



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: Main Boardroom	
Date: October-31-19	Start time: 10:30	End time: 11:30 a.m.
Secretary: Matthew Lakusta	Chairperson: Matt Lakusta	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp Van Egteren	3	Management / Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Joshua Clark	1	Union Rep Worker/HSE Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Erin Dean	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	3	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allan Cunningham	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Colleen Davie	3	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Off shift
Adam Montague	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused

* 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-25-19	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

Item #2018-07 JOHSC Committee Training (continued)	Date initiated: September 12, 2018
Item details: We have not yet finished the 2nd part of our training.	
Recommendations: Get this scheduled to complete – possibly sometime in November.	
Actions taken:	
<ul style="list-style-type: none"> Erin to confirm if training can be done on individual desk tops vs group setting Update 2019-05-27: Bailey looking at options to see what is the best way to go about training 	



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- **Update 2019-06-26:** JOHSC training is taking place in Yellowknife in the next few months. Matt has asked Bailey to see if our group can be added to their list for participation. Other option is for the training to come to Hay River or for us to attend via Skype.
- **Update 2019-09-25:** Training coming to Hay River. Date to be set either October/November
- Training was conducted in HR by the NSA. Not all members were able to go. The attendees were; Doug, Zach, Allan, Mitch and Matt. Still requiring training are; Erin, David, Adam, Colleen/Josh?

Initiated by: Sam M.	Date required: Early 2020 if possible
Responsible party: Erin	Date complete:

* Copy table above and insert as required

Item #2019-04	Date initiated: April 24, 2019
Item details: JOHSC Communication	
Recommendations: Send communication out to remind everyone of committee/members/what we do etc..	
Actions taken:	
<ul style="list-style-type: none"> • JOHSC will no longer do recurring communication newsletters • Once Annual Fire Report Drill is received the JOHSC will send out company wide email reviewing results and reminding everyone of what our committee does/members/how to contact etc... • Doug – Find out who maintains the JOHSC information on PowerLine • Update 2019-06-26: Fire Drill final report has been received. Josh to send copy to Dave/Matt for them to review and to create communication newsletter • Update 2019-09-25: Communication newsletter in the works 	
Initiated by: JOHSC	Date required:
Responsible party: Matt/Dave	Date complete:

New Items

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

Item # 2019-06	Date initiated: July 24, 2019
Item details: Near Miss Reporting – All Hay River Communication	
Recommendations:	
Actions taken:	
<ul style="list-style-type: none"> • Near Miss Reporting info has been sent to Matt from Josh. Draft communication to be developed for Hay River – once complete Dave and Josh to review prior to sending out. • Update: 2019-09-25: This information to be combined with JOHSC Communication newsletter 	
Initiated by: Matt	Date required:
Responsible party: Matt	Date complete:



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New Items

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

Item # 2019-07

Date initiated:

Item details: Fire Extinguisher Training

Recommendations: Is there training available for the building?

Actions taken:

- Josh to look into fire extinguisher training for employees

Initiated by: JOHSC

Date required:

Responsible party: Josh

Date complete:

New Items

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

Item # 2019-08

Date initiated: Sept 25, 2019

Item details: Winter Atrium Event

Recommendations: Set a date for winter atrium event

Actions taken:

- **Date and details discussed for possible winter atrium event. What will be the theme? All members to brainstorm and bring forward to next meeting**

Initiated by: JOHSC

Date required:

Responsible party: JOHSC

Date complete:

New Items

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

Item # 2019-09

Date initiated: Sept 25, 2019

Item details: JOHSC Kudo's Account

Recommendations: Create JOHSC Kudo account

Actions taken: Discussion surrounding the possibility to recognize those employees for notable safety events/issues/concerns. Is it possible to set up a group Kudo's event? (Erin to look into) To discuss further at next meeting. Is there support from HSE?

Initiated by: JOHSC

Date required:

Responsible party: JOHSC

Date complete:



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New Items

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Item # 2019-10

Date initiated: Sept 25, 2019

Item details: Call Before You Dig - Process

Recommendations: Should we have a process/policy in place for “Call Before You Dig”

Actions taken: There are times when the general public phones regarding “Call Before You Dig” and nobody is available to answer questions or it is routed to the wrong employee. Should we have a process in place?

- Matt/Dave to work with T&D team and Customer Service to see how feasible developing and implementing a process will be.

Initiated by: Matt

Date required: Spring of 2020

Responsible party: Matt/Dave

Date complete:

New Items

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

Item # 2019-11

Date initiated: Oct 31, 2019

Item details: Develop JOHSC New Member and Chair Packages

Recommendations: A review of or developed of a formal package with information, processes and annually schedule to be developed for new Members and Chairs.

Actions taken:


- Matt/Dave to work on drafting something for the group to review.

Initiated by: Matt

Date required: Before 2020-21 Fiscal

Responsible party: Matt/Dave

Date complete:

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New Items (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # 2019-12	Date initiated: Oct 31, 2019
Item details: Gather Codes and Centralize relevant Codes and Practices from the WSCC	
Recommendations: Ensure the JOHSC Committee has direct access and knowledge of relevant WSCC Codes and Practices	
Actions taken: <ul style="list-style-type: none"> • Matt/Dave to discuss with Josh to see how HS&E centralizes these items, if they do • Matt/Dave to incorporate these Codes and Practices into Member and Chair packages 	
Initiated by: Matt	Date required: Before 2020-21 Fiscal
Responsible party: Matt/Dave	Date complete:

New Items (Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # 2019-13	Date initiated: Oct 31, 2019
Item details: Ensure JOHSC Chairs have a copy of the Safety Act and Regulations (and Members if they would find benefit)	
Recommendations: Ensure the JOHSC Committee has direct access to the Safety Act and Regulations	
Actions taken: <ul style="list-style-type: none"> • Matt/Dave to acquire said Acts and Regulations 	
Initiated by: Matt	Date required: Before 2020-21 Fiscal
Responsible party: Matt/Dave	Date complete:



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New Items

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

Item # 2019-14

Date initiated: Oct 31, 2019

Item details: Develop a “How To” process and document on how the JOHSC Committee will formalize recommendations/Decisions to the Organization.

Recommendations: Ensure the JOHSC Committee has a formal process and document to standardize how recommendations and decisions are communicated to the Organization.

Actions taken:

- Matt/Dave to discuss with Josh (HS&E) if there is a formal process right now. If so, capture it and ensure the JOHSC understands the process in place, makes adjustments (if necessary) and put it into the Member and Chair packages. If there is no formal process the Committee can work with HS&E and maybe WSCC to ensure that the process is appropriate.

Initiated by: Matt

Date required: Before 2020-21 Fiscal

Responsible party: Matt/Dave

Date complete:

New Items

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

Item # 2019-15

Date initiated: Oct 31, 2019

Item details: Ensure the Meeting Minutes require Chair Signatures

Recommendations: Ensure that JOHSC Minutes have a formal area for signature by the Chairs

Actions taken:

- Matt to adjust the Minutes accordingly

Initiated by: Matt

Date required: Next Nov Meeting

Responsible party: Matt

Date complete:



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JOHSC Monthly Incident Review

Month		
March 2018	Reviewed and Discussed	✓
April 2019	Reviewed and Discussed	✓
May 2019	Reviewed and Discussed	✓
June 2019	Reviewed and Discussed	✓
July 2019	Reviewed and Discussed	✓
August 2019	Reviewed and Discussed	✓
Sept 2019		
Oct 2019		
Nov 2019		
Dec 2019		
Jan 2020		
Feb 2020		
March 2020		

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
April 2019	Erin and Matt	✓
May 2019	Colleen and Dave	✓
June 2019	Zach and Allan	✓
July 2019	Dave and Adam	✓
Aug 2019	Erin and Doug	✓
Sep 2019	Colleen and Mitch (Adam to help – Mitch on leave)	✓
Oct 2019	Zach and Matt	✓
Nov 2019	Doug and Allan	
Dec 2019	Erin and Colleen	
Jan 2020	Mitch and Adam	



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Feb 2020	Zach and Doug	
March 2020	Allan and Adam	

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

Month	HR Head Office	HR Warehouse
April 2019	✓ Allan and Doug	✓ Allan and Doug
July 2019	✓ Josh, Dave and Colleen	✓ Josh, Dave and Colleen
October (Changed to November) 2019	✓ Adam and Zach	✓ Adam and Zach
January 2020	Matt and Erin	Matt and Erin

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2018-03	Annual Fire Drill	2018-05-09	2019-04-16
2018-08	Look Up & Live Campaign	2018-10-17	2019-04-24
2019-03	NAOSH Week – Spring Atrium Presentation	2019-04-24	2019-05-08
2019-05	Assignment of new Co-Chair	2019-05-27	2019-06-26

Next Meeting Details

Date: November-27-19	Time: 1:30 Engineering Boardroom
Chairperson: Dave Kopp	Secretary: Colleen Davie

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



GOVERNANCE

**Management
Chair**

Signature

Date

Union Chair

Signature

Date