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	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: October-11-17	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	6	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	7	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	7	Management	☒ Yes ☐ No	
Sam Mugford	5	Union Rep Worker	☒ Yes ☐ No	
Gilles Ringuette	4	Union Rep Worker	☐ Yes ☒ No	On duty travel
Andrew Davidson	7	Management	☒ Yes ☐ No	
Erin Dean	5	Excluded Worker	☒ Yes ☐ No	
Ian Flood	5	Union Rep Worker	☐ Yes ☒ No	On leave
Tammy Martel	7	Excluded Worker	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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: September-13-17	Approved? ☒ Yes ☐ No
Discussion:	

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Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: - September 12th – John emailed HSE requesting an update; waiting for a response. - As of today, still no response – John will follow up with HSE. - This Item flagged to move through to Central JOHSC at their next meeting.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: - September 12th – John emailed HSE requesting an update; waiting for a response. - As of today, still no response – John will follow up with HSE. - This Item flagged to move through to Central JOHSC at their next meeting.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

Item #6: 07-12-17 HS Committee Training	Date initiated: July 12, 2017
Item details: NSA (Northern Safety Association) from YK is available October 16-20, 2017 to be in Hay River	
Recommendations: - Managers/Leaders (title changes to come following policy updates to come); this is good timing to change element of process (done annually) - AGM's to be held prior to end of November - Membership change to allow more people to participate - Union Co-Chair is elected at the Union AGM - JOHSC member selection doesn't align with NTPC Policy - NTPC could amend policy to align with Union & JOHSC	
Actions taken: Training set to take place in Hay River in the Main Boardroom - Online training - October 17th 1-4 pm	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	Date complete: October-11-17

* Copy table above and insert as required

 NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 6
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New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #1: 07-12-17 JOHSC Communications (recurring)	Date initiated: July 12, 2017
Item details: - JOHSC's role IS Communication as we are Head Office Spokesperson. - Currently our only communication is the meeting Minutes. High rated incidents are reviewed & discussed.	
Recommendations: Communications will be on our Agenda/Minutes format as a recurring item going forward.	
Actions taken: - John spoke to Union members – Mitch T. & Jean R. mentioned that selection of JOHSC Union Member(s) is usually done at the AGM in November/December. - New members effective take over date is the start of the new Fiscal Year.	
Initiated by: John S.	Date required:
Responsible party:	Date complete:

Item #2: 10-11-17 Fire Extinguisher Re-numbering & Warehouse Extinguisher Inspections	Date initiated: October 11, 2017
Item details: - Fire Extinguisher numbers are mixed throughout the building - Warehouse extinguishers – who inspects these as they are not included in the monthly fire extinguisher inspection sheets	
Recommendations: - To maintain a sequential order of numbering and ensure extinguishers are all clearly marked - Warehouse extinguishers should be added to the monthly extinguisher inspections	
Actions taken: - Erin & Andrew D. will identify locations at the warehouse when doing the monthly facility inspections and will ask Vern about the process for these - John will re-do numbering throughout both buildings as well as on the drawings/maps - Numbering system decided on is as follows: Main Office Downstairs – A1, A2, A3, etc. Main Office Upstairs – B1, B2, B3, etc. Warehouse – C1, C2, C3, etc.	
Initiated by: Tammy M.	Date required:
Responsible party: John S.	Date complete:

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Item #3: 10-11-17 2nd Atrium Meeting	Date initiated: October 11, 2017
Item details: Second of two yearly Atrium meetings is coming up in December	
Recommendations: Need to decide on presentation topic(s)	
Actions taken: Everyone to bring ideas for this presentation to the next monthly meeting.	
Initiated by: Blaine	Date required:
Responsible party: All Members	Date complete:

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	Nov. 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017
7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017
10	04-12-17 Air Quality Testing	April 12, 2017	September 13, 2017
11	04-12-17 KPI'S for JOHSC	April 12, 2017	September 13, 2017
12	05-10-17 Safety Trends	May 10, 2017	September 13, 2017
13	07-12-17 HS Committee Training	July 12, 2017	October 11, 2017

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JOHSC Monthly Incident Review (Recurring Event)		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017	Read & reviewed; discussed ratings on incidents	✓
October 2017	Read & reviewed; discussed ratings on incidents & reasons some have been re-ranked; members felt re-ranking was appropriate	✓
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month		
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	Complete ✓
October 2017	JOHSC Members (Blaine)	
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

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JOHSC Quarterly Facility Safety Inspection Schedule		
Month	HR Head Office	HR Warehouse
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓
July 2017	John & Ian ✓	John & Ian ✓
October 2017	Erin & Andrew D.	Erin & Andrew D.
January 2018		

Next Meeting Details	
Date: November-8-17	Time: 3:00 in Engineering Boardroom
Chairperson: John S.	Secretary: Tammy Martel

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