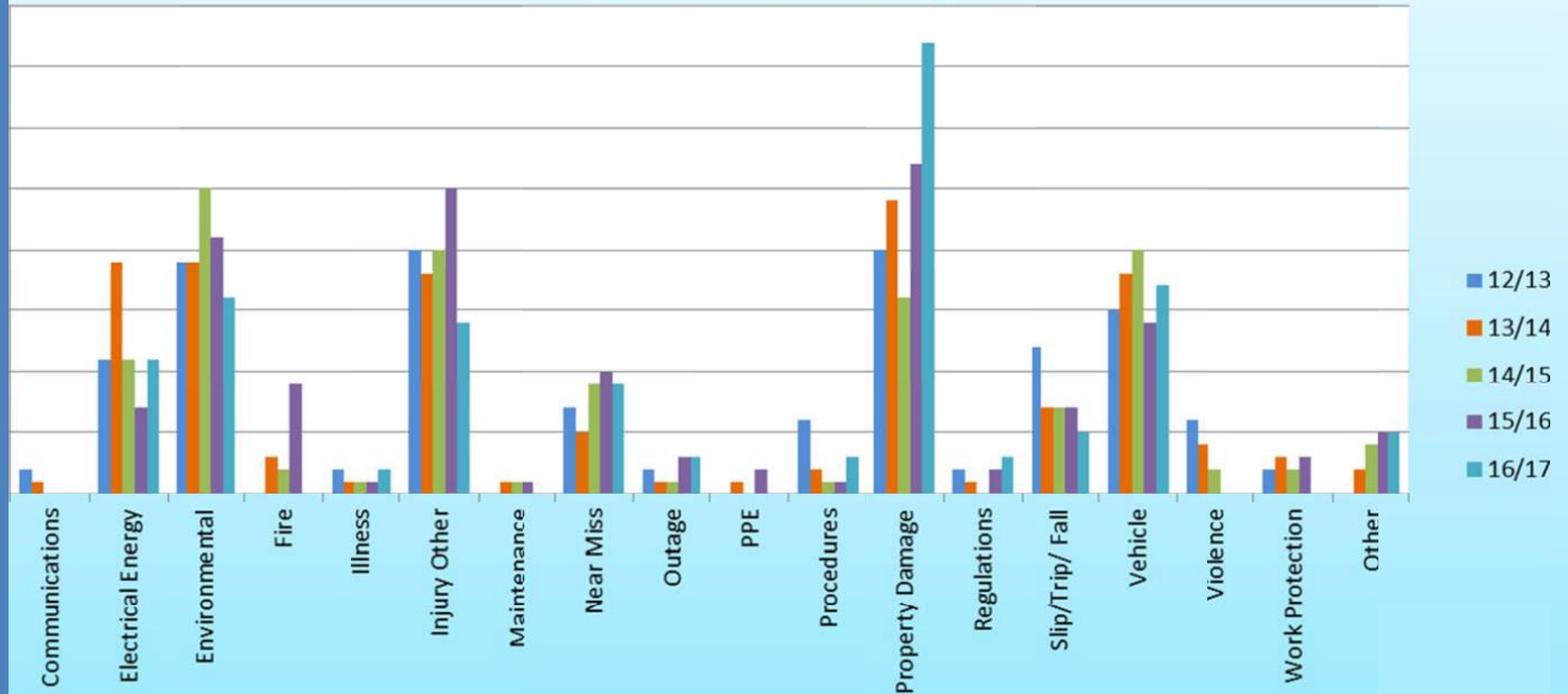


Figure 2: Injury Severity



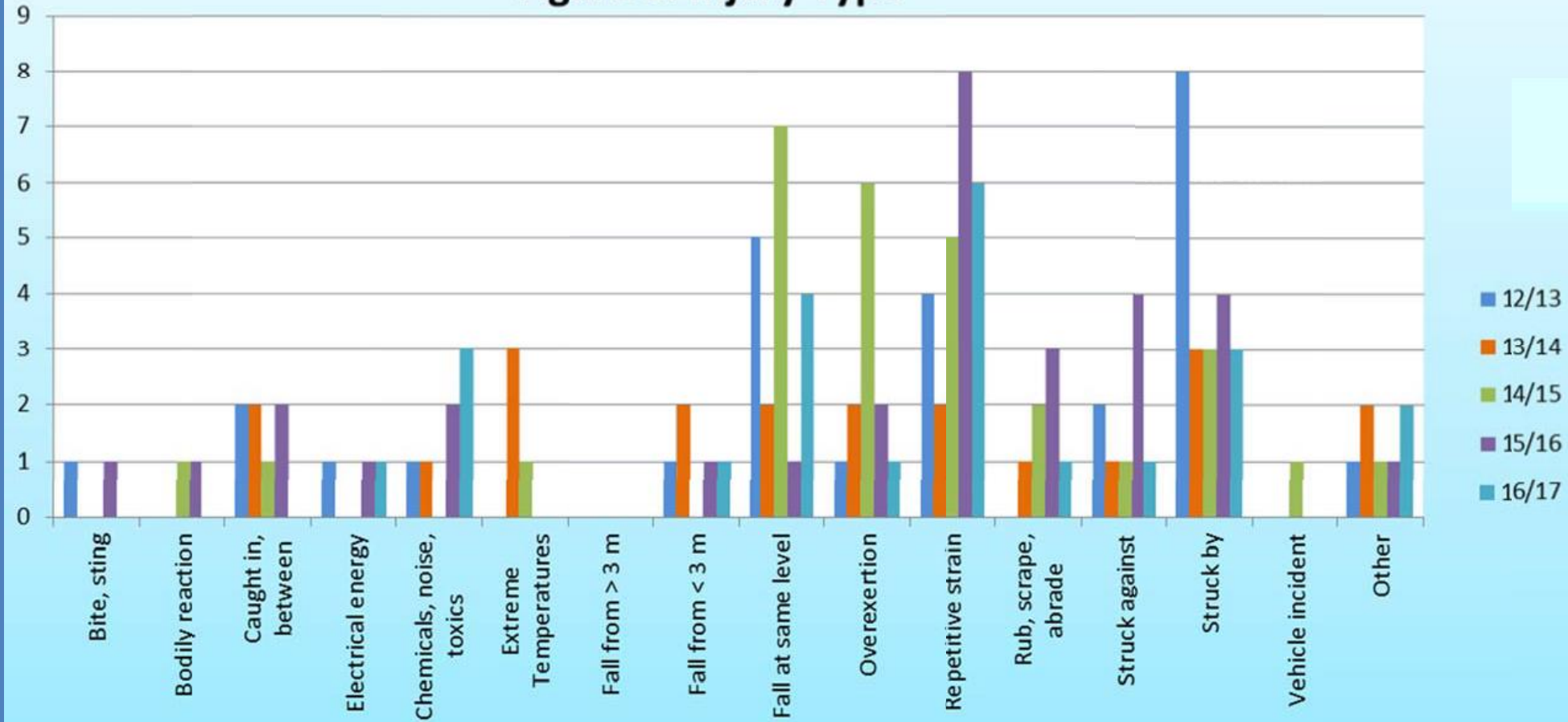
Safety Trends – Quarterly Health & Safety Report

Figure 4: Incident Type



Safety Trends – Quarterly Health & Safety Report

Figure 3: Injury Type



SUMMARY

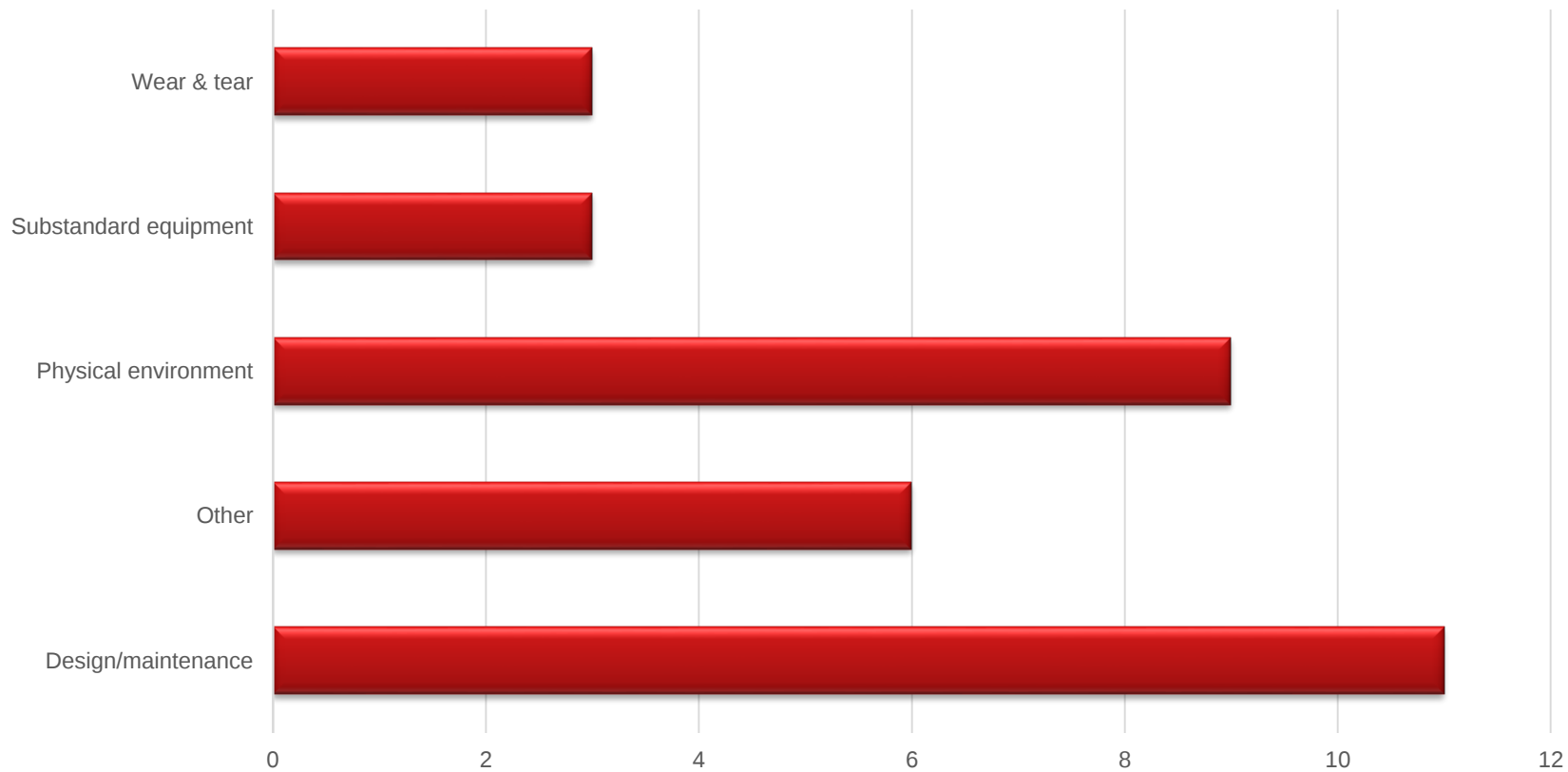
- Various Tools to Identify What – incident / injury
- Action taken to resolve or improve
- Limited Capacity to Identify Why
- Causes identified in Investigation
- Hazard /Risk identified through JSA/Tailboard
- Not related to incidents

SUMMARY

1. What happened
2. How did it happen (cause)
3. How / What can we do to resolve issue

ROOT CAUSE - FROM INVESTIGATION 2013-2017

Job Factors

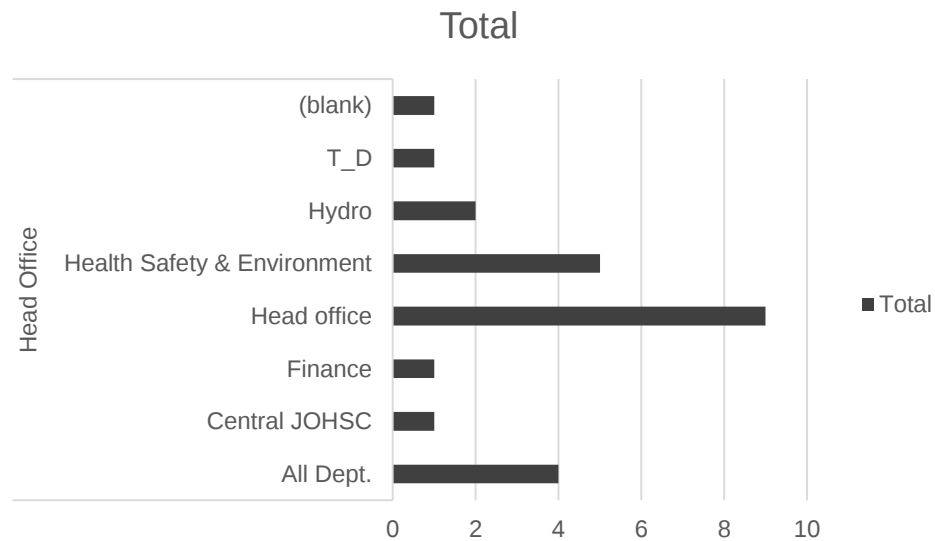


JOHSC – RESOLUTION TIME / INTERDEPENDENCIES (MINUTES 2011 – 2017)

Item	Start Date	Goal Date	End Date	Resolution Time (Months)	Johsc/ Safety - Unit	Depart relating to	Job Functions applies to	Column1	Relating to
invite Eddie to our next meeting to discuss the subject of guidelines and responsibilities for the JOHSC. What are our long-term goals? Where is the committee going? List of potential concerns: a. Investigation reports b. Yearly meetings c. Clarification of JOHSC mandate	Oct-2012	December update: Eddie informs that there is some work in progress – should be complete for January or February 2013. January 2013 update: Dave advised committee that the Safety Program is undergoing various changes. Additional safety elements are being added. These will eventually be reviewed by Senior Management. April 2013: No Action	Jul-2013	9.1	Head Office	Health Safety & Environment			Policy
safety concerns with having only one microwave located upstairs. If staff located downstairs use the microwave they are required to carry hot soup etc. downstairs.	Sep-2012	Completed sometime before Sept 2013	Sep-2013	12.2	Head Office	Head office			Safety
Air flow in the CADD room (or lack thereof) needs to be addressed. October update: Dan Prima will be in to examine the air flow situation and report back to Rod. December update: New reports were reviewed. Request to be sent to Rod requesting copy of the report from Dan Prima	Sep-2012	October update: Dan Prima will be in to examine the air flow situation and report back to Rod December update: New reports were reviewed. Request to be sent to Rod requesting copy of the report from Dan Prima January 2013 update: Ask Rod for copy of report (Pat) April 2013: No action Sept 2013: No Action	Nov-2013	14.2	Head Office	Head office			Work Environment
Arising from inspection done Jan 29/13 - IT Main Server room – aluminum ladder being used. Needs to be replaced with fiberglass. - Emergency Exit by Finance requires snow shoveling to clear blockage. - Access Hatch in South Stairwell – Needs to have signage “Keep area clear” posted in area	Jan-2013		Jun-2014	17.2	Head Office	Head office			

JOHSC – RESOLUTION TIME / INTERDEPENDENCIES (MINUTES 2011 – 2017)

- Average resolution Time 12.6 months
- Few interdependencies with other JOHSC / Dept Safety Groups





Thank you