



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2


**Meeting Details**

Group: Hydro	Location: North & South Slave	
Date: November-13-18	Start time: 10:00	End time: 10:50
Secretary: Nihal Costa	Chairperson: Darren Hazenberg	

**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Courtemanche	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ken Bell	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Duane Rohne	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jean Guy Poitras	4	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Grant Penny	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Burgin	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Darren Hazenberg	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Nihal Costa	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Sunderland	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Tom Deleff	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
John Davenport	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Dennis Bourke	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendy	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

\* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

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**Approval of Previous Meeting Minutes**

Date of last meeting: September-27-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Reviewed minutes from last meeting. Discussed Items 2019-01 and 2019-02. Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item. Taltson Plan is down. Discussed Snare Tripods may not be suited for use for our Keddiess which we have for confined space rescue. We can request new equipment if required. Discussed training video and challenges of remote site work. We reviewed 3 incident reports and discussed housekeeping issues.	

**Outstanding Items at Previous Meeting**

Item # 2019-01	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: <b>Ongoing review completed and sent to HSE for draft. Once Taltson (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations and review any changes*. Ongoing (Hay River to provide possible ERP training) <i>Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item.</i> </b>	
Initiated by: Colin Steed	Date required: July-31-17
Responsible party: Eddie Smith	Date complete:

Item # 2019-02	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: <b>Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Approved and Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however, there is no project brief at this time. The new fence will go around all of the staffhouses. Update: Construction planned for spring 2019. <i>No Further action to be taken by committee.</i></b>	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: <a href="#">Click here to enter a date.</a>

**New Items**  
(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)



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Item # No New Items this Meeting	Date required:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Initiated by:
Responsible party:	Responsible party:


\* Copy table above and insert as required

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	March 24	
2			
3			

Hydro JOHSC Monthly Incident Review			
Item #	Brief Description	Date Initiated	Date Completed
11-06-18	Inuvik Glycol Spill	November 6/18	November 7/18
11-07-18	Inuvik Slip and Fall	November 7/18	November 7/18
10-22-18	Yellowknife Missing Items	October 22/18	October 26/18

Hydro JOHSC Facility Safety Inspection Schedule				
Month	Fort Smith		Jackfish	
Dec				
March				

**Next Meeting Details**

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Date: December-11-18	Time: 10:00-11:00
Chairperson: Darren Hazenberg	Secretary: Nihal Costa

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