

	Health & Safety Management System Form: JOHSC Meeting Minutes		Page 1 of 6
	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: November-8-17	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: John Stewart	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	7	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	8	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	8	Management	☒ Yes ☐ No	
Sam Mugford	5	Union Rep Worker	☐ Yes ☒ No	On leave
Gilles Ringuette	4	Union Rep Worker	☐ Yes ☒ No	On duty travel
Andrew Davidson	8	Management	☒ Yes ☐ No	
Erin Dean	6	Excluded Worker	☒ Yes ☐ No	
Ian Flood	5	Union Rep Worker	☐ Yes ☒ No	On duty travel
Tammy Martel	8	Excluded Worker	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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-11-17	Approved? ☒ Yes ☐ No
Discussion:	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: Brought forward to Central JOHSC at their November meeting.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete: November-8-17

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: Brought forward to Central JOHSC at their November meeting.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete: November-8-17

Item #6: 07-12-17 HS Committee Training	Date initiated: July-12-2017
Item details: Kristen has the JOHSC Training Module ready for members	
Recommendations: - Managers/Leaders (title changes to come following policy updates to come); this is good timing to change element of process (done annually) - AGM's to be held prior to end of November - Membership change to allow more people to participate - Union Co-Chair is elected at the Union AGM - JOHSC member selection doesn't align with NTPC Policy - NTPC could amend policy to align with Union & JOHSC	
Actions taken: Training on October 17th did not work out; Erin will re-book in 2 – 1 hour sessions in mid January 2018	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	Date complete: November-8-17

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 3 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Item #2: 10-11-17 Fire Extinguisher Re-numbering & Warehouse Extinguisher Inspections		Date initiated: October-11-2017
Item details: - Fire Extinguisher numbers are mixed throughout the building - Warehouse extinguishers – who inspects these as they are not included in the monthly fire extinguisher inspection sheets		
Recommendations: - To maintain a sequential order of numbering and ensure extinguishers are all clearly marked - Warehouse extinguishers should be added to the monthly extinguisher inspections		
Actions taken: - John will re-do numbering throughout both buildings as well as on the drawings/maps - Numbering system decided on is as follows: - Main Office Downstairs – A1, A2, A3, etc. - Main Office Upstairs – B1, B2, B3, etc. - Warehouse – C1, C2, C3, etc.		
Initiated by: Tammy M.		Date required:
Responsible party: John S.		Date complete: November-8-17

Item #3: 10-11-17 2nd Atrium Meeting		Date initiated: October-11-2017
Item details: Second of two yearly Atrium meetings is coming up in December		
Recommendations: Tentative date is December 6th at 11:40 a.m.		
Actions taken: - Andrew & Andrew to do the presentation - Topic to be Winter Driving & Winter Driving kits, will include SWP for Winter Driving & possibly AMA videos - Will provide snacks – hot chocolate & cookies/candy canes - Service Awards to be presented at this meeting - Andrew T. to send invitation to all staff		
Initiated by: Blaine		Date required:
Responsible party: All Members		Date complete:

* Copy table above and insert as required

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #1: 11-08-17 Member Change	Date initiated: November-8-2017
Item details: Ian has been promoted to Manager – need to fill his spot	
Recommendations: Send an email to all Hay River for volunteers to fill his spot – Union Rep Worker needed.	
Actions taken: An email will be sent once Ian takes on his new role (November 20)	
Initiated by: John	Date required:
Responsible party:	Date complete:

* Copy table above and insert as required

JOHSC Communications (Recurring Event)		
JOHSC's role IS Communications as we are the Head Office Spokesperson		
November-8-17	- Erin has started to create a year-end newsletter (all members can contribute) for Head Office staff, Hydro & Thermal JOHSC groups to inform who we are & what we've done - Will also include a questionnaire/survey.	To be issued in January 2018

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 5 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

JOHSC Monthly Incident Review (Recurring Event)		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017	Read & reviewed; discussed ratings on incidents	✓
October 2017	Read & reviewed; discussed ratings on incidents & reasons some have been re-ranked; members felt re-ranking was appropriate	✓
November 2017	Read & reviewed	✓
December 2017		
January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month		
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	Complete ✓
October 2017	JOHSC Members (Blaine)	Complete ✓
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 6 of 6
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

JOHSC Quarterly Facility Safety Inspection Schedule		
Month	HR Head Office	HR Warehouse
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓
July 2017	John & Ian ✓	John & Ian ✓
October 2017	Erin & Andrew D. ✓	Erin & Andrew D. ✓
January 2018		

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	January 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	January 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	November 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017
7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017
10	04-12-17 Air Quality Testing	April 12, 2017	September 13, 2017
11	04-12-17 KPI'S for JOHSC	April 12, 2017	September 13, 2017
12	05-10-17 Safety Trends	May 10, 2017	September 13, 2017
13	07-12-17 HS Committee Training	July 12, 2017	November 8, 2017
14	11-07-16 Inuvik Meter Change	November 7, 2016	November 8, 2017
15	11-15-16 Snare Chemical Shipping	November 28, 2016	November 8, 2017

Next Meeting Details	
Date: January-10-18	Time: 3:00 in Engineering Boardroom
Chairperson: Andrew T.	Secretary: Tammy Martel

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

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