	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: Andy, Bob, Steve and Roger in Inuvik, Boyd, Daniel and Les in Fort Simpson, Tommy by phone	
Date: October 30, 2017	Start time: 9:30 am	End time: 10:20 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance				
Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	6	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	5	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	7	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ned Day	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Todd Roche	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adrien Tremblay	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: October-2-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting

Item # 2017-03	Date initiated: May-29-17
Item details: Incident Investigation training for JOHSC members	



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JOHSC Meeting Minutes

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Recommendations:

- Implement this in the next couple months
- Will likely be in September 2017 by Skype
- Try to get more union members to sign up
- Will be October 2017
- Scheduled for Oct 20, 2017, 8:30 am to 12 noon
- Rescheduled for November 3, 2017

Actions taken:

Initiated by: Andy

Date required: November-3-17

Responsible party: Andy

Date complete:

New Items

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

Item # **2017-08**

Date initiated: October-30-17

Item details: Review of Incidents for September 2017

Recommendations:

Actions taken: **Complete**

Initiated by:

Date required: October-30-17

Responsible party:

Date complete: October-30-17

Item # **2017-09**

Date initiated: October-30-17

Item details: Review of incident Investigations:

- 09-29-17 Aklavik VSG Outage
- 09-30-17 Sachs Harbour arcing ground chain

Recommendations:

Actions taken: **Complete**

Initiated by:

Date required: October-30-17


Responsible party:

Date complete: October-30-17

Item # **2017-10**

Date initiated: October-30-17

Item details: Review of concern report: 09-18-17 Fort Liard Brushing Contractor

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Recommendations: Request investigation from HSE

Actions taken:

Initiated by: Date required: November-30-17

Responsible party: Boyd Date complete:

Item # 2017-11 Date initiated: October-30-17

Item details: Review of Health and Safety Quarterly Statistics report – Quarter 2

Recommendations:

Actions taken: Complete

Initiated by: Date required: October-30-17

Responsible party: Date complete: October-30-17


Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017
2016-012	Safety training for Plant Superintendent Casuals	December 31, 2016	Oct 02, 2017

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
April	Bob/Andy	X	Daniel/Darren	
July	Roger/Rex		Boyd/Les	
October	Bob/Andy		Daniel/Darren	
January	Roger/Rex		Boyd/Les	

* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

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Next Meeting Details	
Date: November-24-17	Time: 9:30 AM
Chairperson: Boyd	Secretary: Andy

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.