



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

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

Form #:  
14.04.2

**Meeting Details**

|                        |                             |                 |
|------------------------|-----------------------------|-----------------|
| Group: Hay River JOHSC | Location: HR Eng. Boardroom |                 |
| Date: September-29-16  | Start time: 1010            | End time: 10:45 |
| Secretary:             | Chairperson:                |                 |


**Attendance (call in #: )**

| Name                  | # | Worker, Management, Guest   | Present   | Reason absent |
|-----------------------|---|-----------------------------|---|---------------|
| Blaine Mckay (BM)     | 2 | Union Rep. worker           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| Pennie Pokiak (PP)    | 2 | Co-chair, Union Rep. worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Unexcused     |
| David Duncan (DD)     | 2 | Co-chair, Management        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| Lida Thomson (LT)     | 2 | Union Rep. worker - guest   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| Gilles Ringuette (GR) | 1 | Union Rep. worker           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| John Stewart (JS)     | 1 | Worker - Guest              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| Cory Strang (CS)      | 1 | management                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one:   |
| Jeremey Storvold (JS) | 1 | Management ( moved)         | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Excused       |
| Sam Mugford (SM)      | 1 | Union Rep. worker           | Yes <input checked="" type="checkbox"/> No                          | unexcused     |
|                       |   |                             |   |               |
|                       |   |                             |   |               |
|                       |   |                             |   |               |
|                       |   |                             |   |               |
|                       |   |                             |   |               |
|                       |   |                             |   |               |
|                       |   |                             |   |               |

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

**Approval of Previous Meeting Minutes**

|                                  |   |
|----------------------------------|---|
| Date of last meeting: June-22-16 | Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Discussion: no discussion        |   |

|   |   |                    |
|---|---|--------------------|
|  <p><b>NORTHWEST TERRITORIES<br/>POWER<br/>CORPORATION</b><br/><i>Empowering Communities</i></p> | <b>Health &amp; Safety Management System Form:</b><br>JOHSC Meeting Minutes | Page 2 of 3        |
|   | <b>Monitor:</b><br>Director, Health, Safety & Environment                   | Form #:<br>14.04.2 |

|  |
|--|
| <b>Outstanding Items at Previous Meeting</b> |
|--|

|                    |   |
|--------------------|---|
| 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

|   |
|---|
| <b>New Items</b><br>(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns) |
|---|

|  |                                 |
|--|---------------------------------|
| Item # 1 - 09-16-16 Fort Simpson Bucket Truck Incident   | Date initiated: September-29-16 |
| Item details: Incident Report Review   |                                 |
| Recommendations: Bucket Truck - jib must be recertified before returning to truck back in service work |                                 |
| Actions taken: T & D Division  |                                 |
| Initiated by: David Duncan   | Date required: September-29-16  |
| Responsible party: Fort Simpson Line Crew  | Date complete: October-31-16    |

|   |  |
|---|--|
| Item # 2 – 08-30-16 Water Treatment Plant Shock   | Date initiated: September-1-16                             |
| Item details: Electrician working on the water treatment side was                           |  |
| Recommendations: Improved communications – need to view investigation at next JOHSC meeting |  |
| Actions taken:  |  |
| Initiated by:   | Date required: <a href="#">Click here to enter a date.</a> |
| Responsible party: JOHSC needs to review  | Date complete: October-27-16                               |

\* Copy table above and insert as required

|   |
|---|
| <b>Items Completed in Current Fiscal Year</b> |
|---|

| Item # | Brief Description   | Date Initiated     | Date Completed   |
|--------|---|--------------------|------------------|
| 1      | Review Investigation 08-30-16 Water Treatment Plant Shock | September 29, 2016 | October 27, 2016 |
|        |   |                    |                  |



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|  |  |  |  |

**(Name) JOHSC Facility Safety Inspection Schedule**

| Month   | (Location)    |                     | (Location) |  |
|---------|---------------|---------------------|------------|--|
| April   | Hay River HO  | Hay River Warehouse |            |  |
| July    | Not completed |                     |            |  |
| October |               |                     |            |  |
| January |               |                     |            |  |

**Next Meeting Details**

|                           |                         |
|---------------------------|-------------------------|
| Date: October-27-16       | Time: 10:00 a.m.        |
| Chairperson: David Duncan | Secretary: Lida Thomson |

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