



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Andy, Bob, and Roger in Inuvik, Boyd and Les in Fort Simpson	
Date: August 30, 2017	Start time: 9:30 am	End time: 10:30 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	4	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Tommy Betsidea	4	Worker – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Steve Harrison	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Roger Rivait	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	5	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ned Day	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Todd Roche	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adrien Tremblay	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Les Watsyk	1	Worker	<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-28-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Outstanding Items at Previous Meeting

Discussion:

Item # 2016-012	Date initiated: November-3-16
Item details: Casual Plant Superintendent training delayed because no Neevee - Where are certificates going now that Neevee is gone? –	

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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 3rd (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 18th
- After April 18th – 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
- **Training moved to Inuvik Sept 12-17**

Initiated by: Boyd, Bob	Date required: December-31-16
Responsible party: Bob, Daniel, Andy	Date complete:

Item # 2017-03	Date initiated: May-29-17
Item details: Incident Investigation training for JOHSC members	
<p>Recommendations:</p> <ul style="list-style-type: none"> - Implement this in the next couple months - Will likely be in September 2017 by Skype - Try to get more union members to sign up - Will be October 2017 	
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)


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Item # 2017-06	Date initiated: August-30-17
Item details: Review of Incident Summary for July 2017	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: August-30-17
Responsible party:	Date complete: August-30-17

Item # 2017-05	Date initiated: August-30-17
Item details: Review of Hazard Alerts: Battery Maintenance, Moving Loads, Snow Removal	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: August-30-17
Responsible party:	Date complete: August-30-17

Item # 2017-05	Date initiated: July-28-17
Item details: Review of Incident Investigation: Snare ATV rolled down bank	
Recommendations: Refer this investigation to the JOHSC –Hydro and ask them to review if root causes and corrective actions were adequate.	
Actions taken: Email sent to JOHSC Hydro	
Initiated by:	Date required: August-30-17
Responsible party:	Date complete: August-30-17

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

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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: September-27-17	Time: 9:30 AM
Chairperson: Bob	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.