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	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: September-13-17	Start time: 3:00 p.m.	End time: 3:45 p.m.
Secretary: Tammy Martel	Chairperson: John Stewart	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	5	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	6	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	6	Management	☒ Yes ☐ No	
Sam Mugford	4	Union Rep Worker	☒ Yes ☐ No	
Gilles Ringuette	4	Union Rep Worker	☒ Yes ☐ No	
Andrew Davidson	6	Management	☒ Yes ☐ No	
Erin Dean	4	Excluded Worker	☒ Yes ☐ No	
Ian Flood	5	Union Rep Worker	☒ Yes ☐ No	
Tammy Martel	6	Excluded Worker	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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: August-16-17	Approved? ☒ Yes ☐ No
Discussion:	

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Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: September 12th – John emailed HSE requesting an update; waiting for a response.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: September 12th – John emailed HSE requesting an update; waiting for a response.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

Item #3: 04-12-17 KPI'S FOR JOHSC	Date initiated: April-12-17
Item details: - o Clearer Minutes - o Incident Investigations – Root Causes; John spoke with Dave D. & Eddie S. about the root causes of incidents not being a part of the investigations. - o RPH of Incidents	
Recommendations: - o To clearly identify Recommendations & Actions Taken for clearer minutes. - o Speak to HSE re the root causes of incidents in the investigations - o RPH ratings of incidents should be looked at closer	
Actions taken: - o In meetings, it will be clearly identified what the recommendations are and what actions have been taken or will be taken. Helps to keep minutes clean and clear. - o John has requested this be added as it's useful to look at trends vs incidents; it will be implemented.	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete: September-13-17

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Item #4: 04-12-17 AIR QUALITY TESTING	Date initiated: April-12-17
Item details: - o Employee complaint regarding air quality - o Andrew D. also noted that folks in his area always seem to be coughing and/or sneezing.	
Recommendations: o Blaine will speak to Rod G. regarding having the ductwork cleaned and the carpets shampooed.	
Actions taken: - o Blaine spoke to Rod G. regarding duct cleaning in the main building. Ducts are checked but probably due for a filter cleaning. - o Carpets were replaced 5 years ago, although Rod will check his budget to see about shampooing them.	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	Date complete: September-13-17

Item #5: 05-10-17 SAFETY TRENDS	Date initiated: May-10-17
Item details: - o Reviewed NTPC policy - o JOHSC duties	
Recommendations: - o Safety Trend Analysis - to compile the data should probably be the HSE Department. This is quite time consuming unless we just go forward, no historical data. - o On average, it takes 12.6 months to complete an item - o Reasonable job on the “what’s” - o Need to do better on the “why’s” - o Concern Reports – tracks resolutions or actions but doesn’t include causes or root cause - o Concern Register – shows only completed or on track - o Incident Report – describes incident - o Medium or High RPH triggers an investigation & tries to assign a cause - o A Committee of people should be doing the investigations i.e. mechanical, electrical, IT, etc. - o One week prior to JOHSC monthly meeting, we should each review the incident reports/summary	
Actions taken:	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete: September-13-17

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Item #6: 07-12-17 HS Committee Training	Date initiated: July 12, 2017
Item details: o NSA (Northern Safety Association) from YK is available October 16-20, 2017 to be in Hay River	
Recommendations: - o Managers/Leaders (title changes to come following policy updates to come); this is good timing to change element of process (done annually) - o AGM's to be held prior to end of November - o Membership change to allow more people to participate - o Union Co-Chair is elected at the Union AGM - o JOHSC member selection doesn't align with NTPC Policy - o NTPC could amend policy to align with Union & JOHSC	
Actions taken: - o Andrew T. has confirmed that NSA could be in Hay River for training week of October 16th. - o He will send out invitations to all members for a training session on October 17th in the main boardroom.	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	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 #1: 07-12-17 JOHSC Communications (recurring)	Date initiated: July 12, 2017
Item details: - o JOHSC's role IS Communication as we are Head Office Spokesperson. - o Currently our only communication is the meeting Minutes. High rated incidents are reviewed & discussed.	
Recommendations: o Communications will be on our Agenda/Minutes format as a recurring item going forward.	
Actions taken: - o John spoke to Union members – Mitch T. & Jean R. mentioned that selection of JOHSC Union Member(s) is usually done at the AGM in November/December. - o New members effective take over date is the start of the new Fiscal Year.	
Initiated by: John S.	Date required:
Responsible party:	Date complete:

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	Nov. 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017
7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017
10	04-12-17 Air Quality Testing	April 12, 2017	September 13, 2017
11	04-12-17 KPI'S for JOHSC	April 12, 2017	September 13, 2017
12	05-10-17 Safety Trends	May 10, 2017	September 13, 2017

JOHSC Monthly Incident Review (Recurring Event)

Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017	Read & reviewed; discussed ratings on incidents	✓
October 2017		
November 2017		
December 2017		

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January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month		
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	
October 2017	JOHSC Members	
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

JOHSC Quarterly Facility Safety Inspection Schedule		
Month	HR Head Office	HR Warehouse
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓
July 2017	John & Ian ✓	John & Ian ✓
October 2017		
January 2018		

Next Meeting Details	
Date: October-18-17	Time: 3:00 in Engineering Boardroom
Chairperson: Andrew T.	Secretary: Tammy Martel

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

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