 <p>NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities</p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2


Meeting Details		
Group: JOHSC Thermal	Location: Les, Boyd, and Daniel in Fort Simpson; Bob, Andy, and Roger in Inuvik	
Date: October-12-16	Start time: 9:00am	End time: 9:36am
Secretary: Boyd Mallaley	Chairperson: Boyd Mallaley	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	5	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	3	Worker – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rex Dalley	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Darren Moorman		Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Roger Rivait	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andy Crowther	5	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rob Closs	1	Management (Acting) – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" 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: September-7-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting
<p>Discussion: - upcoming review of Work alone system</p> <ul style="list-style-type: none"> - Anyone who goes to site please notify the plant operator before you arrive. - Safety Department is reviewing program. - Members have noted that response has been spotty from support. Email replies but no follow-up - Dehcho needs training - Andy to find out who contact person should be - Andy to follow up with Andrew Brown and David Dewar

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Item # 2015-029	Date initiated: December-16-15
Item details: Grounding requirements for customers	
<p>Recommendations: NTPC should produce a flyer informing customers of their responsibility to have proper grounding at their homes. (pics of bad condition vs good condition?) - Also a letter to DPW, Housing assoc., electrical inspector stating what needs to be done (meters, etc.)</p>	
<p>Actions taken: - Rex to contact Pam and Eddie RE: producing a flyer - Andy to follow-up with Rex Re: progress - Rex has spoken to Todd Roche and Pam Coulter about this - Rex to follow up with Pam and Todd Roche RE: progress on this - Rex and Roger to meet with Todd Roche in the next couple days - In Process, Roger to check progress and provide update in August meeting - T. Roche will have a flyer out in the mail the next billing cycle (Oct/Nov)</p>	
Initiated by: Rex, Boyd	Date required: September-26-16
Responsible party: Roger	Date complete: October-12-16

Item # 2015-030	Date initiated: December-16-15
Item details: Grounds testing for Plants	
<p>Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town</p>	
<p>Actions taken: - Boyd, Rex, and Kelly to coordinate - Andy to follow-up with responsible parties – suggest electricians complete this work in plants Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. Coordinate with Bob and Kelly to have plant grounds tested. Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites. Darren Hazenburg to send test unit to Inuvik next week – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds</p> <p>- Instructions and DVD came with equipment. - Electricians to test grounds in each Thermal community when they are in there. - Biannual ground fluke testing to be entered by Les into CMMS. - Les will copy Kyle on this. (Les to do make sure this is done) - Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities. - Boyd has most of his communities completed. - Bob to check if entered on CMMS - Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS</p>	
Initiated by: Boyd	Date required: September-26-16
Responsible party: Roger, Boyd, Darren, Les	Date complete:

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* Copy table above and insert as required

<p>New Items (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)</p>

Item # 2016-004	Date initiated: October-12-16
Item details: Recurring agenda item: What can we do to improve safety at NTPC?	
Recommendations: Lifting in plants – add Dolly inspection and assessment of lifting devices, ramps for spill pallets, etc.	
Actions taken: - Andy to add dolly inspection/lifting assessment to audit form	
Initiated by: Les Watsyk/Daniel Bruneau	Date required:
Responsible party: Andy	Date complete:

Item # 2016-007	Date initiated: October-12-16
Item details: Review of Inuvik Group safety meeting minutes (September 14, 2016)	
Recommendations: Review only	
Initiated by:	Date required:
Responsible party:	Date complete: October-12-16

Item # 2016-008	Date initiated: October-12-16
Item details: Review of incident report: 08-20-16 Nahanni Butte Wire Struck Eye	
Recommendations: Review only	
Initiated by:	Date required:
Responsible party:	Date complete: October-12-16

Item # 2016-009	Date initiated: October-12-16
Item details: Fire extinguisher inventories on CMMS	
Recommendations: Discussion only	
Actions taken: Fire extinguisher inventories have been added to the CMMS system. They are attached to the end of the Safety Inspection report to be completed each month.	
Initiated by:	Date required:
Responsible party: Andy/Kyle	Date complete: October-12-16



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Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016
2015-055	Noise level signs for plants	March 30 2016	July 5, 2016
2015-057	Defensive Driving for staff	March 30 2016	July 5, 2016
2015-061	Services attaching to power masts	March 30 2016	July 5, 2016
2015-029	Grounding requirements for customers	December 16 2015	October 12, 2016

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
April	Bob		Daniel	
July	Roger		Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

Next Meeting Details

Date: October-31-16	Time: 09:00 AM
Chairperson: Boyd	Secretary: Boyd

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.