	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 6
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: Engineering Boardroom	
Date: September-25-19	Start time: 1:30	End time: 3:00 p.m.
Secretary: Colleen Davie	Chairperson: Matt Lakusta	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	3	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	1	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	3	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Doug Prendergast	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Colleen Davie	3	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Mitchell Touesnard	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave


\* 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-24-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

### Outstanding Items at Previous Meeting

<b>Item #2018-07 JOHSC Committee Training (continued)</b>	<b>Date initiated: September 12, 2018</b>
<b>Item details: We have not yet finished the 2<sup>nd</sup> part of our training.</b>	
<b>Recommendations:</b> Get this scheduled to complete – possibly sometime in November.	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• Erin to confirm if training can be done on individual desk tops vs group setting</li> <li>• <b>Update 2019-05-27:</b> Bailey looking at options to see what is the best way to go about training</li> </ul>	

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.

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- **Update 2019-06-26:** JOHSC training is taking place in Yellowknife in the next few months. Matt has asked Bailey to see if our group can be added to their list for participation. Other option is for the training to come to Hay River or for us to attend via Skype.
- **Update 2019-09-25:** Training coming to Hay River. Date to be set either October/November

<b>Initiated by:</b> Sam M.	<b>Date required:</b>
<b>Responsible party:</b> Erin	<b>Date complete:</b>

\* Copy table above and insert as required

<b>Item #2019-04</b>	<b>Date initiated:</b> April 24, 2019
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**Item details:** JOHSC Communication

**Recommendations:** Send communication out to remind everyone of committee/members/what we do etc..

- Actions taken:**
- JOHSC will no longer do recurring communication newsletters
  - Once Annual Fire Report Drill is received the JOHSC will send out company wide email reviewing results and reminding everyone of what our committee does/members/how to contact etc...
  - Doug – Find out who maintains the JOHSC information on PowerLine
  - **Update 2019-06-26:** Fire Drill final report has been received. Josh to send copy to Dave/Matt for them to review and to create communication newsletter
  - **Update 2019-09-25:** Communication newsletter in the works

<b>Initiated by:</b> JOHSC	<b>Date required:</b>
<b>Responsible party:</b> Matt/Dave	<b>Date complete:</b>

**New Items**  
(Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)


<b>Item # 2019-06</b>	<b>Date initiated:</b> July 24, 2019
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**Item details:** Near Miss Reporting – All Hay River Communication

**Recommendations:**

- Actions taken:**
- Near Miss Reporting info has been sent to Matt from Josh. Draft communication to be developed for Hay River – once complete Dave and Josh to review prior to sending out.
  - **Update: 2019-09-25:** This information to be combined with JOHSC Communication newsletter

<b>Initiated by:</b> Matt	<b>Date required:</b>
<b>Responsible party:</b> Matt	<b>Date complete:</b>

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 3 of 6
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<b>New Items</b> (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
<b>Item # 2019-07</b>	<b>Date initiated:</b>
<b>Item details: Fire Extinguisher Training</b>	
<b>Recommendations:</b> Is there training available for the building?	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Josh to look into fire extinguisher training for employees</li> </ul>	
<b>Initiated by: JOHSC</b>	<b>Date required:</b>
<b>Responsible party: Josh</b>	<b>Date complete:</b>

<b>New Items</b> (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
<b>Item # 2019-08</b>	<b>Date initiated: Sept 25, 2019</b>
<b>Item details: Winter Atrium Event</b>	
<b>Recommendations:</b> Set a date for winter atrium event	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Date and details discussed for possible winter atrium event. What will be the theme? All members to brainstorm and bring forward to next meeting</li> </ul>	
<b>Initiated by: JOHSC</b>	<b>Date required:</b>
<b>Responsible party: JOHSC</b>	<b>Date complete:</b>

<b>New Items</b> (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
<b>Item # 2019-09</b>	<b>Date initiated: Sept 25, 2019</b>
<b>Item details: JOHSC Kudo's Account</b>	
<b>Recommendations:</b> Create JOHSC Kudo account	
<b>Actions taken:</b> Discussion surrounding the possibility to recognize those employees for notable safety events/issues/concerns. Is it possible to set up a group Kudo's event? (Erin to look into) To discuss further at next meeting. Is there support from HSE?	
<b>Initiated by: JOHSC</b>	<b>Date required:</b>
<b>Responsible party: JOHSC</b>	<b>Date complete:</b>



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**New Items**

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

**Item # 2019-10**

**Date initiated: Sept 25, 2019**

**Item details: Call Before You Dig - Process**

**Recommendations:** Should we have a process/policy in place for "Call Before You Dig"

**Actions taken:** There are times when the general public phones regarding "Call Before You Dig" and nobody is available to answer questions or it is routed to the wrong employee. Should we have a process in place?

**Initiated by: Matt**

**Date required: 2020-01-31**

**Responsible party: Matt/Dave**

**Date complete:**

**JOHSC Monthly Incident Review**

Month		
March 2018	Reviewed and Discussed	✓
April 2019	Reviewed and Discussed	✓
May 2019	Reviewed and Discussed	✓
June 2019	Reviewed and Discussed	✓
July 2019	Reviewed and Discussed	✓
August 2019	Reviewed and Discussed	✓
Sept 2019		
Oct 2019		
Nov 2019		
Dec 2019		
Jan 2020		
Feb 2020		
March 2020		

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2019	Erin and Matt	✓
May 2019	Colleen and Dave	✓



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June 2019	Zach and Allan	✓
July 2019	Dave and Adam	✓
Aug 2019	Erin and Doug	✓
Sep 2019	Colleen and Mitch (Adam to help – Mitch on leave)	
Oct 2019	Zach and Matt	
Nov 2019	Doug and Allan	
Dec 2019	Erin and Colleen	
Jan 2020	Mitch and Adam	
Feb 2020	Zach and Doug	
March 2020	Allan and Adam	

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

Month	HR Head Office	HR Warehouse
April 2019	✓ Allan and Doug	✓ Allan and Doug
July 2019	✓ Josh, Dave and Colleen	✓ Josh, Dave and Colleen
October 2019	Adam and Zach	Adam and Zach
January 2020	Matt and Erin	Matt and Erin

**Items Completed in Current Fiscal Year**

Item #	Brief Description	Date Initiated	Date Completed
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-26

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<p><b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes</p>	Page 6 of 6
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Next Meeting Details	
Date: October-23-19	Time: 1:30 Engineering Boardroom
Chairperson: Dave Kopp	Secretary:

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