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|  | Health & Safety Management System Form: JOHSC Meeting Minutes | Page 1 of 16 |
| | Monitor: Director, Health, Safety & Environment | Form #: 14.04.2 |

| Meeting Details | | |
|-----------------------------|-------------------------------------|-------------------|
| Group: Central JOHSC | Location: Jackfish Boardroom | |
| Date: October-24-17 | Start time: 9:00 am | End time: 4:00 pm |
| Secretary: E. Smith | Chairpersons: E. Smith, A. Crowther | |

| Attendance | | | |
|------------------|---------------------------------|---|---------------|
| Name | Worker, Management, Guest | Present | Reason absent |
| Eddie Smith | Director HSE (Chair) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Andy Crowther | H&S Coord. (Chair, Thermal rep) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| John Stewart | JOHSC Hay River (Worker) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Andrew Taylor | JOHSC Hay River (Mgmt.) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Darren Hazenberg | JOHSC Hydro (Worker) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Rob Sunderland | JOHSC Hydro (Mgmt.) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| Jean-Guy Poitras | H&S Coordinator | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Choose one: |

| Approval of Previous Meeting Minutes | | | |
|--|-----------|---|-----------------------------|
| Date of last meeting: April-25-17 | Approved? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Discussion: <ul style="list-style-type: none"> - Motion to approve minutes A. Taylor, 2nd A. Crowther, motion carried - Each JOHSC to review Central minutes at their next JOHSC meeting | | | |

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|--|---------------------------|
| Item # 2017-06 | Date initiated: June-8-16 |
| Item details: Safety Perception Survey <ul style="list-style-type: none"> - Survey was deployed from 01-28-16 to 02-12-16 - Got a fairly good number of responses, though mostly from office staff (82 office, 42 field) - Analysis Report went to all staff in May - Consultant produced an Analysis Report - There was one question about the JOHSCs – Q22: Do the Joint Occupational Health and Safety Committees make a real difference to workplace safety at NTPC? Yes: 58%, No: 11%, Don't know: 31%. - Review page 78, which shows the question, then page 13, which has a discussion and | |

recommendation:

- Recommendations table: “It is recommended the JOHSC conducts an internal review of the effectiveness of the JOHSC on their roles, functions and reporting of activities conducted by the JOHSC. In order to improve its efforts, a JOHSC will want to have some measure of its past performance. In this way, weak areas can be strengthened including communications and strong areas maintained.”
- Group members noted that workers feel uninformed on incident investigations – incident reports are submitted and that is often the last anybody hears of the incident. HSE needs to find ways to get this information to staff.

Recommendations:

- E. Smith to ensure all incident investigations are summarized on Health & Safety Alerts (i.e., incident, causes, corrective actions) (due 11-30-16, completed 07-18-16).
- E. Smith to add the number of investigations each committee is involved in to the PowerLine JOHSC page, add wording saying “Contact your JOHSC for details on investigations,” list the investigation titles, and provide links to the H&S Alerts so that all staff have access to the results of investigations (due 11-30-16, completed 07-18-16).
- Co-chairs to ensure JOHSC minutes are posted on bulletin boards and emailed to all staff covered by the committee (due 06-30-16, revised due date 03-31-17, revised due date 06-30-17).
- HSE already posts all minutes to PowerLine.
- Hay River JOHSC to finalize minutes shortly after meeting rather than waiting for approval at next month’s meeting as the minutes need to be posted and released to staff.
 - Discussion around how to get minutes approved and posted as soon as possible after a meeting.
 - Hydro, Thermal, and Central post minutes within a few days of the meeting. Draft minutes are sent out to the group by email for any changes, then posted to bulletin boards and PowerLine and sent to staff by email.
 - Hay River has been waiting for approval at the next month’s meeting before posting.
 - They will revisit this and discuss at their May meeting.
 - It is important to get the meeting minutes out as soon as possible, even if it’s noted they are in draft form.
 - Recommended to get minutes approved by the JOHSC over email and posted as soon as possible after the meeting. Changes can always be made during approval at the next monthly meeting.
 - Revised due date 06-30-17. Completed 06-14-17.
- Co-chairs to migrate JOHSC meeting minutes to the upgraded *Form 14.04.2: JOHSC Meeting Minutes* (available on the Powerline). This form now contains a section entitled “*Items Completed in Current Fiscal Year.*” This will be a good way to mark successes of the committee over the year, and will be useful in updating the staff at the semi-annual General H&S Meetings (due 06-30-16). HR and Thermal have done this, Hydro remains.
 - Revised due date: 03-31-17.
 - Completed 04-25-17.
- Co-chairs to add some agenda items to the semi-annual General Health & Safety Meetings in FS, SM, HR, YK, and NK (due 12-31-16):
 - Provide an overview of what the committee is focussing on
 - Go over the list of items actioned in the last 6 months
 - List the titles of investigations participated in the last 6 months



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- o Complete
- o Suggestion that JOHSCs could put together a monthly JOHSC newsletter to show what they're working on, accomplishments. Could put a stack of minutes in the bathroom or other public places.
- Co-chairs of each JOHSC to review pages 13 of the Safety Perception Survey report, as well as the recommendations in item 2017-06 from the Central JOHSC meeting, and discuss ways to improve survey results for the JOHSC question – ways to improve the effectiveness of their JOHSCs. These recommendations should be implemented and reported back to the Central JOHSC at the next Central JOHSC meeting (due 11-30-16).
 - o Revised due date: 03-31-17.
 - o Revised due date 10-31-17.
 - o E. Smith to re-send Safety Perception Survey page 13 (which covers JOHSC recommendations) to group (completed 05-15-17).

Actions taken:

- Low RPH incidents are summarized monthly in an H&S alert. A separate H&S Alert is generated for every incident that is investigated (complete 07-18-16).
- JOHSC PowerLine page now includes a list of investigations sorted by JOHSC with a link to the H&S alerts page (completed 07-18-16).
- Co-chairs to report back on remaining 4 action items at April 2017 meeting.
- 04-25-17: All JOHSCs are using the current minutes form.
- **06-14-17: Hay River JOHSC finalizing meeting minutes shortly after the meeting is held (complete).**

Initiated by: E. Smith

Date required: October-31-17

Responsible party: Co-chairs

Date complete: June-14-17

Item # 2017-08

Date initiated: June-8-16

Item details: Investigations Requiring JOHSC Signoff

- When HSE sends completed investigation reports to the responsible JOHSC for review and signoff, this is not always done in a timely manner – there are many still outstanding.
- JOHSC review of investigations is a key part of the investigation process and is one of the ways JOHSC participate in investigations.
- These need to be reviewed and signed by the July 2016 meeting, then returned to HSE for filing.
- Going forward we need a commitment that investigations emailed to the Co-chairs for signoff are dealt with at the following meeting, each one included as a separate item on the minutes, and then returned to HSE.

Recommendations:

- A. Crowther to email Co-chairs all outstanding investigations and request signoff (due 06-15-16, completed 07-13-16).
- Co-chairs to review with their respective committees at the June or July meeting, sign off, and return them to A. Crowther (due 07-31-16). Revised due date 02-28-17.

Actions taken:

- Outstanding investigations were emailed to JOHSC Co-chairs for signoff in July meeting (completed

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07-13-16).

- Several investigations still require signoff, although this is improving. To be done by 06-30-17.
- 04-25-17 update: Revised due date 05-31-17. Co-Chairs to ensure all outstanding investigations are signed off. A. Crowther to send outstanding investigations to co-chairs.
- **Completed 06-30-17**

Initiated by: E. Smith

Date required: June-30-17

Responsible party: A. Crowther, Co-Chairs

Date complete: June-30-17

Item # 2017-11

Date initiated: June-8-16

Item details: Use of Vehicle Sign-Out Agreements

- Vehicles at Snare show considerable damage that has largely gone unreported
- Vehicles at Snare are a lifeline for the Plant Operators
- They are used by regular site employees (Operators, cooks), but also by visiting employees and contractors. Sometimes parties leave site and leave the vehicles dirty on the inside and out, causing the Plant Operator more work to clean the vehicles.
- Although issuing vehicles using the sign-out agreement forms will require time and attention from onsite staff (likely the Plant Operator), it would be financially worth it as we could then charge vehicle users for damages, cleaning, etc. as the onus should be on the user for this.

Recommendations:

- **Central JOHSC recommends that the vehicle sign-out forms become mandatory across NTPC.**
- The agreement forms are being used successfully in Ft. Simpson and Hay River and have been found to be beneficial.
- Their use will be of benefit at Snare where there has been a lot of unrecorded vehicle damage, and where it is not uncommon that the Operators end up cleaning out and washing vehicles used by other parties. These forms will help track damage and tidiness issues and should help reduce related cleaning and repair costs considerably. The forms would be used when vehicles are borrowed overnight or for long trips, or at the vehicle issuer's discretion.
- Action item: E. Smith to approach Senior Management with this recommendation (due 06-30-16). Revised due date 03-31-17.
- 12-16-16 update:
 - o Group discussed possibility that vehicle assignment be done in the planning portion of jobs – sign out a vehicle using CMMS. There could be a requirement for vehicle to be returned with the Vehicle Inspection checklist and Vehicle Sign-out Agreement. This will make an employee accountable for the vehicle and ensure they complete their forms and the work order would provide any maintenance issues to the maintenance planner. L. Watsyk investigated with CMMS Specialist and determined this was not possible.
 - o E. Smith to bring topic to Senior Management.
- 04-25-17 update:
 - o E. Smith to bring this recommendation to Senior Management.
 - o Revised due date: 06-30-17, not completed
- **10-24-17 update:**
 - o **The concern at Snare, as at previous meetings, is that there are not enough resources to administer the forms (i.e., Plant Operators). So although the forms would provide value, they**



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- cannot be administered with current staffing levels.
- Hydro is implementing an advance booking requirement for Snare vehicles and accommodations.
- E. Smith to bring recommendation to implement vehicle sign-out agreements across NTPC to Senior Leadership Team.
- Revised due date: 04-17-18

Actions taken:

- 11-04-17 update: E. Smith contacted C. Steed to see if Hydro's advance booking requirement for Snare vehicles and accommodations using CMMS, which went into effect 11-02-17, would be an opportunity to introduce the sign-out forms at Snare as a self-administered form, to see if it would get uptake and provide value. C. Steed agreed to try it out, noting that it would be important not to have too much of a paper burden.

Initiated by: Central JOHSC

Date required: April-17-18

Responsible party: E. Smith

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

Item # 2017-15

Date initiated: June-8-16

Item details: H&S Accommodation and Vehicle at Snare

- When there is lots of work taking place at Snare, this is an important time for a Health & Safety professional to visit site. Several times recently the H&S Coordinator requested to go to site, but was denied because there was no room at camp and no vehicle available.
- Discussion that some people are known to refuse to share a room with other workers, so in some cases beds may be open but are not made available.
- Flights could be used to travel to site for the day if beds are not available.

Recommendations:

- E. Smith to approach Hydro management to request that room be made available, when beds are open, for a H&S professional to attend site, as well as vehicle for H&S staff (shared if required, e.g., the cook's vehicle) while at site. H&S personnel should be welcome at site at any time (due 07-31-16).
- 12-06-16 update: During fall 2016 shutdown safety staff were unable to go to Snare as there was no room. At our largest and most active site, there is a need for safety monitoring and coaching. A room and vehicle should be made available. Perhaps vehicle sharing would be possible with other groups. If rooms are full, perhaps some people could double up so to free up a room for safety staff. E. Smith to discuss further with Hydro Director.
- 04-25-17 update:
 - Accommodations:
 - One suggestion was to make the Cascades house available primarily for HSE; however it needs an internal water tank to provide running water in the winter.
 - This issue isn't isolated to HSE, but is an issue for Operations staff as well. Snare accommodations and vehicles are at a premium.
 - Some bedrooms have multiple beds, but staff and contractors alike prefer to sleep one to a room. Female staff may not have a separate washroom from male staff either.

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- Another accommodations option is at the airstrip.
- Another solution would be to install more accommodations there.
- E. Smith to discuss with Hydro Director. Revised due date: 10-31-17
- Ideas for the issuing of Snare vehicles include:
 - To use a full time First Aid attendant or a summer student to issue vehicles at Snare.
 - Snare Plant Operator's truck is the only one that is consistently kept clean and has incidents consistently reported, because there is clear responsibility for that vehicle. Could assign one vehicle per department, or assign each vehicle to a different manager so that they control it. Give all the keys to one individual at Snare – users would have to fill out both forms (Vehicle Inspection and Sign-out Agreement) before they could get the keys. The Sign-Out Agreements could be completed by the users when they borrow a vehicle, and be completed by Operations upon return. Something like this could be done for tool lending as well.
 - E. Smith to discuss with Hydro Director. Revised due date: 10-31-17
- **10-24-17 update:**
 - **Suggestion to take the medic shack from Bluefish and place at Snare.**
 - **Another suggestion to buy ATCO trailer, bring to Snare in the winter, put up walls, and hook up to power.**
- **E. Smith to discuss with Hydro Director with potential to bring to SLT. Revised due date: 04-17-18.**

Actions taken:

- E. Smith spoke with Hydro Director, who is in favour of a safety presence on site. A safety presence was requested at Snare for several weeks this summer and at Taltson. It was reported to have had a positive effect and should be continued going forward at times where lots of activity is taking place at site (completed 07-08-16).
- E. Smith spoke with Hydro Director starting in April 2017 and continuing through the summer. The suggestion is to propose a capital project to purchase a vehicle exclusively for HSE staff and to place a building at the Snare airstrip. The building would contain a full first aid room plus accommodations for HSE staff and medics, which are required at site when there are more than 20 people at one time.
- Item to remain on minutes until capital project brief is completed and signed or another solution found.
- **11-02-17 update: Hydro implemented an advance booking requirement for Snare vehicles and accommodations using CMMS.**

Initiated by: J. Poitras

Date required: April-17-18

Responsible party: **E. Smith**

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

Item # 2017-24

Date initiated: December-6-16

Item details: Improving Safety Culture


- Discussion around safety culture and what is needed to improve it. Need both carrots (incentives) and sticks (consequences) to build strong safety culture.

Recommendations:

- Each JOHSC to come up with ten suggestions to change safety culture.

Actions taken:

- Hay River list (completed 03-07-17):
 - o Send Kudos – create a safety sticker (completed)
 - o Incentives for reporting near misses. People may feel they would be punished for reporting, so incentives or communication around this may help.
 - o Recognition for people doing right safety-wise (managers need to acknowledge good safety practices). Could be Kudos.
 - o Head Office Senior Management needs to be more involved in safety (e.g., like the CFO's presentation on Safety Culture).
 - o Reach out to communities, get NTPC's name out there for safety showing how safe we are, providing training (e.g., NAOSH week, Courageous 2017).
 - o Hard hat day – everyone in company wears a hard hat for a day, just for safety awareness. Could be used as a fundraiser.
 - o H&S presentations – get departments to choose their own presentation topics and present at safety meetings. Gets people to participate and get involved.
 - o Safety shares: goal to start each and every group meeting with a safety moment or a safety share. Even a one minute thing.
 - o Safety presence – make PPE meant for visitors more easily identifiable at plant sites so visitors don't have to search for PPE. Some mines have a big sign saying "*Below this sign walk the safest miners in the world.*"
- Hydro list (completed 05-15-17):
 - o All employees and managers apply the 'SEE IT, FIX IT' rule. We should be addressing any safety related items ourselves
 - o More presence of the HS&E group on site
 - o Operation staff more involved in safety audits
 - o All safety paperwork filled out in detail well before any job is started
 - o More involvement of trade staff before rolling out any safety regulations (i.e. work protection)
 - o Positive reinforcement for reporting near misses
 - o New safety gear to be tried out by operation personnel for feedback or even as a form of incentive
 - o New safety glasses as not everyone has them on while on site
 - o Anonymous form of reporting incidents and near misses
 - o Positive reinforcement for regularly checking our safety equipment
 - o More involvement from employees as to what they would like to see from their JOHSC
 - o Safety involved in every JOHSC meeting
- Thermal list (completed 06-30-17)
 - o More individualized training for plant superintendents
 - o More positive reinforcement of good safety behaviour
 - o Safety objectives for the year posted on the Powerline
 - o Hazard identification training for plant superintendents
 - o Post list of first aiders in every plant
 - o Ensure PPE requirements are posted (signs)
 - o Printed calendar with safety news/dates/pics of people working safely
 - o Kudos for positive safety behaviour
 - o Employee of the month
 - o Email address for reporting near misses
- **R. Sunderland noted that in YK they now assign building inspections to the building owners (line**

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crew, warehouse) and will do so for the office to get people familiar with the site and to take ownership, where in the past the Plant Operators would inspect all the buildings, including line shop, warehouse, and office.

- D. Hazenberg brought up the recent moving of the Viridi units under the powerline and the lack of planning that occurred. Proper planning is very important. E. Smith noted that SLT has identified this as a key issue and will focus on it in the November Strategic Planning session. A. Taylor noted that Internal Audit will do a review of the Viridi project once it is complete.

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| Initiated by: J. Stewart | Date required: June-30-17 |
| Responsible party: Co-chairs | Date complete: June-30-17 |

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| Item # 2018-01 | Date initiated: April-25-17 |
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Item details: **Review of last Hydro JOHSC minutes from 04-19-17**

- D. Bourke presented minutes
- Discussion about replacement of expired items in first aid kits (e.g., alcohol swabs). Suggestion to place an expiry date sticker on the outside of kits or on kit seal to be checked during monthly inspections.
- Noted that items were not numbered as per *Element 14.04: JOHSC* and responsible parties were sometimes not JOHSC members.


Recommendations:

- Hydro JOHSC to begin using the unique numbering convention for minute items (e.g., 2018-10) at the May meeting (due 05-31-17). **Completed 05-15-17.**
- When assigning a responsible party to action items, Hydro JOHSC to always assign a member of the committee (due 05-31-17). **Completed 05-15-17.**
- E. Smith to look into purchasing expiry date stickers for all first aid kits saying "Replace expired items by _____" (due 07-31-17). **JP changed out all Hydro kits and they're now good for 5 years (alcohol swabs, burn cream). Decided to put into CMMS as a recurring work order instead of stickers.**
- E. Smith to adjust wording of item 5.11 of Form 9.2: Safety Inspection Report to say "Are first aid kits available, fully stocked, and inspected monthly? ***Outdated items replaced?***" (Italicized wording has now been added). **Completed 05-03-17.**

Actions taken:


- Wording of form 9.2 adjusted and updated form posted to PowerLine (completed 05-03-17).
- Hydro JOHSC is now using correct numbering and accountability convention (completed 05-15-17).

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| Initiated by: D. Bourke | Date required: May-31-17 |
| Responsible party: D. Bourke, C. Steed, E. Smith | Date complete: May-15-17 |

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| Item # 2018-03 | Date initiated: April-25-17 |
| Item details: Review of last Hay River JOHSC minutes from 03-07-17 <ul style="list-style-type: none"> - J. Stewart presented minutes - Noted that items were not numbered as per Element 14.04: JOHSC. | |
| Recommendations: <ul style="list-style-type: none"> - Hay River JOHSC to begin using the unique numbering convention for minute items (e.g., 2018-10). <ul style="list-style-type: none"> o 10-24-17 update: old numbering system still in use, item not completed. o Revised due date 12-31-17. - Post minutes sooner after meeting rather than waiting until the minutes are approved at next month's meeting – suggest an email review by group within a few days of the meeting (due 06-30-17, completed). | |
| Actions taken: <ul style="list-style-type: none"> - 10-24-17 update: Minutes posted within two weeks of meeting. | |
| Initiated by: J. Stewart | Date required: December-31-17 |
| Responsible party: J. Stewart, A. Taylor | Date complete: Click here to enter a date. |

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| Item # 2018-08 | Date initiated: April-25-17 |
| Item details: Incident Investigation Training <ul style="list-style-type: none"> - JOHSCs and managers need to be trained as soon as possible. Training has already been provided in Inuvik, YK, and Hay River and will be offered again to ensure all are trained. The majority of investigators have the new training. - Typically a select group does investigations, but we need more people to do them. People may be scared of the process, but once they conduct one they realize that it is quite a simple process and the investigation form is easy to follow. We only improve by doing them. - HSE will schedule more training through Training & Development Specialist to ensure all are trained. - It is important to get somebody out to the incident scene and get pictures as soon as possible. Then get interviews done. | |
| Recommendations: <ul style="list-style-type: none"> - D. Bourke suggested having IOT provide training to investigators on electronic signatures (Adobe app). It can be difficult and time consuming to get all the parties to sign, and this would expedite the process. E. Smith to approach Director IOT. | |
| Actions taken: <ul style="list-style-type: none"> - 05-12-17: E. Smith emailed Director IOT and requested a cheat sheet describing how to create and use a digital signature in Adobe. <ul style="list-style-type: none"> o Director IOT responded that there are concerns within Finance around the usage of digital signatures, and they are currently working on a corporate standard. o IOT's suggestion was to place the incident report and investigation forms into K2, our electronic form and workflow solution, which would notify people with pending forms to approve. The forms were sent to IOT for review. | |

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- Placement of H&S forms into K2 will be an ongoing process. As we become familiar with the system we will begin to migrate more forms and processes over to K2; however this will not be done immediately.
- Complete.

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| Initiated by: J. Poitras | Date required: June-30-17 |
| Responsible party: E. Smith | Date complete: May-14-17 |


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| Item # 2018-09 | Date initiated: April-25-17 |
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- Item details: **Emergency Response Plan Review**
- Updated site specific Emergency Response Plans are now available for most sites.
 - These are available on the PowerLine.
 - Plans for the three hydro sites and Hay River are still under construction, expected completion in May.

- Recommendations:
- JOHSCs to review the Emergency Response Plans for their areas (available [here](#)).


- Actions taken:
- 10-24-17 update:
 - All ERPs now complete.
 - Thermal JOHSC reviewed Inuvik and Ft. Simpson ERPs and the Plant Superintendents each reviewed their own ERP. Only one plant requested changes.
 - Hydro JOHSC reviewed their ERPs.
 - Hay River JOHSC reviewed the Hay River ERP.
 - Completed.

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| Initiated by: J. Stewart | Date required: October-31-17 |
| Responsible party: Co-chairs | Date complete: October-24-17 |

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| New Items | |
| (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns) | |
| Item # 2018-10 | Date initiated: October-24-17 |
| Item details: 2017/18 Quarterly Health & Safety Statistics Report - Q2 - Reviewed and discussed entire report | |
| Recommendations: - NA | |
| Actions taken: - NA | |
| Initiated by: E. Smith | Date required: October-24-17 |
| Responsible party: NA | Date complete: October-24-17 |


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| Item # 2018-11 | Date initiated: October-24-17 |
| Item details: Hay River JOHSC 10-11-17 Meeting Minutes Review | |
| <ul style="list-style-type: none"> - Update requested on <i>11-07-16 Inuvik Meter Change Investigation</i>; update provided by HSE: Investigation had been started by the manager but not completed, despite repeated requests from HSE. HSE will now take the lead to ensure it is done – although it is long after the incident, there are still lessons that need to be learned from it. The same will be done for the <i>11-15-17 Inuvik Switching Error Investigation</i>, which was also not completed (due 11-30-17). - Update requested on <i>11-15-16 Snare Chemical Shipping Investigation</i>. R. Sunderland stated there was one interview left to do with Air Tindi. S. Catlyn is the Team Lead. R. Sunderland to contact S. Catlyn and get investigation completed (due 11-30-17). - Completion of investigations continues to be a struggle. Incidents occur at inopportune times, but in order to benefit from them and protect our workers and property we must put the necessary resources in place to investigate as soon as possible. This is not always done, sometimes due to logistics or availability of parties involved. The <i>Monthly Incident Investigation Report</i> was created help identify where we are falling down on this responsibility; however it needs to be improved to clearly show non-conformance and there needs to be a conversation around it each month at the Senior Leadership Meeting (due 11-30-17). - Note: these items will be removed from the Hay River minutes as they will now be tracked on the Central minutes. | |
| Recommendations: <ul style="list-style-type: none"> - A. Crowther to lead investigations into 11-07-16 Inuvik Meter Change incident and 11-15-17 Inuvik Switching Error incident (due 11-30-17). - R. Sunderland to contact S. Catlyn and get <i>11-15-16 Snare Chemical Shipping Investigation</i> completed (due 11-30-17). - E. Smith to discuss the <i>Monthly Incident Investigation Report</i> at Senior Leadership Team Meetings (due 11-30-17). | |

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| Actions taken: - | |
| Initiated by: A. Taylor | Date required: November-30-17 |
| Responsible party: A. Crowther, R. Sunderland, E. Smith | Date complete: Click here to enter a date. |

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| Item # 2018- | Date initiated: October-24-17 |
| Item details: Thermal JOHSC 10-02-17 Meeting Minutes Review <ul style="list-style-type: none"> - Try to get full attendance at meetings – only those on leave or in transit should not attend – all others must make arrangements to attend, and their managers must enable and required them to attend. | |
| Recommendations: - NA | |
| Actions taken: - NA | |
| Initiated by: A. Crowther | Date required: October-24-17 |
| Responsible party: NA | Date complete: October-24-17 |

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| Item # 2018-13 | Date initiated: October-24-17 |
| Item details: Hydro JOHSC 09-28-17 Meeting Minutes Review <ul style="list-style-type: none"> - Meeting minutes show a great deal of people having attended various meetings, but no solid group of 8 attending all. There appears to be a lack of clarity around who is on the committee and when they are required to attend. In order for a committee to be effective, it must consist of a specific number of individuals, all of whom attend every meeting (except when on leave or in transit). - List of people officially on the Hydro JOHSC is on the PowerLine HSE Division/JOHSC page. | |
| Recommendations: <ul style="list-style-type: none"> - Hydro JOHSC to move to a format of having only eight (8) members on the committee, as per <i>H&S Mgmt. System Element 14.04: JOHSC</i>. The four Union members will be selected at the upcoming Union meeting (due 12-31-17). - Hydro JOHSC to ensure full attendance at all meetings. People are excused only if they are on leave, in transit, or are excused due to a declared emergency (due 12-31-17). | |
| Actions taken: - | |
| Initiated by: D. Hazenberg | Date required: December-31-17 |
| Responsible party: R. Sunderland, D. Bourke | Date complete: Click here to enter a date. |

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| Item # 2018-14 | Date initiated: October-24-17 |
| Item details: Training Presentation: Bernie Inman Story DVD <ul style="list-style-type: none"> - 20 minute safety video about a worker who received serious, lasting injuries from prolonged methane gas exposure - Video to be viewed by JOHSCs, starting with Thermal JOHSC | |
| Recommendations: <ul style="list-style-type: none"> - NA | |
| Actions taken: <ul style="list-style-type: none"> - NA | |
| Initiated by: E. Smith | Date required: October-24-17 |
| Responsible party: NA | Date complete: October-24-17 |

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| Item # 2018-15 | Date initiated: October-24-17 |
| Item details: Health & Safety Management System Update <ul style="list-style-type: none"> - Safe Job Procedure review frequency by managers has been relatively good. C. Steed has deferred doing much with the Hydro trades group until the Viridis are installed. T&D completion is going well. It is a slow process (i.e., about 8 months per document) because we are seeking buy in and review from a number of different stakeholders, but it is resulting in a more complete product. - Training schedule for November: Hydro Division two week training block, Health & Safety Management System training in Hay River, Incident Investigation training in Inuvik. - HSE and T&D are looking into the development of a Fuse Change-out training program. | |
| Recommendations: <ul style="list-style-type: none"> - NA | |
| Actions taken: <ul style="list-style-type: none"> - NA | |
| Initiated by: E. Smith | Date required: October-24-17 |
| Responsible party: NA | Date complete: October-24-17 |

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| Item # 2018-16 | Date initiated: October-24-17 |
| Item details: Incident Statistics Presentation <ul style="list-style-type: none"> - J. Stewart presented graphics showing trends in incident causation over the last five years, as determined by incident investigations - J. Stewart requested that these “whys” be added to the <i>Monthly Incident Investigation Report</i> to help connect them to the “whats” and the “whos,” which are already contained in the register. These could then be graphed easier. - The purpose of the monthly report is to be a succinct, printable document to influence managers to | |



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ensure incidents are reported and investigated within the required timelines and that corrective actions are completed by the required dates. Adding columns to the printed report will disrupt the formatting with data not required in the report; however the data could be included in hidden columns. E. Smith to discuss with A. Crowther and bring the response to the April 2018 meeting.

- The graphs showed a large number of causes registered as "other." E. Smith responded that investigators often choose "other" rather than selecting the best fitting cause from the checklist, then expanding on that in the written cause. More cause categories are not necessarily required – just more use of the existing categories.

Recommendations:

- E. Smith to discuss addition of causes to *Monthly Incident Investigation Report* with A. Crowther and bring the response to the April 2018 meeting (due 04-17-18).

Actions taken:

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Initiated by: J. Stewart

Date required: April-17-18

Responsible party: E. Smith

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

Item # 2018-17

Date initiated: October-24-17

Item details: Role of Hay River JOHSC

- Being that they're not in an industrial environment, what is the Hay River JOHSC's function? They don't look so much at the day-to-day incidents, as those are handled more by the regional JOHSCs. Instead they focus more on systemic issues that lead to incidents.
- They also looked at what would be the best way to open up communications between the three committees. Their suggestion was for the Hydro and Thermal JOHSCs to invite a Hay River JOHSC member to attend their meetings as a guest.

Recommendations:

- JOHSCs to bring this suggestion to their groups for discussion: Should Hay River, Hydro, and Thermal JOHSCs occasionally send an invite to other JOHSCs to send a member to attend as a guest? The intent would be to encourage more sharing and discussion among committees (e.g., methods different committees use to make their meetings more effective or to gain better attendance) (due 12-31-17).

Actions taken:


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Initiated by: J. Stewart

Date required: December-31-17


Responsible party: Co-chairs

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

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| Item # 2018-18 | Date initiated: October-24-17 |
| Item details: Tailboard Meeting Form Adjustment for Lessons Learned <ul style="list-style-type: none"> - J. Stewart suggested adding a “lessons learned” or “what could be done better” section at the end of the Tailboard Meeting form to encourage people to reflect on the job and on how they could have done it better (e.g., better hazard identification and control). - It would be another avenue to look at ways to improve safety. - The group agreed and the form was adjusted to the group’s satisfaction. - People should bring key lessons learned to Group H&S meetings. No other process than to discuss and reflect on it. | |
| Recommendations: <ul style="list-style-type: none"> - E. Smith to post updated form to PowerLine and make a PowerLine news article, as well as an email to alert staff and request that JOHSCs and groups review form change at their JOHSC/safety meetings (due 01-31-18) | |
| Actions taken: <ul style="list-style-type: none"> - | |
| Initiated by: J. Stewart | Date required: January-31-18 |
| Responsible party: E. Smith | Date complete: Click here to enter a date. |

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| Item # 2018-19 | Date initiated: October-24-17 |
| Item details: Late/Non Reporting of Incidents <ul style="list-style-type: none"> - A fair amount of incidents are supposedly occurring that aren’t reported. Some discussion around recent incidents that took place but were not reported such as a medevac from a remote site, a close call on that medevac, and some serious damage to a piece of heavy equipment at a remote site. - Discussion around how to influence people to report incidents. One suggestion was to bring up incident reporting at morning meeting and/or safety meetings – ask people “I understand there are a number of incidents occurring that are not reported. Why not?” Another suggestion was that a reminder should come from Senior Leadership down through the managers to each team to say that reporting is a requirement and to not report is a performance issue that will be corrected. | |
| Recommendations: <ul style="list-style-type: none"> - E. Smith to present to Senior Leadership Team on the number of incidents reported late and the impact it has on investigations, lost time injuries, and NTPC as a whole. Also the suspected number of incidents that go unreported and the impact that has on NTPC. - E. Smith to recommend that late reporting and non-reporting be dealt with as a performance issue in order to correct this behaviour. | |
| Actions taken: <ul style="list-style-type: none"> - | |
| Initiated by: J. Stewart | Date required: April-17-18 |
| Responsible party: E. Smith | Date complete: Click here to enter a date. |

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| Next Meeting Details | |
|------------------------------------|--------------------------|
| Date: April-17-18 | Time: 9:00 am to 4:00 pm |
| Chairpersons: J. Poitras, E. Smith | Secretary: E. Smith |

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