

	<b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes	Page 1 of 4
	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: JOHSC Thermal	Location: Inuvik & Fort Simpson	
Date: September 30, 2019	Start time: 1:30pm	End time: 1:56pm
Chairperson: Boyd Mallaley	Secretary: Boyd Mallaley	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	4	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Steve Harrison	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Todd Roche	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Dylan Kakfwi	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Trevor Grant	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Christopher Daw	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kyle Campbell	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

\* 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-28-19	Approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved By: Bob Eldridge	Seconded by	Kyle Campbell

Outstanding Items at Previous Meeting	
Item # :	Date initiated:
Item details:	



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Recommendations: -

Actions taken:

-

Initiated by:

Date required:

Responsible party:

Date complete:

Item #

Date initiated:

Item details:

Recommendations:

Actions taken:

-

Initiated by:	Date required:
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Responsible party:

Date complete:

**New Items**

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

Item # **2019-31**

Date initiated: June 28, 2019

Item details: Review of June Incident Reports  
- Inuvik Oil Switches put in place near pumps, Drips Paulatuk Lube oil spill

Recommendations: None

Actions taken: Inuvik Oil Switches put in place near pumps

Initiated by:

Date required: June 28, 2019

Responsible party:

Date complete: June 28, 2019

Item # **2019-33**

Date initiated: April-2-19

Item details: Union representation on JOHSC

Recommendations: Union to select 4 members.

Actions taken: email to union – Jacob and Tyler

Initiated by: Andy

Date required: April-2-19

Responsible party: JOHSC Members

Date complete: Ongoing



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Item #	Date initiated: Sept 30 <sup>th</sup> 2019
Item details: Review of Incident reports: Inuvik – Burned Hand, Inuvik – Contractor wood struck hard hat	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

**Items Completed in Current Year**

Item #	Brief Description	Date Initiated	Date Completed
2019-01	Union to select 4 members to sit on JOHSC	April 30, 2018	June 5, 2018
2019-05	June General Health and Safety Meeting		

**Thermal JOHSC Facility Safety Inspection Schedule**

Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy		Daniel/Trudy	
September 30	Robert/Andy		Boyd/Trudy	
December 31	Bob/Andy		Daniel/Trudy	
March 31	Robert/Andy		Boyd/Trudy	

\* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

**Next Meeting Details**

Date: July 26-19	Time: 10:00 PM
Chairperson: Dylan	Secretary:

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.