



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 Main Boardroom	
Date: October-17-18	Start time: 3:00 p.m.	End time: 3:30 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Taylor	3	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
David Kopp Van Egteren	4	Management / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	6	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	2	Union Rep Worker/HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tammy Martel	6	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Matt MacDonald	1	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input 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: September-12-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



Outstanding Items at Previous Meeting

Item # 12-13-17 Overhead Door Incident

Date initiated: December 13, 2017

Item details: Overhead door fell while closing

Recommendations:

- Overhead door rules should include NEVER walk under them, always use a man door
- Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors

Actions taken:

- Gilles will check into the SWP for walking underneath overhead doors (if any) as well as the maintenance schedule/practices
- Still in process; then forward to CMMS Planners as these doors are assets
- Ongoing
- **Gilles will complete & attend next meeting as a guest to close this off; delayed until next month.**

Initiated by: Gilles

Date required:

Responsible party: Gilles

Date complete:

Item #2018-02 Summer Atrium Meeting

Date initiated: May 9, 2018

Item details: Start planning presentation & decide on a date

Recommendations: Mandatory coffee break meeting; presentation may be about summer driving/hauling

Actions taken:

- **Talked to ENR but a presentation is not an option as they require an hour not just 15 minutes**
- **Find out from HSE if we have any budget for food**
- **Erin & Andrew T going to work together on this**
- **Erin & Andrew will be presenting Slips, Trips & Falls likely in October**

Initiated by: Blaine

Date required:

Responsible party: Erin

Date complete: October-19-18

Item #2018-03 Annual Fire Drill

Date initiated: May 9, 2018

Item details: Start making preparations for this annual event

Recommendations: Start planning this for September

Actions taken:

- Erin has taken this on & will work with another group member (not yet identified)
- Ian's a good connection with the HRFD, will ask if he's interested in helping organize
- Ongoing
- Erin spoke with Ian who is meeting with Ross Potter tonight to discuss & will get back to us with a timeline; requested it be in the next few weeks before it gets colder.
- **Ian & Ross not yet in agreement; Ian waiting to hear back from Ross**



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- Erin to check with Eddie if HRFD is necessary each time; we continue to do annual drills but every 2nd year HRFD would participate as well; they send a report afterwards that provides feedback which is beneficial for improvement

Initiated by: Sam	Date required:
Responsible party: Erin	Date complete:

Item #2018-07 JOHSC Committee Training (continued)	Date initiated: September 12, 2018
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Item details: We have not yet finished the 2nd part of our training.

Recommendations: Get this scheduled to complete – possibly sometime in November.

Actions taken:

- Andrew T. will follow up with Kristen
- No dates set as yet, possibly November
- Regroup regarding attendance at last session & plan from there
- Erin will send link for 1st part to those still needing to catch up & new members; will check with Kristen re license (only 1) to finish on our own at our desks

Initiated by: Sam M.	Date required:
Responsible party: Andrew/Erin	Date complete:

* Copy table above and insert as required

New Items

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

Item #2018-08 Awareness Campaign “Look Up & Live”	Date initiated: October 17, 2018
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Item details: Noticed trends of High RPH & incidents hitting poles and/or lines

Recommendations: An advertising Public Awareness Campaign to “Look Up & Live” or similar

Actions taken:

- Josh will see Eddie & Doug and respond to group re what’s been done in the past, when the last campaign was, etc.
- How will we advertise? Possibly:
 - CBC radio
 - Facebook
 - Twitter
 - Newspapers
 - Posters
 - Signs

Initiated by: Sam	Date required:
Responsible party: Josh & ?	Date complete:



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Item #2018-09 Central JOHSC Meeting in YK		Date initiated: October 17, 2018
Item details: Sam & Andrew going to YK for Central JOHSC meeting next week		
Recommendations: Suggesting that every 2 nd month we invite other JOHSC groups to our meetings		
Actions taken: Will bring up at Central meeting		
Initiated by:		Date required:
Responsible party: Sam & Andrew		Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

May 9, 2018	Newsletter needs some articles and/or newsworthy information for next issue.	✓
Nov/Dec 2018	Next Issue to be worked on for issuing in Nov/Dec 2018	

JOHSC Monthly Incident Review

Month		
April 2018	Read & reviewed; Proper Service Hookup in Colville – for your own safety DON'T ASSUME! Always take the time to check & verify	✓
May 2018	Reviewed & discussed HIGH RPH items	✓
June 2018	Reviewed & discussed the trend with vehicle incidents & the possibility of bringing in a driver trainer.	✓
July 2018	Reviewed; noticed the trend in vehicle accidents has decreased	✓
August 2018	Reviewed and discussed collectively	✓
September 2018	Reviewed; FGH outage investigation completed this period	✓
October 2018	Reviewed; trends of High RPH & of incidents hitting poles and/or lines – see New Item 2018-08	✓
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		



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JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2018	JOHSC Members (Blaine & Matthew)	✓
May 2018	Human Resources	HR & HSE will combine their inspections for May & June ✓
June 2018	Health, Safety & Environment	
July 2018	JOHSC Members	✓
August 2018	Treasury & Enterprise Risk	Treasury & AME will combine their inspections for Aug/Sept
September 2018	Asset Management	
October 2018	JOHSC Members (David & Andrew)	
November 2018	Information Technology	
December 2018	Budgeting & Regulatory	
January 2019	JOHSC Members	
February 2019	Executive	
March 2019	Corporate Planning	

**JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)**

Month	HR Head Office	HR Warehouse
April 2018	Blaine & Matthew ✓	Blaine & Matthew ✓
July 2018	Gilles & Sam ✓	Gilles & Sam ✓
October 2018	David & Andrew T	David & Andrew T
January 2019		

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2018-01	Arctic Winter Games – Use of building & parking lot	03-14-18	04-11-18
12-13-17	Street Signage, Crosswalks & Parking	12-13-17	06-13-18
2018-04	Blaine's resignation; seat filled by David Kopp	06-13-18	07-11-18
2018-05	Gilles' resignation; filled by Zach Biggar	07-11-18	09-12-18



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2018-06	New Union Member & HSE Rep, Josh Clark joined group	09-12-18	09-12-18
2018-02	Summer Atrium Meeting	05-09-18	10-19-18

Next Meeting Details

Date: November-21-18	Time: 3:00 in Engineering Boardroom
Chairperson: Sam Mugford	Secretary: Tammy Martel

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