



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: Skype Meeting	
Date: July-27-20	Start time: 1:30	End time: 2:30
Secretary: Colleen Davie	Chairperson: David Kopp Van Egteren	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	4	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	3	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	4	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	4	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 the best way is to go about training 	

- **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
- **Update 2020-07-27:** Northern Safety Association is not able to offer this training. Kristen to look into other options

Initiated by: Sam M.

Date required: Early 2020 if possible

Responsible party: 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
- **Update 2020-07-27:** Follow up with Ross Potter to see if training is still an option during pandemic and if so – what are the safety guidelines we need to follow?

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 • Update 2020-07-27: Email sent to HSE – response to be provided 	
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 • Update 2020-07-27: Email sent to HSE – waiting on final review and will then collaborate with Thermal/Hydro JOHSC committees. 	



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Director, Health, Safety & Environment

Form #:
14.04.2

Initiated by: Matt	Date required:
Responsible party: Matt/Dave	Date complete:

Item # 2020-01	Date initiated: Jan 22, 2020
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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.
- **Update 2020-07-27:** Ongoing – update to be provided for next meeting

Initiated by: JOHSC	Date required: Post-Pandemic
Responsible party: Colleen	Date complete:

Item # 2020-02	Date initiated: Jan 22, 2020
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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
- **Update 2020-07-27:** Confirmed with Ross Potter that items in stairwell do not pose a problem as they are steel cabinets. Action Item concluded.

Initiated by: JOHSC	Date required:
Responsible party: Josh	Date complete: 07-27-2020



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Director, Health, Safety & Environment

Form #:
14.04.2

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. • Update 2020-07-27: Some staff have returned to work – schedule updated for the next few months. Action item concluded. 	
Initiated by: JOHSC	Date required:
Responsible party: Josh/Matt	Date complete: 07-27-2020

New Items

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

Item # 2020-07	Date initiated: July 27, 2020
Item details: Scheduled Fall Atrium Event	
Recommendations:	
<ul style="list-style-type: none"> • JOHSC members to think of ideas for an atrium event Fall 2020 – to discuss at next meeting 	
Actions taken:	
Initiated by:	Date required: November 1, 2020
Responsible party: Matt	Date complete:

Item # 2020-08	Date initiated: July 27, 2020
Item details: Replacement of Management/Excluded JOHSC Member	
Recommendations:	
<ul style="list-style-type: none"> • Erin Dean will be stepping down from the JOHSC Committee – replacement to be found 	



Health & Safety Management System Form:
JOHSC Meeting Minutes

Page 6 of 9

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Actions taken:

- Dave to circulate email to managers/excluded employees in the hopes of finding a replacement

Initiated by:

Date required:

Responsible party: Dave

Date complete:

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		
June 2020		
July 2020	Daniel	✓
Aug 2020	Dave and Colleen	✓
Sep 2020	Matt and Doug	
Oct 2020	Dave and Mitchell	



Health & Safety Management System Form:
JOHSC Meeting Minutes

Page 7 of 9

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Nov 2020	Matt and Colleen	
Dec 2020		
Jan 2021		
Feb 2021		
March 2021		

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

Month	HR Head Office	HR Warehouse
August 2020	Matt and Dave	Matt and Dave

Action Item Registry

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of Building/Parking Lot	2018-03-14	2018-04-11
2018-02	Summer Atrium Meeting	2018-05-09	2018-10-19
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-04	Resignation of Blaine – filled by Dave Kopp	2018-06-13	2018-07-11
2018-05	Resignation of Gilles – filled by Zach Biggar	2018-07-11	2018-09-12
2018-06	New Union Member & HSE Rep – Josh Clark	2018-09-12	2018-09-12
2018-07	JOHSC Committee Training	2018-09-12	
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2018-09	Develop Schedule of Events for Committee	2018-11-21	2019-02-27
2019-01	Complete Building/Fire Extinguisher Inspections	2019-02-27	2019-02-27
2019-02	Changes to New Employee Checklist	2019-02-27	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-04	Develop JOHSC Communication	2019-04-24	2020-02-26



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2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-25
2019-06	Near Miss Reporting – All Hay River Communication	2019-07-24	2020-01-22
2019-07	Fire Extinguisher Training	2019-09-25	
2019-08	Winter Atrium Event	2019-09-25	2019-12-10
2019-09	JOHSC Kudo's Account	2019-09-25	
2019-10	Call Before You Dig Process	2019-09-25	2020-04-27
2019-11	Develop JOHSC New Member and Chair Packages	2019-10-31	
2019-12	Centralize Relevant Codes/Practices from WSCC	2019-10-31	2020-01-22
2019-13	JOHSC Chairs receive copy of Safety Act & Regs	2019-10-31	2019-11-27
2019-14	Develop "How To" process on Formalizing Recommendations and Decisions	2019-10-31	2019-11-27
2019-15	Meeting Minutes Signed by Co-Chairs	2019-10-31	2019-11-27
2020-01	Personal Vehicle Insurance/Driving on Company Time	2020-01-22	
2020-02	Items in Stairwell – Building Inspection Violation?	2020-01-22	2020-07-27
2020-03	N/A		
2020-04	N/A		
2020-05	Building/Fire Inspections during Pandemic	2020-03-26	2020-07-27
2020-06	WSCC Phone Call for NAOSH Week	2020-04-27	2020-05-08
2020-07	Scheduled Fall Atrium Event	2020-07-27	
2020-08	Replacement of Mgmt./Excluded JOHSC member	2020-07-27	

Post-Pandemic Parking Lot

Item #	Topic	Outcome
1	<p>Return to work issues/concerns – send information to Matt and Dave and they will forward to Shelly and Erin:</p> <ul style="list-style-type: none"> Some employees do not like recording their temperature (privacy concerns) Return to Work mandatory training was not as smooth as it could have been (last minute, some employees unaware of upcoming training sessions etc.) 	

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

Next Meeting Details	
Date: August-25-20	Time: 1:30 Skype Meeting
Chairperson: Dave Kopp	Secretary: Colleen Davie

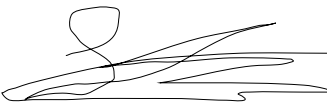
Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4)

GOVERNANCE

**Management
Chair**

_____ August 24, 2020
Signature **Date**

Union Chair


 _____ August 20, 2020
Signature **Date**