



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Andy, John, Bob, Robert, and Steve in Inuvik, Boyd in Fort Simpson.	
Date: October 31, 2018	Start time: 1:30 pm	End time: 2:00 pm
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	5	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	5	Management – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Steve Harrison	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jacob Pokiak	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Williams	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Trudy Nelner	4	Worker – by skype	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Gerhardt	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	7	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tony McDonald (for J. Williams)	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lawrence Neyando (acting for B. Eldridge)	1	Acting Manager	<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: September-28-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Outstanding Items at Previous Meeting




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Item # 2017-12	Date initiated: November-24-17
Item details: Canada Safety Council JOHSC training	
Recommendations:	
<p>Actions taken: Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix.</p> <ul style="list-style-type: none"> - Kristen still working on this - no update – Andy to message Kristen again. Received response from Kristen. Will schedule training for April -Update April 30 – Cannot login. Have contacted Kristen and she has same problem and will follow up with training provider. - Try to do in August. Set for September 24 – afternoon - Completed modules 1-4 on Sept 28 - Next month (October) modules 5-7 - reschedule to November 28 	
Initiated by:	Date required: February-26-18
Responsible party:	Date complete:

Item # 2018-08	Date initiated: January-26-18
Item details: Review of incident investigations	
<ul style="list-style-type: none"> - Inuvik incorrect lockout - Inuvik Fire alarm while welding - Colville Lake Improper service hookup 	
Recommendations: - Inuvik incorrect lockout: Recommend that valve labelling is checked in satellite plants as well. Coordinate this with CMMS, maintenance staff, and Andy	
<ul style="list-style-type: none"> - order labelling kit - summer student or apprentice to make labels and affix - to be checked by maintenance staff 	
<p>Actions taken: - Andy - sent link to maintenance managers re: labelling kit and tags available from Seton</p> <ul style="list-style-type: none"> - Boyd received tag kit in Simpson. Bob hasn't ordered his kit yet. - Plant superintendents to install valve tags based on valve numbers in drawings - Les to send req# to Bob so he can order same valve tag kit. - Bob to order kits for his plants following Boyd's requisition # 19257 - check with Bob in August - check with Bob in September - Bob's requisition is in. Waiting for delivery to Bob - Bob has received. Engineering to be involved in tagging/numbering/standardizing. - Examine scope of this project at November meeting 	
Initiated by:	Date required: November-28-18
Responsible party: JOHSC	Date complete:

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Item # 2019-10	Date initiated: June-28-18
Item details: Training for casuals in communities	
Recommendations:	
Actions taken: Discussion - Need to do a better job of training casuals - Casuals have no experience with outages - Plant Super should bring in casual when they have an outage. For some Plant Supers this is rare. - Casual staffing changes from year to year in some communities - Fort Good Hope outage – casual had missed safety training in Inuvik Fall 2017 - casual was doing everything he had been taught but it just wasn't working (3 hr outage) - 5 people already on site when casual arrived to address outage – added pressure - Review Concern Report at next meeting (when submitted) - Sahtu Work protection training completed as well as follow-up with Daniel Bruneau Aug 7-15 - Beau-Delta plant casuals to receive training last week of September - QEW training completed - QEW - Follow-up with Plant Supers needed to verify they can identify/change fuse and to rack out their own breaker (with line crew and electrician). - Follow up with David Dewar Re: training verification.	
Initiated by: Daniel Bruneau	Date required: November-28-18
Responsible party: Andy	Date complete:

Item # 2019-11	Date initiated: June-28-18
Item details: Camlock plug incident (05-22-18 Ft Liard Glycol Spill).	
Recommendations: Comments:	
- Do H&S Alert after plant visits in August – everything that can leak should have a valve and a plug that works - Work order – Kyle to mechanics – Look at valves and ensure camlock, cap or plug installed. - Follow-up with Daniel .	
Actions taken: Reviewed	
Initiated by: Daniel Bruneau	Date required: September-28-18
Responsible party: D. Bruneau / A. Crowther	Date complete:


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

Item # 2019-19	Date initiated: September-28-18
Item details: 1000 volt gloves	
Recommendations: - Boyd to contact Trevor and electricians to source 1000 volt gloves. Send info to safety for review and adding to HSE Authorized equipment list - These have been ordered by warehouse and have arrived - Not on approved list as rubber gloves managed by logistics. - Complete	
Actions taken:	
Initiated by:	Date required: October-31-18
Responsible party: Andy	Date complete: October-31-18

Item # 2019-21	Date initiated: October-31-18
Item details: Review of Central JOHSC October Meeting Minutes	
Recommendations:	
Actions taken:	
Initiated by:	Date required: October-31-18
Responsible party:	Date complete: October-31-18

Item # 2019-22	Date initiated: October-31-18
Item details: Review of Incident Reports	
Recommendations: none	
Actions taken:	
Initiated by:	Date required: October-31-18
Responsible party:	Date complete: October-31-18

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Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2019-01	Union to select 4 members to sit on JOHSC	April 30, 2018	June 5, 2018
2019-05	June General Health and Safety Meeting	June 5, 2018	June 28, 2018
2019-12	Tank F Lead Paint	June 28, 2018	August 27, 2018
2019-19	1000 volt gloves		October 31, 2018

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
June 30	Bob/Andy	Completed	Daniel/Trudy	
September 30	Robert/Andy		Boyd/Trudy	
December 31	Bob/Andy		Daniel/Trudy	
March 31	Robert/Andy		Boyd/Trudy	

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

Next Meeting Details

Date: November-28-18	Time: 1:30 PM
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.