	<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: JOHSC Thermal	Location: Andy, Bob, and Kyle in Inuvik, Tommy in Deline, Darren in Tulita, Daniel, Todd, Doyd and Adrien in Fort Simpson	
Date: July 28, 2017	Start time: 9:30 am	End time: 10:00 am
Secretary: Andy Crowther	Chairperson: Andy Crowther	


Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	3	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	4	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Darren Moorman	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Andy Crowther	4	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ned Day	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Todd Roche	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adrien Tremblay	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kyle Campbell	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave

\* 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-30-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting
<b>Discussion:</b>

Item # <b>2016-012</b>	Date initiated: November-3-16
Item details: Casual Plant Superintendent training delayed because no Neevee	

 <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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- Where are certificates going now that Neevee is gone? –

Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back Andy to email HR to find out where certificates are being sent

Actions taken:

- Emailed Sharmayne – waiting for response – Sharmayne says to email her any training records. They have sent out any certificates that they received.
- HR Recruitment status report shows first screenings for training coordinator position to take place Jan 15.
- Bob will email HR and ask them to make the casual plant superintendent training session a high priority for the incoming training coordinator – done
- Monitor to see if training coordinator is staffed by next meeting (Feb 24)
- Response from Erin Dean at HR: “We have the 3<sup>rd</sup> (and final) round of interviews taking place this week. Two candidates have made it to this stage and both will be here in Hay River to meet with members of the HR and HSE teams. We hope to be able to make a decision by end of week. I anticipate a start date of at least a month out because either candidate would require relocation.”
- HR says new training coordinator will start April 18<sup>th</sup>
- After April 18<sup>th</sup> – need to contact HR and identify a block of time in Sept for the plant casual super training.
- Bob to contact Kristen Slade - new training specialist, RE: Plant Superintendent Casual training in September.
- Daniel and Bob are discussing with Kristen
- training will take place the week of September 11 in Yellowknife
- Keep on minutes until complete

Initiated by: Boyd, Bob

Date required: December-31-16

Responsible party: Bob, Daniel, Andy

Date complete:

Item # **2017-01**

Date initiated: May-29-17

Item details: Review of JOHSC Central Meeting Minutes

Recommendations:

- email JOHSC Central minutes and safety stats to all JOHSC members again
- Need to come up with ten suggestions to change safety culture at NTPC

Ten suggestions to change safety culture:

1. More individualized training for plant superintendents
2. More positive reinforcement of good safety behaviour
3. Safety objectives for the year posted on the Powerline
4. Hazard identification training for plant superintendents
5. Post list of first aiders in every plant
6. Ensure PPE requirements are posted (signs)
7. Printed calendar with safety news/dates/pics of people working safely
8. Kudos for positive safety behaviour
9. Employee of the month
10. Email address for reporting near misses

- Andy to request feedback from Eddie

- Need more pictures of trades staff on the Powerline feed



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

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Director, Health, Safety & Environment

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Actions taken:

Initiated by: Eddie Smith

Date required: June-30-17

Responsible party: JOHSC Thermal

Date complete: June-30-17

Item # **2017-03**

Date initiated: May-29-17

Item details: Incident Investigation training for JOHSC members

Recommendations:

- Implement this in the next couple months
- Will likely be in September 2017 by Skype
- Try to get more union members to sign up

Actions taken:

Initiated by: Andy

Date required: July-31-17

Responsible party: Andy

Date complete:

**New Items**

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

Item # **2017-04**

Date initiated: July-28-17

Item details: Review of Incident Summary for May/June 2017

Recommendations:

Actions taken: **Complete**

Initiated by:

Date required: July-28-17

Responsible party:

Date complete: July-28-17

Item # **2017-05**

Date initiated: July-28-17

Item details: Review of section 47 of the Occupational Health and Safety Regulations

Recommendations:


Actions taken: **Complete**

Initiated by:

Date required: July-28-17

Responsible party:

Date complete: July-28-17

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Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob/Andy	X	Daniel/Darren	
July	Roger/Rex		Boyd/Les	
October	Bob/Andy		Daniel/Darren	
January	Roger/Rex		Boyd/Les	

\* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

Next Meeting Details	
Date: August-30-17	Time: 9:30 AM
Chairperson: Boyd	Secretary: Andy

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.