



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

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

Form #:  
14.04.2

**Meeting Details**

Group: Hydro	Location: Yellowknife/Ft. Smith	
Date: July-15-21	Start time: 1500	End time:
Secretary: Sergio Catlyn for Bryan Brazeau	Chairperson: Sergio Catlyn & Stuart Robinson	

**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Courtemanche	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eddie Smith	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Lee Millar	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Grant Penney	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Bryan Brazeau	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Stuart Robinson	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Anthony Upton	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Belinda Whitford	2	Observer	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Alex Love	3	Observer	<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: April-22-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Accepted.	



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**Outstanding Items at Previous Meeting**

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: Approve site list inspection schedule and track to ensure site visits are completed.	
<p>Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.</p> <p>May 10, 2019: Site list and schedule to be created and proposed at next meeting. Discussions on which sites were going to be inspected by JOHSC-Hydro committee members versus local plant operators.</p> <p>Sept. 13, 2019: List and schedule have been added to minutes for review/approval at October meeting.</p> <p>Oct. 18, 2019: Locations have been assigned to members/manager duos this meeting. Refer to the chart in these minutes for tracking.</p> <p>Nov. 15, 2019: Stu and Eileen to try to complete Jackfish visits by Dec 30<sup>th</sup>. Other site visits may be delayed.</p> <p>Jan. 17, 2020: Still disagreement on what sites require visits by JOHSC versus plant operator. Require attendance by HSE next meeting. Staff levels already tight, busy due to leave/projects.</p> <p>Nov. 26, 2020: No site visits were completed. Hiatus over the summer due to pandemic emergency and ransomware attack. Site visits to be schedule for completion by end of December.</p> <p>Mar. 18, 2021: Site visits to be completed by end of March 2021. Belinda to follow-up with Eddie on remote site visits by JOHSC. Site visits to be scheduled by manager with JOHSC employee representative. Discussion on site versus building inspection intervals.</p> <p>Apr. 22, 2021: No site visits completed. New quarterly deadlines updated.</p> <p>May 25, 2021: Stuart and Eileen completed some site visits for Jackfish, May 18<sup>th</sup>. Progress on assignment. To be removed next set of minutes.</p> <p>Confirmation of dates for Bryan and Anthony's visit to snare</p> <p>July 6<sup>th</sup> – Sergio and Bryan performed inspection at BF. Findings to be Circulated.</p>	
Initiated by: Committee	Date required: December 2020.



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Responsible party: Management

Date complete:

Item # 2019-07

Date initiated: March 7, 2019

Item details: JOHSC Training

Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group

Actions taken: Bailey Corrigan has arranged a trainer, just needs dates. Several attempts for scheduling were made between May and September but did not pan out, new date set for November 19, 2019. Bryan will inform Bailey. Local 16 elections for new JOHSC in October 2019.

October 18, 2019: Bailey was provided the new JOHSC member list and was working on confirming the date with the trainer.

Nov 15/2019 : SC to follow with Bailey and Bryan

Jan. 17, 2020: Bryan will request JOHSC training be scheduled in the second half of February. May need two sessions to get everyone.

Nov. 20, 2020: JOHSC training was not scheduled due to the pandemic and ransomware attack. HSE has started identifying a training schedule. Eddie asked when the employees meet to elect JOHSC members, Bryan responded. JOHSC elections are typically held at the Local's AGM, but this year's AGM is cancelled as terms have been extended by PSAC.

Feb. 4 2021: Still with HR to schedule.

Mar. 18, 2021: Bryan to follow-up with JOHSC training with Bailey.

Apr. 22, 2021: Bryan requested Bailey schedule the training based on JOHSC managers scheduling, employees can be made available by management. Sergio to follow-up.

May 25, 2021: Sergio working on scheduling a Teams training session via Northern Safety. Booked for June 2, 2021. Sergio to send invite.

Training Booked and deferred to July.

Initiated by: Committee

Date required: December 2019

Responsible party: Bryan Brazeau

Date complete:

Item # 2019-14

Date initiated: May 10, 2019



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Item details: NWT Occupational Health and Safety Regulations need to be reviewed for areas to improve JOHSC involvement. JOHSC-Hydro is aware of an inspection report completed by WSCC at the Snare Forks work site that has not been provided to the committee, which is required in the regulations (see Section 53). There may be other sections NTPC needs to review for compliance.

Recommendations: Review NWT OH&S Regulations and provide corrective actions to address compliance with NWT OH&S Regulations.

Actions taken: Recommendation accepted, per Eddie: *“We will review the NWT OHS Regulations and adjust our system to ensure it properly reflects the regulations around JOHSC rights and responsibilities.”*

October 18, 2019: Bryan to follow-up on progress on providing corrective actions.

Nov 15/2019; Bryan followed up with Eddie and received some response.

Jan. 17, 2020: Bryan to follow-up and get another update from Eddie.

Nov. 20, 2020: No update at the time of the meeting.

Nov 27, 2020: Eddie Smith Responded via email as follows:

- 1) 2019-14 (NWT OHS Regs reflected in JOHSC element)
  - The JOHSC had noted that they were not receiving WSCC inspection reports
    - a) *Element 14.04: JOHSC section 7: JOHSC Terms of Reference* requires WSCC inspection reports and orders to be shared with JOHSCs.
    - b) This was not done consistently by HSE, which was an oversight, but shall be done going forward.
    - c) Thank you for bringing this to our attention.
  - HSE reviewed the JOHSC requirements in the NWT OHS Regulations. All JOHSC requirements are currently covered in the NTPC Health & Safety Management System.
    - a) We have clarified the *section 8 JOHSC Powers and Duties* line “Cooperate with WSCC Safety Officers” to “Cooperate with WSCC Safety Officers when requested to meet with them or to accompany them on an inspection.” as outlined in the regulations.
    - b) Element updated and posted to PowerLine

March 18, 2021: WSCC investigation for Ft. Smith to be sent to JOHSC. OHS Regulations still need to be reviewed for compliance in areas such as signage at Hydro sites.

April 22, 2021: Recent WSCC inspections have been posted and/or sent to JOHSC. Bryan will follow-up with Eddie to clarify.

May 25, 2021: No update.

July 15, 2021: Currently requires update from Bryan

Initiated by: Bryan	Date required: August 31, 2019
Responsible party: NTPC HSE	Date complete:



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Item # 2021-3	Date initiated: March 18, 2021
Item details: Lack of engagement in safety meetings	
Recommendations: Identify ways to promote employee engagement. Management needs to send a message on promoting participation and welcoming engagement.	
<p>Actions:</p> <p>April 22, 2021: Bryan followed up with Eddie and Belinda separately, issue has been acknowledged. Action pending.</p> <p>May 25, 2021: Discussion on re-evaluating the way NTPC holds safety meetings, potentially going back down to a smaller group size (department based) and reviewing safety items afterwards divisionally.</p> <p>July 15<sup>th</sup> - awaiting update vrom eddie/Bryan</p>	
Initiated by: Bryan	Date required: March 29, 2021
Responsible party: Bryan	Date complete:

Item # 2021-4	Date initiated: March 18, 2021
Item details: Repeating incidents/concerns.	
Recommendations: Review past incident and concern reports for recurring patterns, battery explosions noted as repeating incidents.	
<p>Actions:</p> <p>April 22, 2021: Bryan had discussion with Eddie but no formal response. JOHSC to perform a review of available incident/reports and near misses via special meeting with participation with HSE.</p> <p>May 25, 2021: Recommendation verbally approved by Alex and will proceed with follow-ups, assigning resources.</p> <p>July 25, 2021: NTPC incident reports currently being reviewed in safety meetings.</p>	
Initiated by: Bryan	Date required: March 29, 2021
Responsible party: Bryan	Date complete:



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Item # 2021-5	Date initiated:
Item details: Employees do not receive details on incident or concern reports beyond a headline in quarterly or annual statistics reports. NTPC used to provide employees with general details (sanitized - no personally identifying information).	
Recommendations: Produce sanitized incident and concern reports for employee review.	
Actions taken: Stuart to follow-up with Eddie on recommendation response.	
July 25, 2021: Currently information is being communicated on the Powerline and reviewed in safety meetings can be marked as complete.	
Initiated by: Bryan	Date required: June 30, 2021
Responsible party: Stuart	Date complete: July 15, 2021

**New Safety Items**  
(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2021-	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:



**Standing Items**

(Corrective Action Registers, Incident Report Reviews, Incident Investigation Reviews, WSCC Inspections)

**Standing Item 1**

Corrective Actions Review

Item details: Review Incident Report and Concern Report Corrective Actions Registers

Recommendations: Management discussion on more sharing of information with employees, right to know hazards in workplace. Improve concern report responses.

May 25, 2021: Item #6 from 2021-21 has not been completed, trees remain near powerline about 400m from Snare Forks plant. Substation PRF pending, possibly reviewed for justification. AED maintenance pending.

July 15, 2021 Trees near PL corrected, Dead end structures do not need fencing, SC to update.

Actions taken: To review next meeting.

Responsible party: Committee

Date complete: n/a

**Standing Item 2**

Concern and Incident Report Reviews

Item details: Review 2021 Concern and Incident Reports

Actions take: Review Hay River Covid Procedural Infraction

Responsible party: Committee

Date complete: n/a

**Standing Item 3**

Incident Investigation Reviews

Item details: No investigations to review

Recommendations: none

Actions taken: none required

Responsible party: Committee

Date complete: n/a

**Standing Item 4**

WSCC Inspection Reviews

Item details: 2021-RJP-966 Whati Inspection

Recommendations: none

Actions taken: Reviewed, noted eye wash station maintenance not completed.

Responsible party: Committee

Date complete: n/a

**Hydro JOHSC Incident Review**

Item #	Brief Description	Comments
1.	Hay River Covid Procedures	None
Findings		None
Recommendations:		None
Action Items:		None
Follow-up Questions:		None

Item #	Brief Description	Comments
2.	Behchoko Fuel Spill	None
Findings		May be multiple causes that need to be investigated including failed sensors.
Recommendations:		Currently recommend plant to be run only with an operator on site.
Action Items:		SME and maintenance crews to go to site and troubleshoot
Follow-up Questions:		None

Item #	Brief Description	Comments
3.	Taltson Finger Caught in Rotating Shaft	
Findings		As per investigation
Recommendations:		As per investigation
Action Items:		SJP and Process completed. New power drive and draft procedure created.
Follow-up Questions:		None

**Central JOHSC Minutes Review**

Item #	Brief Description	Comments
1.	Central JOHSC Meeting Minutes Review	None
Findings		None
Recommendations:		None
Action Items:		None



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Follow-up Questions: None

**Recognition for Employee Contributions to Safety**

Item #	Brief Description	Comments
1.	Bryan Brazeau and Joe St Croix for Diligence and going above and beyond in Recognizing and assisting with Behchokò fuel spill.	Joe for looking into drawings to try to figure out the issues with the fuel system and Bryan for recognizing spill and assisting with cleanup and reporting.
2.		

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
2	Item 2019-02 Snare Bear Fence (new capital)	Jul. 17, 2017	Mar. 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019
6	Item 2019-08 Safety Item Escalation	Mar. 7, 2019	Mar. 7, 2019
7	Item 2019-09 Incident Investigation: Snare Utilidor Fire	Mar. 7, 2019	Mar. 7, 2019
8	Item 2019-10 Incident Investigation: YK Pinched Thumb	Mar. 7, 2019	Mar. 7, 2019
9	Item 2019-01 Emergency Response Plans	May 15, 2017	Sept. 13, 2019
10	Item 2019-11 JOHSC Recommendation Responses	Apr. 12, 2019	Sept. 13, 2019
11	Item 2019-12 Corrective Action Tracking	Apr. 12, 2019	Sept. 13, 2019
12	Item 2019-13 Anonymous Safety Reporting	May 10, 2019	Sept. 13, 2019
13	Item 2019-15 JOHSC Elections	Sept. 13, 2019	October 18, 2019
14	Item 2019-16 Work Protection Committee Minutes	Oct. 18, 2019	January 17, 2020
15	Item # 2019-04 JOHSC Site Visits	Date initiated: February 8, 2019	Feb 4, 2021
16	Item # 2019-07 JOHSC Training	Date initiated: March 7, 2019	Feb 4, 2021
17	Item # 2019-17 Road Travel Procedures	Oct. 18, 2019	May 25, 2021
18	Item # 2021-1 Covid Procedures	Jan 17, 2021	May 25, 2021
19	Item # 2021-2 Jackfish Daily Meetings	March 18, 2021	May 25, 2021

**Hydro JOHSC Site Safety Inspection Checklist**

**JOHSC-Hydro Safety Inspection Schedule Q1 2021-22**

Month	Site	Members	Status	Comment
<b>Complete by June 30, 2021</b>	Jackfish - Plants	Stuart/Eileen	In Progress	Partial
	Jackfish - Buildings	Bryan/Sergio	Incomplete	
	Bluefish - Plants	Bryan/Sergio	Completed	Correctives to be presented
	Bluefish - Buildings	Bryan/Sergio	Completed	Correctives to be presented
	Snare - Plants	Stuart/Eileen	Incomplete	



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	Snare - Buildings	Stuart/Eileen	Incomplete	
	Frank Channel	Bryan/Sergio	Incomplete	
	Ft. Smith	/Anthony & TBD	Incomplete	
	Taltson	Lee	Incomplete	
	Pine Point	Lee	Incomplete	
	Ft. Resolution	Jason	Incomplete	Resp to go to Lee as Jason is resigning
	Lutsel Ke	TBD	Incomplete	
	Whati	TBD	Incomplete	
Gameti	TBD	Incomplete		

**Next Meeting Details**

Date: August-19-21	Time: 3pm
Chairperson: Stuart R. and Sergio. C	Secretary: Bryan B.

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.