



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: Hydro	Location: North & South Slave	
Date: September-28-17	Start time: 1:00pm	End time: 2:15pm
Secretary: Nihal Costa	Chairperson: Robert Sunderland	


**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jay Pickett	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Ken Bell	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Duane Rohne	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	5	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	6	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Grant Penny	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Darren Hazenberg	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Nihal Costa	4	Hydro Field EIT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Robert Sunderland	1	Plants/Operations Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Mervin Penney	2	Elect. Tech.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Sergio Catlyn	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: July-17-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------------	---

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 2 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Discussion: Reviewed July meeting minutes. No new safety items. Reviewed SWP 1.23 Firearm Safety. Safety talks- workshop hazards reviewed


### Outstanding Items at Previous Meeting

Item # 2017-001	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: <b>Taltson and Ft. Smith ERP being reviewed by HS&amp;E. Ongoing</b>	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2017-002	Date initiated: May-15-17
Item details: Put in preventative work order for checking and possibly replacing AED batteries	
Recommendations: A preventative work order can be put into CMMS to address this issue	
Actions taken: <b>Recommendations: 1. Create a procedure          2. Provide training for operators at local communities          Jean-Guy to send an email to everyone for procedure, will also place a hard copy in the mailboxes of all employees and put in a WO. Ongoing</b>	
Initiated by: Mervin Penney	Date required: July-31-17
Responsible party: Jean-Guy Poitras	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2017-003	Date initiated: July-17-17
Item details: CMMS WOs on incident reports	
Recommendations: JOHSC hydro are willing to provide input to HS&E in tracking completing them in Guide-TI	
Actions taken: <b>Ongoing. Waiting on Eddie's approval</b>	
Initiated by: Colin Steed	Date required: September-29-17
Responsible party: Jean-Guy Poitras	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2017-004	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: <b>Ongoing. R. Burgin working on pricing. Ken to forward purchase information to Robert</b>	

 <b>NORTHWEST TERRITORIES</b> <b>POWER CORPORATION</b> <i>Empowering Communities</i>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 3 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: <a href="#">Click here to enter a date.</a>


\* Copy table above and insert as required

New Items	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #	Date initiated: <a href="#">Click here to enter a date.</a>
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: <a href="#">Click here to enter a date.</a>
Responsible party:	Date complete: <a href="#">Click here to enter a date.</a>

\* Copy table above and insert as required

Item #	Brief Description	Date Initiated	Date Completed
01-24-17	Taltson PLC Fault Outage – Ongoing until an investigation can be completed and work performed during the Taltson Annual Shutdown in August.	Jan. 24/17	
03-29-17	Haul Truck stuck on Winter Road Incident Investigation	Apr.19/17	
02-04-17	Snare Breaker Rack in Incident Investigation	Apr 2/17	
08-15-17	Fort Smith Vehicle Breakdown	Aug. 25/17	
08-29-17	Fort Smith Battery Failure	Aug. 29/17	Aug. 30/17

(Name) JOHSC Facility Safety Inspection Schedule				
Month	(Location)		(Location)	
Sept	Ken/Jay	Fort Smith	Robert/Jean Guy	Jackfish
Dec	Ken/Duane	Fort Smith	Grant/Dennis	Jackfish
March		Fort Smith		Jackfish

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 4 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

--	--	--	--	--

Next Meeting Details	
Date: October-25-17	Time: 10:00am
Chairperson: Robert Sunderland	Secretary: Nihal Costa

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