



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

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

Form #:  
14.04.2

**Meeting Details**

Group: Hydro	Location: Yellowknife/Ft. Smith	
Date: November-20-20	Start time: 1:30pm	End time: 3:00pm
Secretary: Bryan Brazeau	Chairperson: Sergio Catlyn & Stuart Robinson	


**Attendance (call in #: )**

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Courtemanche	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Eddie Smith	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lee Millar	5	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	1	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Grant Penney	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Bryan Brazeau	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Stuart Robinson	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Anthony Upton	1	Management	<input checked="" 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-22-20	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Last meeting was a special meeting to review Covid-related topics.	

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<p><b>Health &amp; Safety Management System Form:</b> JOHSC Meeting Minutes</p>	Page 2 of 8
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**Outstanding Items at Previous Meeting**

Item # 2019-04	Date initiated: February 8, 2019
Item details: JOHSC Site Visits	
Recommendations: Approve site list inspection schedule and track to ensure site visits are completed.	
<p>Actions taken: Reviewed Thermal JOHSC method of tracking site visits. Discussion on which plants to be done by JOHSC (Jackfish, Ft. Smith, Bluefish, Franks Channel). Remote sites under JOHSC Hydro jurisdiction can be done by local employee, but must be tracked for compliance. First few sites visit will be done by full JOHSC, then likely one employee and one manager moving forward.</p> <p>May 10, 2019: Site list and schedule to be created and proposed at next meeting. Discussions on which sites were going to be inspected by JOHSC-Hydro committee members versus local plant operators.</p> <p>Sept. 13, 2019: List and schedule have been added to minutes for review/approval at October meeting.</p> <p>Oct. 18, 2019: Locations have been assigned to members/manager duos this meeting. Refer to the chart in these minutes for tracking.</p> <p>Nov. 15, 2019: Stu and Eileen to try to complete Jackfish visits by Dec 30<sup>th</sup>. Other site visits may be delayed.</p> <p>Jan. 17, 2020: Still disagreement on what sites require visits by JOHSC versus plant operator. Require attendance by HSE next meeting. Staff levels already tight, busy due to leave/projects.</p> <p>Nov. 26, 2020: No site visits were completed. Hiatus over the summer due to pandemic emergency and ransomware attack. Site visits to be schedule for completion by end of December.</p>	
Initiated by: Committee	Date required: December 2020.
Responsible party: Management	Date complete: <a href="#">Click here to enter a date.</a>

Item # 2019-07	Date initiated: March 7, 2019
Item details: JOHSC Training	
Recommendations: NTPC provide JOHSC training for JOHSC-Hydro group	
<p>Actions taken: Bailey Corrigan has arranged a trainer, just needs dates. Several attempts for scheduling were made between May and September but did not pan out, new date set for November 19, 2019. Bryan will inform Bailey. Local 16 elections for new JOHSC in October 2019.</p>	



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October 18, 2019: Bailey was provided the new JOHSC member list and was working on confirming the date with the trainer.

Nov 15/2019 : SC to follow with Bailey and Bryan

Jan. 17, 2020: Bryan will request JOHSC training be scheduled in the second half of February. May need two sessions to get everyone.

Nov. 20, 2020: JOHSC training was not scheduled due to the pandemic and ransomware attack. HSE has started identifying a training schedule. Eddie asked when the employees meet to elect JOHSC members, Bryan responded. JOHSC elections are typically held at the Local's AGM, but this year's AGM is cancelled as terms have been extended by PSAC.

Initiated by: Committee

Date required: December 2019

Responsible party: HR

Date complete: [Click here to enter a date.](#)

Item # 2019-14

Date initiated: May 10, 2019

Item details: NWT Occupational Health and Safety Regulations need to be reviewed for areas to improve JOHSC involvement. JOHSC-Hydro is aware of an inspection report completed by WSCC at the Snare Forks work site that has not be provided to the committee, which is required in the regulations (see Section 53). There may be other sections NTPC needs to review for compliance.

Recommendations: Review NWT OH&S Regulations and provide corrective actions to address compliance with NWT OH&S Regulations.

Actions taken: Recommendation accepted, per Eddie: *"We will review the NWT OHS Regulations and adjust our system to ensure it properly reflects the regulations around JOHSC rights and responsibilities."*

October 18, 2019: Bryan to follow-up on progress on providing corrective actions.

Nov 15/2019; Bryan followed up with Eddie and received some response.

Jan. 17, 2020: Bryan to follow-up and get another update from Eddie.

Nov. 20, 2020: No update at the time of the meeting.

Initiated by: Bryan

Date required: August 31, 2019

Responsible party: NTPC HSE

Date complete:



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**New Safety Items**  
(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2019-17	Date initiated: January 17, 2020
Item details: Promote Road Travel Safety, still some confusion and mixed messaging on standard protocol on road travel check-ins, call-ins, methodology.	
Recommendations: Issue Health and Safety Alert on Road Travel Procedures	
Actions taken: Eileen will follow-up with Eddie, new item.	
Initiated by: Committee	Date required: n/a
Responsible party: Committee	Date complete:

Item # 2019-	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party: Committee	Date complete:



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**Standing Items**

(Corrective Action Registers, Incident Report Reviews, Incident Investigation Reviews, WSCC Inspections)

**Standing Item 1**

Corrective Actions Review

Item details: Review Incident Report and Concern Report Corrective Actions Registers

Recommendations: Management discussion on more sharing of information with employees, right to know hazards in workplace. Improve concern report responses.

Actions taken: To review next meeting.

Responsible party: Committee

Date complete: n/a

**Standing Item 2**

Incident Report Reviews

Item details: None

Recommendations: None

Actions taken: To review next meeting.

Responsible party: Committee

Date complete: n/a

**Standing Item 3**

Incident Investigation Reviews

Item details: None

Recommendations: None

Actions taken: Review if any investigations are initiated.

Responsible party: Committee

Date complete: n/a

**Standing Item 4**

WSCC Inspection Reviews

Item details: None

Recommendations: Management to provide if any WSCC inspections are completed.

Actions taken: None

Responsible party: Committee

Date complete: n/a



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**Hydro JOHSC Incident Review**

Item #	Brief Description	Comments
1.		
Findings	No incident reports were reviewed this meeting, not provided by HSE.	
Recommendations:	HSE to provide safety documentation materials prior to JOHSC meetings.	
Action Items:		
Follow-up Questions:		



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Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	Snare Fire Alarm Switch Removal – Robert B. to confirm	Mar. 24, 2018	Apr. 30, 2018
2	Item 2019-02 Snare Bear Fence (new capital)	Jul. 17, 2017	Mar. 7, 2019
3	Item 2019-03 Snare Falls Channel Covers (CMMS)	Feb. 8, 2019	Mar. 7, 2019
4	Item 2019-05 Ft. Smith Quonset CO Detectors (CMMS)	Feb. 8, 2019	Mar. 7, 2019
5	Item 2019-06 Ft. Smith Quonset Ventilation (capital request)	Feb. 8, 2019	Mar. 7, 2019
6	Item 2019-08 Safety Item Escalation	Mar. 7, 2019	Mar. 7, 2019
7	Item 2019-09 Incident Investigation: Snare Utilidor Fire	Mar. 7, 2019	Mar. 7, 2019
8	Item 2019-10 Incident Investigation: YK Pinched Thumb	Mar. 7, 2019	Mar. 7, 2019
9	Item 2019-01 Emergency Response Plans	May 15, 2017	Sept. 13, 2019
10	Item 2019-11 JOHSC Recommendation Responses	Apr. 12, 2019	Sept. 13, 2019
11	Item 2019-12 Corrective Action Tracking	Apr. 12, 2019	Sept.13, 2019
12	Item 2019-13 Anonymous Safety Reporting	May 10, 2019	Sept. 13, 2019
13	Item 2019-15 JOHSC Elections	Sept. 13, 2019	October 18, 2019
14	Item 2019-16 Work Protection Committee Minutes	Oct. 18, 2019	January 17, 2020
15			

**Hydro JOHSC Site Safety Inspection Checklist**

**JOHSC-Hydro Safety Inspection Schedule Q3 2020-21**

Month	Site	Members	Status	Comment
<b>Complete by December 30</b>	Jackfish - Plants	Stuart/Eileen	Incomplete	
	Jackfish - Buildings	Bryan/Sergio	Incomplete	
	Bluefish - Plants	Bryan/Sergio	Incomplete	
	Bluefish - Buildings	Bryan/Sergio	Incomplete	
	Snare - Plants	Stuart/Eileen	Incomplete	
	Snare - Buildings	Stuart/Eileen	Incomplete	
	Frank Channel	Bryan/Tom	Incomplete	
	Ft. Smith	Jason/Ken	Incomplete	
	Taltson	Lee	Incomplete	
	Pine Point	Lee	Incomplete	
	Ft. Resolution	Jason	Incomplete	
	Lutsel Ke	TBD	Incomplete	
	Whati	TBD	Incomplete	
	Gameti	TBD	Incomplete	

**Next Meeting Details**

Date: December-18-20	Time: 1:30pm
Chairperson: Stuart R. and Sergio. C	Secretary: Bryan B.

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.