



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Thermal JOHSC	Location: Ft. Simpson & Inuvik	
Date: September-29-21	Start time: 14:00	End time: 14:30
Secretary: Colleen Davie	Chairperson: Bob Eldridge	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Bob Eldridge	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Gerhardt	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Christopher Daw	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Steve Harrison	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Belinda Whitford	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Steve Barnes	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

* 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-29-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
September Meeting Discussion:	
<ul style="list-style-type: none"> • Incident reports reviewed for the month of August <ul style="list-style-type: none"> ○ Fort Smith MCC incident ○ COVID-19 positive case at Snare ○ Unauthorized visitor let into Hay River head office 	

Outstanding Items at Previous Meeting

Item # 2020-3	Date initiated: November-23-20
Item details: Question raised about number of Union/Mgmt. required for a quorum to be able to proceed with meeting	
Recommendations:	
Actions taken:	
<ul style="list-style-type: none"> • Chris Daw contacted Robert Gerhardt for recruitment of members, No action taken. 	



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July 29th /2021: Boyd to follow up (email sent July 29th/21).

- Jacob Pokiak – (President?) – is there going to be another meeting to discuss potential JOHSC members. (October 11)
- Training for JOHSC committee?
- Selecting members: Reps are elected by Union members – doesn't have to happen at a Union meeting – can be done at another time.
- NWT Code of Practice – Robert has a copy and can forward to others

Initiated by: Belinda Whitford

Date required: January-29-21

Responsible party:

Date complete: Ongoing

Item # 2021-1

Date initiated: June-29-21

Item details: Quarterly JOHSC walkarounds not being completed for Inuvik region

Recommendations: Newly hired Maintenance Manager to take these over and submit to JOHSC
Bob and Mohamed to complete inspection in October

Actions taken: Boyd to do walkaround on his trip to Inuvik week of July 5th/21.

Initiated by: Boyd Mallaley

Date required: June-29-21

Responsible party: Boyd Mallaley

Date complete: [Click here to enter a date.](#)

Item # 2021-2

Date initiated

Item details: Concern reports

Recommendations: Bring them up at morning meetings to make staff aware of the importance of using them.
Bob reviews every month (including incident reports)

Actions taken: Boyd to bring up in Ft. Simpson and Inuvik morning informational meetings.

Initiated by: Belinda Whitford

Date required: June-29-21

Responsible party: Boyd Mallaley

Date complete:

New Items

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

Item #

Date initiated: [Click here to enter a date.](#)

Item details:

Recommendations:

Actions taken:



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Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2020-2	Better dissemination of COVID protocols	12-18-2020	03-26-2021
2020-3	JOSHSC Quorum		
2021-1	Quarterly JOHSC inspections (see schedule below)	01-29-2021	
2021-2	Concern Reporting	2021	

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
April				
July				
October	Bob/Mohamed	Inuvik		
January				

Next Meeting Details

Date: October-27-21	Time: 13:30
Chairperson: Boyd Mallaley	Secretary: Boyd Mallaley

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