



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hydro	Location: Yellowknife/Ft. Smith	
Date: September-13-19	Start time: 2:00pm	End time: 3:00pm
Secretary: Bryan Brazeau	Chairperson: Stuart and Grant	


Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jason Courtemanche	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	1	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Dennis Bourke	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Grant Penney	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Bryan Brazeau	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tom Deleff	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Sergio Catlyn	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
John Davenport	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Eileen Hendry	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Drew Farmer	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes

Date of last meeting: May-10-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Some meetings were held June/July/August but no minutes were created. Last official minutes are from May 2019.	

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Outstanding Items at Previous Meeting

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: HSE Policy analyst to add an item 5.14 of form 9.2 to check Fire Panels for alarm or trouble lights. Approve site list inspection schedule.	
Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.	
May 10, 2019: Site list and schedule to be created and proposed at next meeting. Discussions on which sites were going to be inspected by JOHSC-Hydro committee members versus local plant operators.	
Sept. 10, 2019: List and schedule have been added to minutes for review/approval at October meeting.	
Initiated by: Committee	Date required: May 31, 2019
Responsible party: Bryan	Date complete: Click here to enter a date.

Item # 2019-07	Date initiated: March 7, 2019
Item details: JOHSC Training	
Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group	
Actions taken: Bailey Corrigan has arranged a trainer, just needs dates. Several attempts for scheduling were made between May and September but did not pan out, new date set for November 19, 2019. Bryan will inform Bailey. Local 16 elections for new JOHSC in October 2019.	
Initiated by: Committee	Date required: December 2019
Responsible party: HR	Date complete: Click here to enter a date.



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Item # 2019-12	Date initiated: April 12, 2019
Item details: Several outstanding incident investigation sign-offs were completed, follow-up needed.	
Recommendations: JOHSC-Hydro to review tracking register at next meeting.	
Actions taken: All outstanding investigations have been reviewed and signed off. Several follow-up items to review.	
Update May 10 th , 2019: Corrective actions are tracked in a registry by HSE and Management but this information has not yet been shared with JOHSC/employees. Colin will share the registry with Bryan, to be reviewed at the next JOHSC meeting.	
Update Sept. 13, 2019: Eddie sent out corrective actions registers for concern report and incident investigation corrective actions June 28, 2019. Committee to create standing items to review the registers and monitor progress. This item can be removed next meeting.	
Initiated by: Committee	Date required: April 12, 2019
Responsible party: Bryan	Date complete:

Item # 2019-13	Date initiated: May 10, 2019
Item details: Low participation in safety meetings, few employees contribute safety items.	
Recommendations: Employer to provide a means of reporting safety items anonymously.	
Actions taken: Recommendation declined, per Eddie: <i>"None [reporting methods] are fully anonymous because we value accountability"</i> . This item can be removed next meeting.	
Initiated by: Bryan	Date required: July 15, 2019
Responsible party: Bryan	Date complete: June 14, 2019

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 be 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: <i>"We will review the NWT OHS Regulations and adjust our system to ensure it properly reflects the regulations around JOHSC rights and responsibilities."</i> Bryan to follow-up on progress on providing corrective actions.	
Initiated by: Bryan	Date required: August 31, 2019



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Responsible party: Bryan

Date complete:

New Items

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

Item # 2019-15

Date initiated: Sept. 13, 2019

Item details: JOHSC Elections upcoming for Local 16

Recommendations: n/a - informative

Actions taken: n/a – informative, remove from next meeting minutes

Initiated by: Bryan

Date required: October 2019

Responsible party: Bryan

Date complete:

Item # 2019-16

Date initiated:

Item details: Work Protection Code Review Committee

Recommendations: Provide quarterly updates and meeting minutes to Hydro JOHSC

Actions taken: New item, likely standing item for review if recommendation accepted.

Initiated by: Bryan

Date required: n/a

Responsible party: Committee

Date complete:

Item # 2019-17

Date initiated:

Item details:

Recommendations:

Actions taken:

Initiated by:

Date required:

Responsible party: Committee

Date complete:



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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	Mar. 24, 2018	Apr. 30, 2018
2	Item 2019-02 Snare Bear Fence (new capital)	Jul. 17, 2017	Mar. 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019
6	Item 2019-08 Safety Item Escalation	Mar. 7, 2019	Mar. 7, 2019
7	Item 2019-09 Incident Investigation: Snare Utilidor Fire	Mar. 7, 2019	Mar. 7, 2019
8	Item 2019-10 Incident Investigation: YK Pinched Thumb	Mar. 7, 2019	Mar. 7, 2019
9	Item 2019-01 Emergency Response Plans	May 15, 2017	Sept. 13, 2019
10	Item 2019-11 JOHSC Recommendation Responses	Apr. 12, 2019	Sept. 13, 2019

Hydro JOHSC Monthly Incident Review

Item #	Brief Description	Date Initiated	Date Completed
1	Snare Contractor Procedures	Sept. 5, 2019	Sept. 13, 2019
2	Snare Back Injury	Aug. 31, 2019	Sept. 13, 2019
3	Snare Tailboards	Aug. 31, 2019	Sept. 13, 2019



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Hydro JOHSC Site Safety Inspection Checklist

JOHSC-Hydro Safety Inspection Schedule Q3 2019-20

Month	Site	Members	Status	Comment
Complete by December 30	Jackfish - Plants		Incomplete	
	Jackfish - Buildings		Incomplete	
	Bluefish - Plants		Incomplete	
	Bluefish - Buildings		Incomplete	
	Snare - Plants		Incomplete	
	Snare - Buildings		Incomplete	
	Frank Channel		Incomplete	
	Ft. Smith		Incomplete	
	Taltson		Incomplete	
	Pine Point		Incomplete	
	Ft. Resolution		Incomplete	
	Lutsel Ke		Incomplete	
	Whati		Incomplete	
Gameti		Incomplete		

Next Meeting Details

Date: June-14-19	Time: 2pm
Chairperson: Stuart R. and Grant P.	Secretary: Bryan Brazeau

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.