



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: November-10-16	Start time: 10:30 a.m.	End time: 11:30 a.m.
Secretary: Erin Dean	Chairperson: Pennie Pokiak	


Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Blain McKay	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Pennie Pokiak	3	Union Rep Worker / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
David Duncan	3	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Gilles Ringuette	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Stewart	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Erin Dean	1	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Cory Strang	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Vacant Position		Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Lida Thomson	2	HSE Guest	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

* 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-29-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: This meeting will be considered our October meeting; another meeting to occur in November.	

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Outstanding Items at Previous Meeting
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Item #1: 09-16-16 Fort Simpson Bucket Truck Incident	Date initiated: September-29-16
Item details: Incident Report Review	
Recommendations: Bucket Truck – Jib must be recertified before returning to truck base in service.	
Actions taken: T&D Division. Currently tagged out of service. Review to be complete by mid-November	
Initiated by: David Duncan	Date required: September-29-16
Responsible party: Fort Simpson Line Crew	Date complete: Click here to enter a date.


Item # 2: 08-30-16 Water Treatment Plant Shock – Investigation Review	Date initiated: September-1-16
Item details: Electrician working on the water treatment side received a shock.	
Recommendations: Improved communications (don't rely on verbal communications), ensure tailboard meeting with all parties takes place. Should review the SOP at next JOHSC meeting.	
Actions taken: Investigation complete.	
Initiated by: Jim McDonald (McDonald Bros)	Date required: November-28-16
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required

New Items

(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item #1: 11-03-16 Ft Smith Digger Truck Incident Review	Date initiated: November-3-16
Item details: Truck went into the ditch, icy conditions, no injury. Significant damage, needs to be mechanically recertified.	
Recommendations: Investigation underway; will need to review and possibly suggest use of tire chains (with appropriate training).	
Actions taken: There have been discussions with DoT. See “Section G – Immediate Actions Taken.”	
Initiated by: Trevor Wetmore	Date required:
Responsible party: Grant Penney / Rex Dalley	Date complete: Click here to enter a date.

Item #2: 11-07-16 Inuvik Meter Change Incident Review	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	

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Recommendations: Formal investigation to be completed , understand why wrong voltage meter was sent.	
Actions taken: See "Section G – Immediate Actions Taken"	
Initiated by: Roger Rivait	Date required: Click here to enter a date.
Responsible party: Rex Dalley	Date complete: Click here to enter a date.

Item #3: Reviewed October Incident Report (sent by Andy)	Date initiated: November-10-16
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: November-10-16

Item #4: Incident & Investigation Analysis	Date initiated: November-10-16
Item details: Completed for last 5 years for high rated events only.	
Recommendations: John to show team at next meeting	
Actions taken:	
Initiated by: John Stewart	Date required: November-28-16
Responsible party:	Date complete: November-24-16

Item #5: Hay River HO & Warehouse Inspections Review	Date initiated: November-9-16
Item details: Completed with some items for follow-up	
Recommendations: Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda / Rod / Vern). Bulletin boards need to be updated and kept up to date. Missing floor wardens.	
Actions taken: Blaine volunteered to be the 1 st floor west warden and Sam is the building warden – Sam to follow up with Eddie for warden training.	
Initiated by: Pennie Pokiak	Date required: November-28-16
Responsible party: Various?	Date complete:

* Copy table above and insert as required



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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	Review Investigation 08-30-16 Water Treatment Plant Shock	September 29, 2016	November 10, 2016

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
April	Hay River HO	Hay River Warehouse		
July	Not Complete			
October	Hay River HO	Hay River Warehouse		
January				

Next Meeting Details

Date: November-28-16	Time: 10:30 a.m.
Chairperson:	Secretary: Tammy Martel

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