



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: August 19, 2021	Start time: 1500	End time: 1700
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	
Jason Jonassen	1	Worker - Guest	<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	3	Worker	<input checked="" type="checkbox"/> Yes <input 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	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	4	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	4	Observer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Excused
Alex Love	4	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: July-15-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Accepted.	



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Outstanding Items at Previous Meeting

Item # 2019-14

Date initiated: May 10, 2019

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

Aug 19th – TBD also noted that there is no real measurement to confirm improvement in engagement. Will keep on following month for update from Bryan



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

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 15th - awaiting update from Eddie/Bryan</p> <p>Aug 19th – Same as previous item. AL - Stay with divisional group meetings.</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>	



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May 25, 2021: Recommendation verbally approved by Alex and will proceed with follow-ups, assigning resources.

July 25, 2021: NTPC incident reports currently being reviewed in safety meetings.

August 19, 2021 -No update, awaiting update from Bryan

Initiated by: Bryan

Date required: March 29, 2021

Responsible party: Bryan

Date complete:

New Safety Items

(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2021-

Date initiated: Aug 19-2021

Item details: Work protection System does not account for large shutdowns or work across long distances of power transmission lines.

Recommendations:

Actions taken:

Alex to obtain other work protection codes from other utilities for review of wording relating to work over long remote distances – starting with Fortis BCs document. To be circulated and discussed – also a working group may be formed. TO be discussed in October Meeting.

Initiated by: Lee Millar

Date required:

Responsible party:

Date complete:



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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.

Aug 19 – no updated registers for July-Aug

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 taken: Reviewed Hay River Covid Procedural Infraction – Completed TBR

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: none current

Recommendations:

Actions taken:

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 Not sure if complete or not. TBD - SC	

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. Aug 19 – New equipment purchased and tested – complete.	
Follow-up Questions:	None	

Central JOHSC Minutes Review

Item #	Brief Description	Comments
1.	Central JOHSC Meeting Minutes Review	No review done – no Current minutes to review



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Findings	None
Recommendations:	None
Action Items:	None
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
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
20	Item # 2019-04 – JOHSC Site Inspections moved to Checklist		August 19, 2021
21	Standing Item: details: 2021-RJP-966 Whati Inspection		July 15 2021
22	Standing Item: Reviewed Hay River Covid Procedural Infraction		July 15 2021
23	Standing Item: Trees near PL corrected, Dead end structures do not need fencing, SC to update		July 15 2021

Hydro JOHSC Site Safety Inspection Checklist

JOHSC-Hydro Safety Inspection Schedule Q1 2021-22				
Month	Site	Members	Status	Comment
Complete by June 30, 2021	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	
	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: September-16-21	Time: 3pm
Chairperson: Stuart R. and Sergio. C	Secretary: Bryan B.

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 9 of 9
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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.