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	<b>Monitor:</b> Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: <b>Central JOHSC</b>	Location: Skype Call	
Date: November-10-20	Start time: 9:07 am	End time: 2:00 pm
Secretary: E. Smith	Chairpersons: J. Poitras, K, Robert, E. Smith	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
E. Smith	Director HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
J. Poitras	H&S Coordinator, Hydro (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
K. Robert	H&S Coordinator, Thermal (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
M. Lakusta	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
D. Kopp-van Egteren	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Robinson	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Catlyn	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
C. Daw	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
D. Bruneau (9-10:15 am, 1-2 pm)	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Mallaley (10 am – 2 pm)	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: December-16-19	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion: <ul style="list-style-type: none"> <li>- Safety moment by S. Catlyn: better planning means better project safety</li> <li>- Motion to approve 12-16-19 Central JOHCS Meeting Minutes by D. Kopp-van Egteren, M. Lakusta 2<sup>nd</sup>, motion carried</li> <li>- <b><u>Each JOHSC to review 11-10-20 Central minutes at their next JOHSC meeting</u></b></li> </ul>			

Outstanding Items at Previous Meeting	
Item # 2020-01	Date initiated: October-23-18
Item details: <b>2018/19 Quarterly Health &amp; Safety Statistics Report – Q2</b> <ul style="list-style-type: none"> <li>- Reviewed and discussed report, some items of interest:             <ul style="list-style-type: none"> <li>o Nearly half of incidents are from contractors</li> <li>o No lost time or restricted work incidents to date</li> <li>o As of Q2 injuries due to falls at same level and repetitive strain are fewer than usual, which is good</li> </ul> </li> </ul>	



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- As of Q2 incident types “injury other” and “near miss” are quite high. It is good to see near miss reporting on the rise; this is something we need to be encouraging as committees. Injuries to date mostly include non-reportable injuries (First Aid and very slight injuries that require no treatment). There have been two medical treatment injuries so far.
- Concern reporting is an issue
  - B. Brazeau reports people are becoming disillusioned with the process due to slow or non-responses from managers.
  - E. Smith noted that with some managers it has been difficult getting any response from them.
  - J. Poitras noted that he and E. Smith meet weekly with the Hydro and Thermal directors and review concern report response and corrective action completion. It is a work in progress, but we are trying to get caught up on outstanding reports and action items.
  - M. Lakusta offered to review the process with E. Smith to identify gaps and potential solutions.
  - D. Kopp-van Egteren suggested K2 workflow may be a potential solution to encourage managers to respond in a timely manner to concern reports, as it provides daily reminders and escalates to the director level when a response is not given.

**Recommendations:**

- E. Smith and M. Lakusta to meet to discuss process gaps and potential solutions.

**Actions taken:**


- E. Smith and M. Lakusta met to discuss gaps in the concern reporting process.
  - Due to complications from the COVID-19 pandemic and the ransomware attack, fieldwork at NTPC from March onward was greatly reduced. This resulted in very few incidents and concern reports coming in during this time.
  - Over the last few months work has gradually increased and we are starting to see more incidents and concern reports as a result.
  - With computer systems returning to normal HSE will resume monthly reporting to the Operations directors on incident reports, investigation reports, and concern reports. They will also resume weekly meetings with the Operations directors to go over this data, paying particular attention to late reporting and responses and overdue/upcoming corrective actions.
  - With the Thermal Health & Safety Coordinator position now filled after an 18-month vacancy, HSE will now have more capacity to provide support on completion of Concern Report files.
  - The Central JOHSC reviews the Quarterly H&S Stats at every meeting and concern reporting has its own section in the report. The Central JOHSC will continue monitor the success of the concern reporting at each meeting.

Initiated by: E. Smith

Date required: April-29-20

Responsible party: E. Smith

Date complete: October-27-20

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<b>New Items</b>	
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # 2021-01	Date initiated: November-10-20
<p>Item details: <b>2019/20 Quarterly Health &amp; Safety Statistics Report – Q4</b></p> <ul style="list-style-type: none"> <li>- E. Smith presented and led discussion on the report</li> <li>- Discussion about non-responses to Concern Reports and how the JOHSCs can support <ul style="list-style-type: none"> <li>o When lists get too long there is not enough time to cover them in JOHSC meetings</li> <li>o E. Smith noted that HSE will be restarting the monthly reports to Operations directors on Concerns and Incidents – the report focuses on late reporting/responses and non-completion of corrective actions</li> <li>o The JOHSCs will also receive these reports</li> </ul> </li> </ul>	
<p>Recommendations:</p> <ul style="list-style-type: none"> <li>- NA</li> </ul>	
<p>Actions taken:</p> <ul style="list-style-type: none"> <li>-</li> </ul>	
Initiated by: E. Smith	Date required: November-10-20
Responsible party: NA	Date complete: November-10-20

Item # 2021-02	Date initiated: November-10-20
<p>Item details: <b>Hay River JOHSC 10-27-20 Meeting Minutes Review</b></p> <ul style="list-style-type: none"> <li>- M. Lakusta reviewed minutes</li> <li>- Chairs rotate chairing duties, C. Davie is the secretary, J. Clark attends as a guest to represent HSE</li> <li>- Attendance is usually good and there is quorum nearly every month (only one month in the last year did not have quorum)</li> <li>- 2018-07 – JOHSC training: <ul style="list-style-type: none"> <li>o JOHSC training has been hard to get, especially once COVID hit</li> <li>o Currently JOHSC is manually tracking who needs training; will discuss tracking in a later discussion on the JOHSC onboarding package</li> <li>o E. Smith to reach out to Human Resources to arrange method to systematically ensure JOHSC members receive required training</li> </ul> </li> <li>- 2019-07 – extinguisher training: <ul style="list-style-type: none"> <li>o Discussed whether this should be made mandatory. It is not legislated, but it is short, easily available in our major centers, and provides value both in the workplace and at home.</li> <li>o Normally in our major centers we reach out to the Fire Departments to put on the training – they light trays of fuel on fire and allow students to use extinguishers to put the fires out.</li> <li>o J. Poitras also demonstrates usage using expired extinguishers, as well as providing PowerPoint extinguisher training at training blocks. He will provide the training presentation to K. Robert and J. Clark for delivery in Thermal and Hay River. Suggestion to include extinguisher slideshow training as part of new employee onboarding. Online training is also available.</li> <li>o Not all staff needs the training, but it's beneficial to offer it. Certain staff should have it,</li> </ul> </li> </ul>	

**Monitor:**


Director, Health, Safety & Environment

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- including floor and building wardens.
  - E. Smith to ensure Hay River wardens who have retired or moved to other offices are replaced.
  - E. Smith to speak with Human Resources to see if extinguisher training is in the Training Matrix, and if not to ask to have it included as discretionary training offered once/year in the five major centers. Can also include the extinguisher presentation (30-45 minutes).
- 2019-09 Kudos account for JOHSCs
  - Group agreed this was a good idea to promote safety culture
  - E. Smith to approach HR to request a JOHSC Kudos account to be accessed by HSE (150 points per committee)
  - JOHSCs will make recommendations to Director, HSE once per month to provide Kudos to certain employees who go above and beyond for safety; Director HSE will administer the Kudos
  - JOHSCs to add running item to their minutes to make a recommendation each month to Director HSE and provide wording to include with the Kudos
- 2019-11 JOHSC onboarding package
  - Hay River JOHSC saw a need for new members to know what's expected of them and how to do it
  - Includes info from *Element 14.04: JOHSC*, required training, expectations around investigations and inspections
  - Document provides consistency among members as committee membership regularly changes, will also provide consistency between the three committees
  - Group was in favour of the document
  - M. Lakusta to finalize draft, send to E. Smith to distribute to all 3 committees for comment. M. Lakusta is available to attend Hydro and Thermal JOHSC meetings to present it to them.
- 2020-01 personal vehicle insurance while driving on NTPC business
  - This has been passed on to the Risk Manager for review
- The JOHSC has added a Governance page for co-chair sign off to show the minutes are agreed upon by both management and union, as recommended by the person who provided the JOHSC training

**Recommendations:**

- E. Smith to discuss with Human Resources the best way to identify and track JOHSC members in the training system to ensure they receive required training (e.g., an annual (April 01) reminder in the system for HR to update the JOHSCs membership list, based on the email groups or lists on PowerLine, and to then arrange training.
- E. Smith to ensure Head Office and Warehouse warden vacancies are filled
- E. Smith to speak with Human Resources to see if extinguisher training is in the Training Matrix, and if not to ask to have it include as discretionary training offered once/year in the five major centers. Can also include the extinguisher presentation (30-45 minutes).
- E. Smith to approach HR to request a JOHSC Kudos account to be administered by HSE (e.g., 150 points per committee)
  - JOHSCs to make recommendations to Director, HSE once per month to provide Kudos to certain employees who go above and beyond for safety; Director HSE will administer the Kudos
  - JOHSCs to add running item to their minutes to make a recommendation each month to Director HSE and provide wording to include with the Kudos

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Actions taken:  
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Initiated by: M. Lakusta	Date required: December-31-20
Responsible party: E. Smith, Co-chairs	Date complete:

Item # 2021-03	Date initiated: November-10-20
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Item details: **Hydro JOHSC 01-17-20 Meeting Minutes Review**

- S. Catlyn presented minutes from the last meeting held, which was in January 2020
- 2019-17 – isolated travel: people are confused about how isolated travel is supposed to be tracked, System Control does not have the resources to cover all NTPC travel as they have a primary function to attend to, though they are able to continue monitoring for the hydro sites
  - o E. Smith explained that the ransomware attack affected the system, and that the K2 form is not yet back functioning – it is normally used to log travel with the monitoring center. HSE recently sent out an email with the instructions for lone workers to follow. It was noted that this may not work well for isolated travel.
  - o E. Smith to work with IT to get the working alone system functioning again. IT has identified a new platform that may be an improvement
  - o E. Smith to reach out to other CEA utilities to see what they use to monitor lone and travelling workers
  - o E. Smith to communicate to staff how to do isolated travel at this time
- Meeting frequency and quorum: Finding time and getting quorum are difficult. Part of the solution is to let people know in advance of the meetings and ensure that they have time off.
  - o Discussed that JOHSC meetings are legislated and required in the Collective Agreement. NTPC is responsible to ensure they attend, and to ensure people are given time to attend.
  - o Suggestion for inclusion in the JOHSC onboarding document: attending JOHSC meetings is not just a right, it's an obligation
  - o Discussed need to communicate to managers that members are expected to attend meetings, unless travelling or on leave – if they have connectivity they can attend
  - o E. Smith to approach the Senior Leadership Team and request support to ensure all meetings are held and fully attended going forward

Recommendations:

- E. Smith to work with IT to get the working alone system functioning again. IT has identified a new platform that may be an improvement
- E. Smith to reach out to other CEA utilities to see what they use to monitor lone and travelling workers
- E. Smith to communicate to staff how to do isolated travel for now
- E. Smith to approach the Senior Leadership Team and request support to ensure all JOHSC meetings are held and fully attended going forward

Actions taken:  
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Initiated by: S. Catlyn	Date required: December-31-20
Responsible party: E. Smith	Date complete:

Item # 2021-04	Date initiated: November-10-20
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<b>Item details: Thermal JOHSC 11-29-19 Meeting Minutes Review</b> <ul style="list-style-type: none"> <li>- C. Daw reviewed the November 2019 minutes</li> <li>- 2019-34 – Arc Flash:           <ul style="list-style-type: none"> <li>o E. Smith provided an update on changes coming to the labelling and training due to a change to the standard and a new arc flash study completed by P&amp;E</li> <li>o Discussion that new plant designs should make efforts to engineer out the arc flash hazard as best as possible (e.g., remote racking)</li> <li>o Discussion that all NTPC breakers can be fitted with aftermarket remote racking devices. Collaboration between Operations and P&amp;E regarding new builds needs to improve, and hopefully the Project Implementation Framework will help.</li> </ul> </li> <li>- Thermal JOHSC plans to get monthly meetings back up and running</li> </ul>
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<b>Recommendations:</b> <ul style="list-style-type: none"> <li>- NA</li> </ul>
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<b>Actions taken:</b> <ul style="list-style-type: none"> <li>-</li> </ul>
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Initiated by: C. Daw	Date required: November-10-20
Responsible party: C. Daw	Date complete: November-10-20


Item # 2021-05	Date initiated: November-10-20
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<b>Item details: Training Presentation: Investigation Reporting</b> <ul style="list-style-type: none"> <li>- K. Robert provided a presentation on incident reporting and the investigation program</li> </ul>
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<b>Recommendations:</b> <ul style="list-style-type: none"> <li>- NA</li> </ul>
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<b>Actions taken:</b> <ul style="list-style-type: none"> <li>- NA</li> </ul>
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Initiated by: K. Robert	Date required: November-10-20
Responsible party: K. Robert	Date complete: November-10-20

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Item # 2021-06	Date initiated: November-10-20
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<b>Item details: Health &amp; Safety Management System Update</b> <ul style="list-style-type: none"> <li>- Airline Charter Standard           <ul style="list-style-type: none"> <li>o Developed in response to several incidents involving NWAL</li> <li>o Borrowed a standard from a company in Ontario, sets out NTPC's expectations for air operators in terms of pilot experience, maintenance, etc.</li> <li>o Adapted to NTPC, passed to northern airlines for comment, will be reviewed by JOHSCs before it is finalized</li> </ul> </li> <li>- COVID-19 SWPs, forms           <ul style="list-style-type: none"> <li>o HSE developed several documents related to COVID-19 (SWPs for prevention &amp; control, working in offices/plants/communities/hydro sites, processes for returning to work, processes for contractors</li> <li>o These were turned over to HR to be managed by the Health Specialist; HSE continues to support as required</li> </ul> </li> <li>- Training will be increasing as we look to get caught up after a summer of COVID and computer system downtime: Work Protection, Project Safety Planning &amp; Contractor Safety Management, JOHSC training, Environmental Management System, Emergency Response Plan, Health &amp; Safety Management System, Worksite Visits</li> <li>- Phase rotation Safe Work Practice           <ul style="list-style-type: none"> <li>o Being developed with input from subject matter experts</li> </ul> </li> <li>- Arc Flash: Projects &amp; Engineering is finalizing the arc flash survey data. Once complete HSE will print new labels and provide info sessions on the changes to the Safe Work Practice and labels.</li> <li>- Reviewed H&amp;S Alerts:           <ul style="list-style-type: none"> <li>o Charter Air Operator (10-16-20)</li> <li>o Runway Incursion (08-26-20)</li> <li>o Hazards on Stairs (03-18-20)</li> <li>o Hazardous Waste Management (02-26-20)</li> </ul> </li> </ul>
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<b>Recommendations:</b> <ul style="list-style-type: none"> <li>- NA</li> </ul>
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<b>Actions taken:</b> <ul style="list-style-type: none"> <li>- NA</li> </ul>
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Initiated by: E. Smith	Date required: November-10-20
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Responsible party: E. Smith	Date complete: November-10-20
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Item # 2021-07	Date initiated: November-10-20
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<b>Item details: Distribution of Incident Reports</b> <ul style="list-style-type: none"> <li>- Question from Hydro JOHSC on whether all staff can receive redacted incident reports soon after they are submitted to HSE</li> <li>- Discussion around confidentiality of incident reports, that we do not want to drive safety underground and deter people from reporting for fear of embarrassment, that sometimes the original incident report does not accurately describe the event, and often the investigation will turn up the correct</li> </ul>
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details. It would be premature to share preliminary versions of the reports. Currently all incidents are summarized in a monthly Health & Safety Alert. All staff are to review these at monthly safety meetings and the majority of medium and high RPH incidents get their own Health & Safety Alerts.

- HSE was not in favour of doing this and the group agreed.

Recommendations:

- Do not provide redacted incident reports to all staff

Actions taken:

- NA

Initiated by: S. Catlyn	Date required: November-10-20
Responsible party: E. Smith	Date complete: November-10-20

Next Meeting Details	
Date: April-27-21	Time: 9:00 am to 4:00 pm (Skype meeting)
Chairpersons: J. Poitras, K. Robert, E. Smith	Secretary: E. Smith

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