



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC		Location: Skype Meeting	
Date: October-27-21	Start time: 3:15	End time: 4:02	
Secretary: David Kopp-van Egteren		Chairperson: Matt Lakusta/ David Kopp-van Egteren	

**Attendance (call in #)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	7	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	7	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	6	HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	3	Union Rep Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bailey Corrigan	5	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	5	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	NA	Guest	<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-28-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

**Outstanding Items at Previous Meeting**

<b>Item # 2021-11</b>	<b>Date initiated: April 29, 2021</b>
<b>Item details: Review of Safety Inspection Checklists</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>Investigate the safety inspections of other operational areas</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Safety checklists from other areas to be reviewed</li> <li>Pictorial guides may improve the guide but at the risk of bloat</li> <li>Next quarterly inspection will look over the form and critique</li> </ul>	



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- Next meeting will discuss the form
- **Update 2021-06-22:** Josh is travelling to Snare and will follow up with operator with their concerns
- **Update 2021-07-27:** Building inspection form to be reviewed at next meeting
- **Update 2021-08-23:** Form was reviewed in the meeting, HSE to be contacted in regards to possible modifications or appendices, would HSE be available to lead an inspection/training.
- **Update 2021-09-28:** October inspections to be conducted with an HSE representative; Matt to book 3 hour time slot after October 18

**Initiated by: Matt**

**Date required:**

**Responsible party: Matt**

**Date complete:**

**Item # 2021-13**

**Date initiated: 2021-06-22**

**Item details: Hay River Sharps Disposal**

**Recommendations**

- 

**Actions taken:**

- Confirm the Ware House received/ordered a sharps disposal
- Matt to email Logistics Managers
- **Update 2021-07-27:** Josh to follow up with Vern and Daniel
- **Update 2021-08-23:** Update pending
- **Update 2021-09-28:** Warehouse staff do dispose of sharps as necessary in a manner compliant with SWPs. Josh to discuss obtaining sharps disposal to promote safety culture
- **Update 2021-10-27:** Recommendation has been sent

**Initiated by: Matt**

**Date required:**

**Responsible party: Matt**

**Date complete: 2021-10-27**

**Item # 2021-14**

**Date initiated: 2021-09-28**

**Item details: Snare Hydro Covid Exposure Plan Review**

**Recommendations**

- SharePoint to be set up to allow collaborative review of document (Adam)
- Individuals to review and submit comments by Oct 6
- 

**Actions taken:**

- Document to be sent to HSE on Friday

**Initiated by: Eddie Smith**

**Date required: 2021-09-28**

**Responsible party: Dave & Matt**

**Date complete:**



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**Parking Lot**  
(Items for Future Discussion)

<b>Item</b>	<b>Date initiated: 2021-09-28</b>
<b>Item details:</b> Underground Locates after obtaining the Hay River Franchise	

<b>Item</b>	<b>Date initiated: 2021-09-28</b>
<b>Item details:</b> Delivery of customer notices with personnel rather than mail or electronic methods	

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

<b>Item # 2021-15 Central JOHSC</b>	<b>Date initiated: 2021-10-27</b>
<b>Item details:</b> Reviewed meeting minutes	
<b>Recommendations</b>	
•	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• Discussion of Hardcopies of HSE documents at Snare and other slow internet locations</li> <li>• Discussion of building inspections</li> <li>• Adam to provide a quick overview on creating and using a JOHSC team</li> </ul>	
<b>Initiated by: Matt</b>	<b>Date required: Nov 30,</b>
<b>Responsible party: Adam</b>	<b>Date complete:</b>

<b>Item # 2021-16 Fall Atrium Event</b>	<b>Date initiated: 2021-10-27</b>
<b>Item details:</b> Fall Atrium Event	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Event to be virtual</li> <li>• Plan for week of November 22</li> <li>• Invite Mental Health Committee to participate</li> <li>• Matt, Dave, Bailey &amp; Heather to assist</li> </ul>	
<b>Actions taken:</b>	
•	
•	



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<b>Initiated by:</b>	<b>Date required:</b>
<b>Responsible party:</b>	<b>Date complete:</b>

<b>Item # 2021-17 JOHSC Calendar of Events</b>	<b>Date initiated: 2021-10-27</b>
<b>Item details: Matt to Outline JOHSC Responsible Events</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Matt to identify annual event requirements</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<b>Initiated by:</b>	<b>Date required:</b>
<b>Responsible party:</b>	<b>Date complete:</b>

<b>JOHSC Monthly Incident/Investigation Review</b>		
<b>Month</b>		
April 2021	Reviewed and Discussed: Increasing number of 3 <sup>rd</sup> party contacts	☒
May 2021	Reviewed and Discussed: Ice Fall Near Miss – Responsibility for the incident investigation Ants in Office – Annual timing	☒
June 2021	Reviewed and Discussed: Deline Charter – Landing gear redundant manual system was used successfully. Medium RPH because all necessary systems had backups Hay River COVID Procedures – Onboarding of COVID protocols wasn't as in depth as it was at the height of the pandemic JMR Flood – protocols for sending employees into disasters/emergencies	☒
July 2021	Reviewed and Discussed: Nonacho Spillway Incident – Tailboarding among predominantly office staff should be emphasised	☒
Aug 2021	Reviewed and Discussed	☒
Sept 2021	Reviewed and Discussed: Hay River Transformer Leak Norman Wells Generator Failure/Fire Behchoko Customer Spitting	☒
Oct 2021	Reviewed and Discussed: Large number of incidents 2 High RPH from MCC project Falling Shelf	☒



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Nov 2021		<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2022		<input type="checkbox"/>
Feb 2022		<input type="checkbox"/>
March 2022		<input type="checkbox"/>

**JOHSC Monthly Concern Report Review**

Month		
April 2021	Reviewed and Discussed: Mailroom space and storage of large shipments – large items can be stored elsewhere with a call to Vern and Daniel	<input checked="" type="checkbox"/>
May 2021	Reviewed and Discussed: Ice Fall at Rowe’s building – Incident wasn’t reported to full JOHSCs at the time	<input checked="" type="checkbox"/>
June 2021	Sharps Disposal – What is being disposed of, availability at HR Warehouse Road Travel Monitoring – New software being used, improvements are expected	<input checked="" type="checkbox"/>
July 2021	Reviewed and Discussed	<input checked="" type="checkbox"/>
August 2021	No concern reports	<input checked="" type="checkbox"/>
Sept 2021	No concern reports	<input checked="" type="checkbox"/>
Oct 2021	No concern reports	<input checked="" type="checkbox"/>
Nov 2021		<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2021		<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>
March 2021		<input type="checkbox"/>

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2021	Matt & Adam	<input checked="" type="checkbox"/>
May 2021	Bailey & Heather	<input checked="" type="checkbox"/>
June 2021	Doug & Dave	<input checked="" type="checkbox"/>



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July 2021	Matt & Dave	<input checked="" type="checkbox"/>
Aug 2021	Matt & Bailey	<input type="checkbox"/>
Sept 2021	Adam & Mitch	<input type="checkbox"/>
Oct 2021	Bailey & Doug	<input type="checkbox"/>
Nov 2021	Dave & Zach	<input type="checkbox"/>
Dec 2021		<input type="checkbox"/>
Jan 2021		<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>
March 2021		<input type="checkbox"/>

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

Month	Personnel	HR Head Office	HR Warehouse	NTEnergy
March 2021	Zach, Matt + 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 2021	Heather, Doug, + 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 2021	Adam, Mitch, +1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November (December) 2021	HSE Led	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**JOHSC Semi-Annual Newsletter**

Month		Complete
Spring 2021	Insurance req. during work time, floor wardens,	<input checked="" type="checkbox"/>
Fall/Winter 2021	Mailroom and large items, refusing medical attention follow up Matt to send out for final comments then distribute	<input type="checkbox"/>
Spring 2022		
Fall/Winter 2022		

**KUDOS Recognition**



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Month	Employee	Reason
August 2021	Travis Perkins Work Protection Trainees	Completing numerous HSE inspections Completion of their work protection training
September 2021	Denis Bourke & Trevor Wetmore Rob Closs Heather Tybring	Being part of an Incident Investigation Team His actions to minimize damage at the Norman Wells Plant Reporting on wildlife safety at the head office
October 2021	Crystal Mackie Lee Brenton	For diligent reporting of Incidents at HO Timely reporting of his shelving incident

**Action Item Registry**

Item #	Brief Description	Date Initiated	Date Completed
2019-07	Fire Extinguisher Training	2019-09-25	2021-06-22
2021-03	Medical Attention Refusals	2021-02-23	2021-04-29
2021-04	Review Concern Reports	2021-02-23	2021-04-29
2021-05	Training – Incident Investigation	2021-02-23	2022-06-22
2021-06	HSE Involvement in JOHSC	2021-03-23	2021-04-29
2021-07	Include NTEnergy in Quarterly Inspections	2021-03-23	2021-04-29
2021-08	Safety when Dealing with the Public	2021-03-23	2021-05-25
2021-09	3rd Party Line Contacts	2021-04-29	2021-09-28
2021-10	Improving Concern reporting	2021-04-29	2021-05-25
2021-11	Review of Safety Inspection Checklists	2021-04-29	
2021-12	EOC Dispatch of Employees into Emergencies	2022-06-22	2021-09-28
2021-13	Hay River Sharps Disposal	2022-06-22	2021-10-27
2021-14	Snare Hydro Covid Exposure Plan Review	2021-09-28	
2021-15	Central JOHSC	2021-10-27	
2021-16	Fall Atrium Event	2021-10-27	
2021-17	JOHSC Calendar of Events	2021-10-27	

**Next Meeting Details**

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Date: October-26-21

Time: 1:30 Skype Meeting

Chairperson: Matt/Dave

Secretary: Matt/Dave

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

**Governance**

Management Co-Chair	David Kopp-van Egteren	
		Signature
Union Co-Chair	Matt Lakusta	
		Signature