



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Les and Boyd in Fort Simpson; Bob, Andy, and Riley M. in Inuvik, Tommy and John Stewart by phone	
Date: November 3, 2016 (October meeting)	Start time: 9:00am	End time: 9:36am
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	

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	
Les Watsyk	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Daniel Bruneau	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	4	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rex Dalley	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman		Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Roger Rivait	5	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Off shift
Andy Crowther	6	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rob Closs	1	Management (Acting) – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Stewart	1	Guest – SJP specialist	<input checked="" 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: October-12-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Outstanding Items at Previous Meeting

- Discussion:** - upcoming review of Work alone system
- Anyone who goes to site please notify the plant operator before you arrive.
 - Safety Department is reviewing program.
 - Members have noted that response has been spotty from support. Email replies but no follow-up
 - Dehcho needs training
 - Andy to find out who contact person should be
 - Andy to follow up with Andrew Brown and David Dewar

 <p>NORTHWEST TERRITORIES POWER CORPORATION Empowering Communities</p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 5
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- "At the moment there are no plans to change the policy on Check-in times." – David Dewar

*REMOVE THIS ITEM

Item # 2015-030	Date initiated: December-16-15
Item details: Grounds testing for Plants	
Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town	
<p>Actions taken: - Boyd, Rex, and Kelly to coordinate</p> <ul style="list-style-type: none"> - Andy to follow-up with responsible parties – suggest electricians complete this work in plants <p>Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. Coordinate with Bob and Kelly to have plant grounds tested. Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites. Darren Hazenburg to send test unit to Inuvik next week – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds</p> <ul style="list-style-type: none"> - Instructions and DVD came with equipment. - Electricians to test grounds in each Thermal community when they are in there. - Biannual ground fluke testing to be entered by Les into CMMS. - Les will copy Kyle on this. (Les to do make sure this is done) - Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities. - Boyd has most of his communities completed. - Bob to check if entered on CMMS - Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS <p>Email from Kyle:</p> <p>Hi Andy I looked at the preventive task list and don't see ground testing in there anywhere. I will check to see what all is involved in testing the ground and see where I can get it added or if it needs its own work order. Thank you</p> <p>Andy to follow up with Viola</p>	
Initiated by: Boyd	Date required: September-26-16
Responsible party: Roger, Boyd, Darren, Les	Date complete:

Item # 2016-004	Date initiated: October-12-16
Item details: Recurring agenda item: What can we do to improve safety at NTPC?	



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Recommendations: **Lifting in plants – add Dolly inspection and assessment of lifting devices, ramps for spill pallets, etc.**

Actions taken: - Andy to add dolly inspection/lifting assessment to audit form

Initiated by: Les Watsyk/Daniel Bruneau

Date required:

Responsible party: **Andy**

Date complete:

* Copy table above and insert as required

New Items

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

Item # **2016-010**

Date initiated: November-3-16

Item details: Review of Inuvik Group safety meeting minutes (October 19, 2016)

Recommendations: **Discussion only**

- **Online safety orientation needs update – Andy to follow-up with Eddie**

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Initiated by:

Date required:

Responsible party:

Date complete: November-3-16

Item # **2016-011**

Date initiated: November-3-16

Item details: Review of Ft Simpson Group meeting minutes (October 18, 2016)

Recommendations: **Discussion**

- **Hearing testing in Dehcho**

- **First Aid classes**

- **Lock boxes for plant keys**

- **Emergency shower in plant**

- **Fall protection anchor for work in plant around tanks**

Initiated by:

Date required:

Responsible party:

Date complete: November-3-16

Item # **2016-012**


Date initiated: November-3-16

Item details: Review of T&D meeting minutes (October 27, 2016)

Recommendations: **Discussion only**

- **Class 1 needed for Digger and trailer – challenge test so don't have to do in-class training**

- **T&D torque wrenches disappeared from Inuvik warehouse. They have been re-requisitioned**

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- Training on Defibrillator

Initiated by:	Date required:
Responsible party:	Date complete: November-3-16

Item # 2016-011	Date initiated: November-3-16
Item details: Review of Inuvik Line Shop inspection by Roger Rivait (October 21, 2016)	
Recommendations: Discussion only	
Initiated by:	Date required:
Responsible party:	Date complete: November-3-16

Item # 2016-012	Date initiated: November-3-16
Item details: Casual Plant Superintendent training delayed because no Neevee - Where are certificates going now that Neevee is gone? – Andy to email HR	
Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back	
Actions taken:	
Initiated by:	Date required: April-1-17
Responsible party: Bob, Daniel, Andy	Date complete:

Item # 2016-013	Date initiated: November-3-16
Item details: John Stewart presented the task lists for T&D and Plant Operations. Discussed buy-in from managers and workers.	
Recommendations: Need commitment from all in order to get this done. One of the most important things for a company to do (Develop Safe Job Procedures).	
Actions taken: Rex and Bob will assist with buy-in where needed	
Initiated by:	Date required:
Responsible party:	Date complete: November-3-16



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Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016
2015-055	Noise level signs for plants	March 30 2016	July 5, 2016
2015-057	Defensive Driving for staff	March 30 2016	July 5, 2016
2015-061	Services attaching to power masts	March 30 2016	July 5, 2016
2015-029	Grounding requirements for customers	December 16 2015	October 12, 2016

Thermal JOHSC Facility Safety Inspection Schedule

Month	Inuvik		Ft. Simpson	
	April	Bob	X	Daniel
July	Roger	X	Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

Next Meeting Details

Date: November-30-16	Time: 09:00 AM
Chairperson: Boyd	Secretary: Boyd

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.