
 <b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: July-17-17	Start time: 10:35am	End time: 11:20 am
Secretary: Colin Steed	Chairperson: Colin Steed	

Attendance (call in #: )				
Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jay Pickett	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jason Courtemanche	5	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Ken Bell	6	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Duane Rohne	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	4	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Nihal Costa	3	Hydro Field EIT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Mervin Penney	2	Elect. Tech.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:

\* 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<p><b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes</p>	Page 2 of 4
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Discussion: Reviewed June meeting minutes. Reviewed concern and incident report register. Review incidents 07-11-17 Ft.Smith,06-11-17 Snare,07-11-17 SK. Safety talks- workshop hazards reviewed and completed

### Outstanding Items at Previous Meeting

Item # 2017-001	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: <b>Ongoing review completed and sent to HSE for draft</b>	
Initiated by: Colin Steed	Date required: <a href="#">Click here to enter a date.</a>
Responsible party: Eddie Smith	Date complete: July-31-17


Item # 2017-002	Date initiated: May-15-17
Item details: Put in preventative work order for checking and possibly replacing AED batteries	
Recommendations: A preventative work order can be put into CMMS to address this issue	
Actions taken: <b>Recommendations: 1. Create a procedure 2. Provide training for operators at local communities</b> <b>Jean-Guy to send an email to everyone for procedure, will also place a hard copy in the mailboxes of all employees and put in a WO</b>	
Initiated by: Mervin Penney	Date required: July-31-17
Responsible party: Jean-Guy	Date complete: <a href="#">Click here to enter a date.</a>

\* Copy table above and insert as required

### New Items

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

Item # 2017-003	Date initiated: July-17-17
Item details: CMMS WOs on incident reports	
Recommendations: JOHSC hydro are willing to provide input to HS&E in tracking completing them in Guide-TI	
Actions taken: <b>Jean-Guy to discuss with HS&amp;E</b>	
Initiated by: Colin Steed	Date required: September-29-17
Responsible party: Jean-Guy	Date complete: <a href="#">Click here to enter a date.</a>

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Item # 2017-004	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: <b>Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence</b>	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: <a href="#">Click here to enter a date.</a>

Item #	Date initiated: <a href="#">Click here to enter a date.</a>
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

\* Copy table above and insert as required

Item #	Brief Description	Date Initiated	Date Completed
27-11-16	UPS dropped entering into B1 Investigation	Jan 31/17	Apr 27/17
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/17	
03-29-17	Haul Truck stuck on Winter Road Incident Investigation	Apr.19/17	
02-04-17	Snare Breaker Rack in Incident Investigation	Apr 2/17	
21-03-17	First Aid kit inspections	Mar 21/17	Apr 20/17
25-05-17	5B log Fire investigation	Jun 19/17	Jun 16/17

(Name) JOHSC Facility Safety Inspection Schedule		
Month	(Location)	(Location)



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June	Ken/Duane	Fort Smith	Grant/Darren	Jackfish
Sept	Ken/Jay	Fort Smith	Colin/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish

**Next Meeting Details**

Date: [Click here to enter a date.](#)

Time:

Chairperson: Colin Steed

Secretary:

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