



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Engineering Boardroom	
Date: August-8-18	Start time: 3:00 p.m.	End time: 3:30 p.m.
Secretary: Erin Dean	Chairperson: David Kopp van Egteren	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Taylor	1	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
David Kopp Van Egteren	2	Management / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	4	Union Rep Worker / Acting Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Gilles Ringuette	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Andrew Davidson	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tammy Martel	4	Excluded Worker	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Allan Cunningham	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input 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: July-11-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

Item # 12-13-17 Overhead Door Incident

Date initiated: December 13, 2017

Item details: Overhead door fell while closing

Recommendations:

- Overhead door rules should include NEVER walk under them, always use a man door
- Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors

Actions taken:

- Gilles will check into the SWP for walking underneath overhead doors (if any)
- Gilles will also check on the maintenance schedule/practices
- Still in process; then forward to CMMS Planners as these doors are assets
- **Ongoing**

Initiated by: Gilles

Date required:

Responsible party: Gilles

Date complete:

Item #2018-02 Summer Atrium Meeting

Date initiated: May 9, 2018

Item details: Start planning presentation & decide on a date

Recommendations: Mandatory coffee break meeting; presentation may be about summer driving/hauling

Actions taken:

- **Talked to ENR but a presentation is not an option as they require an hour not just 15 minutes**
- **Find out from HSE if we have any budget for food**
- **Erin & Andrew T going to work together on this.**

Initiated by: Blaine

Date required:

Responsible party: Erin

Date complete:

Item #2018-03 Annual Fire Drill

Date initiated: May 9, 2018

Item details: Start making preparations for this annual event

Recommendations: Start planning this for September

Actions taken:

- **Erin has taken this on & will work with another group member (not yet identified)**
- **Ian's a good connection with the HRFD, will ask if he's interested in helping organize**
- **Ongoing**

Initiated by: Sam

Date required:

Responsible party: Erin

Date complete:

* Copy table above and insert as required

New Items	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #2018-	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)		
JOHSC's role IS Communications as we are the Head Office Spokesperson		
May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	

JOHSC Monthly Incident Review		
Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018	Reviewed; noticed the trend in vehicle accidents has decreased	✓
August 2018	Reviewed and discussed collectively	✓
September 2018		
October 2018		



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November 2018		
December 2018		
January 2019		
February 2019		
March 2019		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	<i>(verify)</i>
August 2018	Treasury & Enterprise Risk	
September 2018	Asset Management	
October 2018	JOHSC Members	
November 2018	Information Technology	
December 2018	Budgeting & Regulatory	
January 2019	JOHSC Members	
February 2019	Executive	
March 2019	Corporate Planning	

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

Month	HR Head Office	HR Warehouse
April 2018	Blaine & Matthew ✓	Blaine & Matthew ✓
July 2018	Gilles & Sam <i>(verify)</i>	Gilles & Sam <i>(verify)</i>
October 2018	David & Andrew D	David & Andrew D
January 2019		



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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18
2018-04	Blaine’s resignation; seat filled by David Kopp	06-13-18	07-11-18

Next Meeting Details

Date: September-12-18	Time: 3:00 in Engineering Boardroom
Chairperson: TBD	Secretary: Tammy Martel

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