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Meeting Details		
Group: Central JOHSC	Location: Microsoft Teams Meeting	
Date: October-26-21	Start time: 9:07 am	End time: 2:12 pm
Secretary: E. Smith	Chairperson: E. Smith	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
E. Smith	Director HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
M. Abdelmoneim	Thermal H&S Coordinator	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
M. Lakusta	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
D. Kopp-van Egteren	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Robinson	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Catlyn	JOHSC Hydro (Mgmt.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
C. Daw	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Mallaley	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: April-27-21	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion:			
<ul style="list-style-type: none"> - Safety moment by D. Kopp-van Egteren: slippery season is upon us - Motion to approve 04-27-21 Central JOHCS Meeting Minutes by B. Mallaley, M. Lakusta 2nd, carried - <u>Each JOHSC to review 10-26-21 Central minutes at their next JOHSC meeting</u> 			

Outstanding Items at Previous Meeting	
Item # 2022-01	Date initiated: April-27-21
Item details: 2020/21 Quarterly Health & Safety Statistics Report – Q3 <ul style="list-style-type: none"> - E. Smith presented and led discussion on the report - Discussion about lower than usual numbers of incident reports, the need for JOHSCs and monthly safety meetings to focus on encouraging workers to submit incident reports and concern reports - Discussion about the need to increase worker participation in workplace health and safety to improve safety culture - Discussion on the importance of concern reporting, went over a few slides from the HSMS Essentials Training on Concern Reporting, extracted them and shared with the co-chairs to share with their committees 	



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Recommendations:

- E. Smith to share Concern Report slides with Co-chairs (completed 04-29-21)
- Co-chairs to share the Concern Report slides with their respective committees in their May 2021 meetings, increasing participation in the concern reporting program will improve safety culture (due 05-31-21)

Actions taken:

- E. Smith shared Concern Report slides with Co-chairs (completed 04-29-21), Co-chairs shared with their respective committees (completed by 05-31-21)

Initiated by: E. Smith

Date required: May-31-21

Responsible party: Co-chairs


Date complete: **May-31-21**

Item # 2022-03

Date initiated: November-10-20

Item details: **Hydro JOHSC 03-22-21 Meeting Minutes Review**

- S. Robinson presented minutes from the last meeting held
- Discussed a number of items from the minutes:
 - o 2019-04 – JOHSC Quarterly Inspections. Eddie clarified that the JOHSCs are to inspect the 5 major centers quarterly. They review these inspection reports quarterly. They also conduct a quarterly review of safety inspection reports from the satellite plants (including both diesel and hydro). They then identify high risk items that should be addressed swiftly, trends, and/or long-standing items that may need assistance in getting addressed.
 - o 2019-07 – JOHSC Training: NSA has a JOHSC training course which Bailey is arranging to provide JOHSC members. When new members are added to a committee, HSE is responsible to notify HR so that they can apply the required training to the new person and remove the training requirement from outgoing people.
 - o 2019-14 – Safety Regulations that Pertain to JOHSCs. HSE went through the NWT OH&S regulations and updated the JOHSC element accordingly. HSE now sends WSCC inspection reports to the pertinent committee. Stuart noted that for the March 05 incident the inspection report was posted on two bulletin boards, but it almost seemed like it was snuck onto the boards. It would have been appropriate to notify staff that they were posted. Going forward an email should be circulated when WSCC inspection reports are posted. Also noted that the confined space documents need a link to the harness inspection form.
 - o 2019-17 Remote Travel: HSE, IT, and Operations have been in contact with the Monitoring Center to correct issues with workers not being set up in the monitoring system – any other issues that arise should be directed to HSE as we continue to work out the kinks
 - o 2021-2 – Daily Meetings at Jackfish: These have started again. These are a requirement under the H&S Mgmt. System.
 - o 2021-4 – Incident/Concern Trends: The Hydro JOHSC noted a trend in battery explosions in recent years, discussed potential need for periodic battery testing and a maintenance program. Bob Eldridge noted that after those incidents Thermal moved to maintenance-free batteries, the issues were with the acid filled ones that we filled ourselves. Thermal Plant Superintendents now check batteries once a month. Stuart noted that in some applications maintenance free batteries are not recommended as they can't be topped up with acid and can still present a hazard.

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- 2021-5 – Incident Summaries: The Hydro JOHSC felt staff were not getting enough details regarding incident and concern reports, except through quarterly safety statistics reports. Eddie showed the group the Health & Safety Alert page where there are monthly incident summaries posted that provide sufficient detail, similar to the reports the H&S Dept. used to post in the mid-2000s.

- Recommendations:
- E. Smith to ensure email is circulated when a WSCC inspection report is posted in one of the major centers (due 10-26-21) (completed 10-26-21)
 - E. Smith to ensure the confined space documents are linked to the harness inspection form so it is not difficult to find (due 05-31-21) (completed 09-28-21)
 - E. Smith to issue monthly Concern Report Summary similar to the Monthly Incident Report Summary Health & Safety Alert (completed 05-31-21)

- Actions taken:
- E. Smith now circulates an email when a WSCC inspection report is posted in one of the major centers (completed, ongoing)
 - Element 14.13 is already linked to SWP 5.01.1 Form: Fall Protection Inspection; E. Smith added line to 14.13.2: Confined Space Entry Plan requiring harness inspection using the form (completed 09-28-21)
 - J. Clark issues a monthly Concern Report Summary along with the Monthly Incident Report Summary Health & Safety Alert (completed 05-31-21)

Initiated by: S. Robinson	Date required: October-26-21
Responsible party: E. Smith	Date complete: September-28-21


Item # 2022-05	Date initiated: April-27-21
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- Item details: **Training Presentation: Holding Great Tailboard Meetings**
- This is a new training course, which takes about 30 minutes. Provision of this training is a corrective action from the March 05 incident investigation. HSE, after discussing with Operations directors and COO, is planning to make it mandatory for field staff annually. It can even be delivered during safety meetings. HSE has already provided it to a number of Thermal staff and will continue to roll it out.
 - Eddie provided the training to the group, discussing the crucial importance of good hazard assessment and control.
 - M Lakusta requested that it be shared with the Co-chairs so they can show the other committee members at their next meeting.

- Recommendations:
- E. Smith to send the Tailboard Meeting training presentation to the Co-chairs (complete 04-29-21)
 - Co-chairs to share the Tailboard Meeting training presentation with their members (due 05-31-21)

- Actions taken:
- E. Smith sent the Tailboard Meeting training presentation to the Co-chairs (completed 04-29-21)
 - Co-chairs shared training with members; NTPC provided this training to all Operational staff in summer of 2021 (completed by 05-31-21)

Initiated by: E. Smith	Date required: May-31-21
Responsible party: Co-chairs	Date complete: May-31-21

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

Item # 2022-08	Date initiated: October-26-21
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Item details: Q1 Health & Safety Statistics Report

- E. Smith reviewed report in detail
- Question from M. Lakusta on how information is shared with other CEA utilities: three northern utilities (YEC, NTPC, QEC) share quarterly safety statistics, CEA member utilities report injury stats annually, best practices are shared
- Question from M. Abdelmoneim on whether COVID-19 illnesses would be categorized as work related: the illness would have to be confirmed as having been contracted at work

Recommendations:

- NA

Actions taken:

- NA

Initiated by: D. Kopp-van Egteren, M. Lakusta	Date required: October-26-21
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Responsible party: D. Kopp-van Egteren, M. Lakusta	Date complete: October-26-21
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Item # 2022-09	Date initiated: October-26-21
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Item details: Hay River JOHSC 09-28-21 Meeting Minutes Review

- M. Lakusta and D. Kopp-van Egteren reviewed minutes
- Reviewed team composition, inclusion of an HSE representative at meetings when possible (J. Clark) to answer questions
- Committee invites other workers to attend meetings occasionally to help them understand the purpose and function of the committee and to garner interest in participating on the committee
- Boyd noted that in Thermal the Union needs to meet and provide members and sometimes this doesn't happen in a timely manner
- Discussed a number of items from the minutes:
 - o Line locates – added to external website, underground utilities will become more of an issue when we get the Hay River franchise, which has a lot of underground infrastructure
 - o Safety inspections need to provide value and be efficient – can these be made site specific? Should there be photos attached? Discussion around balancing the need to provide a standardized form vs the efficiency gained from making a form specific to a worksite. Process is managed by CMMS. HSE has been working with Operations to improve (e.g., Bluefish inspection has been streamlined), J. Clark has met with N. McBride to discuss improvements. Some Operators are very detailed and enter CMMS work orders and attach photos. Others are not so detailed and “pencil whip” the form. End users to work with HSE to find ways to improve.
 - o Use of Sharepoint to allow collaborative review of JOHSC files

Recommendations:


- NA

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Actions taken: - NA	
Initiated by: D. Kopp-van Egteren, M. Lakusta	Date required: October-26-21
Responsible party: D. Kopp-van Egteren, M. Lakusta	Date complete: October-26-21

Item # 2022-10	Date initiated: October-26-21
Item details: Hydro JOHSC 10-01-21 Meeting Minutes Review (the September meeting) <ul style="list-style-type: none"> - S. Robinson presented minutes from the last meeting held - Have several new members but still hard to get full attendance - Discussed a number of items from the minutes: <ul style="list-style-type: none"> o Improving engagement in safety meetings o Starting to provide Kudos recognition for employee contributions to safety - Discussion about two recent Ft. Smith MCC incidents – both quite serious, but JOHSCs were not informed until days later. Should be notified as soon as possible after serious events. M. Abdelmoneim suggested sending out a flash brief by email. E. Smith noted that we normally try to send out the incident report to the committees as soon as it arrives, but sometimes the incident reports are days late and do not get disseminated. E. Smith agreed an email should be sent in the absence of the incident report to notify the committees of serious events. 	
Recommendations: <ul style="list-style-type: none"> - HSE to notify JOHSCs by email when serious incidents occur, even if the incident report is not yet ready. 	
Actions taken: <ul style="list-style-type: none"> - E. Smith met with J. Clark – going forward notification will be sent out to the JOHSCs even if the incident report is not yet ready. 	
Initiated by: S. Robinson	Date required: October-26-21
Responsible party: E. Smith	Date complete: October-26-21


Item # 2022-11	Date initiated: October-26-21
Item details: Thermal JOHSC 09-29-21 Meeting Minutes Review <ul style="list-style-type: none"> - C. Daw reviewed the September 2021 minutes - Addition of C. Davie as secretary will help ensure meetings are scheduled, held, and attended. T. McDonald will be replacing B. Mallaley as management representative. 	
Recommendations: <ul style="list-style-type: none"> - NA 	
Actions taken: <ul style="list-style-type: none"> - NA 	
Initiated by: C. Daw	Date required: October-26-21
Responsible party: C. Daw	Date complete: October-26-21

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Item # 2022-12	Date initiated: October-26-21
Item details: Health & Safety Management System Update <ul style="list-style-type: none"> - Arc Flash: P&E is finalizing the arc flash survey data. Once complete we will print new labels, and provide info sessions on the changes to the SWP and labels. - QEW training was provided in early October to around 25 staff in Inuvik, Yellowknife, Fort Smith. Norman Wells delivery was cancelled due to weather flights, so on Nov. 05 a session will be provided in Fort Simpson for the workers who missed it. - Safety orientation in development - Both H&S Coordinator positions filled – MA in Thermal (Sep. 07), SF in Hydro (Jan. 04) 	
Recommendations: <ul style="list-style-type: none"> - NA 	
Actions taken: <ul style="list-style-type: none"> - NA 	
Initiated by: E. Smith	Date required: October-26-21
Responsible party: E. Smith	Date complete: October-26-21

Item # 2022-13	Date initiated: October-26-21
Item details: Training Presentation: Worksite Visits & Work Observations <ul style="list-style-type: none"> - E. Smith provided a review of the training - Discussion about the benefit of thorough and documented observations and visits 	
Recommendations: <ul style="list-style-type: none"> - 	
Actions taken: <ul style="list-style-type: none"> - 	
Initiated by: E. Smith	Date required: October-26-21
Responsible party: E. Smith	Date complete: October-26-21

Item # 2022-14	Date initiated: October-26-21
Item details: Request for new items <ul style="list-style-type: none"> - Asked each group of Co-chairs for any new items, no new items were raised by Hydro, Thermal, or Hay River - M. Abdelmoneim noted that some worksites have unreliable internet and therefore can have difficulty accessing safety forms on PowerLine. Discussion around how in some instances this can likely be solved with training on computer use, and in other instances the Internet is very unreliable (e.g., Taltson as noted by S. Robinson). HSE is reluctant to provide the HSMS on a flash drive to all sites, 	

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as it is immediately out of date (uncontrolled documents) and we want employees to access the most up-to-date versions on PowerLine. However, in the event that the Internet is not suitable, we should seek alternative means such as providing documents to these sites on a flash drive or having IT upload it to the site computer. HSE would then need to provide updated documents periodically to ensure they are kept up-to-date.

Recommendations:

- NA

Actions taken:

- NA

Initiated by: E. Smith

Date required: October-26-21

Responsible party: NA

Date complete: **October-26-21**

Next Meeting Details

Date: **April-26-22**

Time: 9:00 am to 4:00 pm (MS Teams meeting)

Chairpersons: E. Smith

Secretary: E. Smith

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