



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Boyd and Rex in Fort Simpson; Bob, Andy, and Roger Rivait in Inuvik, Tommy by phone	
Date: November 23, 2016	Start time: 1:39 pm	End time: 2:20 pm
Secretary: Andy Crowther	Chairperson: Boyd Mallaley	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	7	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	6	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Daniel Bruneau	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	5	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rex Dalley	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman		Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Roger Rivait	6	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	7	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rob Closs	1	Management (Acting) – by phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Clod Manolo	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kyle Campbell	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Stewart	1	Guest – SJP specialist	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: November-3-16 Approved? Yes No

Outstanding Items at Previous Meeting

Discussion:

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Item # 2015-030	Date initiated: December-16-15
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Item details: Grounds testing for Plants

Recommendations: Get hot stick inspectors to inspect plant grounds next time they are in town

Actions taken: - Boyd, Rex, and Kelly to coordinate
- Andy to follow-up with responsible parties – suggest electricians complete this work in plants
Boyd response: We can have our Maintenance Electricians visually inspect and test the plant grounds with our Fluke Ground test equipment during maintenance trips. There would only have to be a Work order entered into the system to do this on a regular interval of either annually or biannually. There must be a visual inspection carried out prior to each and every use.- YK has a grounds tester. Roger to contact Grant about using the grounds tester in Inuvik. Coordinate with Bob and Kelly to have plant grounds tested. Ft. Simpson already has a piece of equipment to do that. Will complete Dehcho sites. Darren Hazenburg to send test unit to Inuvik next week – has arrived in Inuvik and will be testing ground chains and making equipment available to Plant Electricians for testing plant grounds

- Instructions and DVD came with equipment.
- Electricians to test grounds in each Thermal community when they are in there.
- Biannual ground fluke testing to be entered by Les into CMMS.
- Les will copy Kyle on this. (Les to do make sure this is done)
- Roger to fit in testing this summer and to show electricians the tester so that they can test plant grounds and to coordinate hot stick testing with Bob for the communities.
- Boyd has most of his communities completed.
- Bob to check if entered on CMMS
- Andy to follow up with Kyle to confirm Beau-Delta plants also have this entered on CMMS

Email from Kyle:

Hi Andy
I looked at the preventive task list and don't see ground testing in there anywhere.
I will check to see what all is involved in testing the ground and see where I can get it added or if it needs its own work order.
Thank you

Andy to follow up with Viola

Dean Hendrickson has taken this on. Andy to follow up with Dean RE: completion

Initiated by: Boyd	Date required: December-31-16
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Responsible party: Roger, Boyd, Darren, Les	Date complete:
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Item # 2016-004	Date initiated: October-12-16
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Item details: Recurring agenda item: What can we do to improve safety at NTPC?

Recommendations: Lifting in plants – add Dolly inspection and assessment of lifting devices, ramps for spill pallets, etc.

- **This item has been added to the HSE Audit Document.**
- **This is also a current item (3.6) on the Safety Inspection Form (monthly plant inspection that plant**

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superintendents do).

Actions taken: - Add dolly inspection/lifting assessment to audit form

Initiated by: Les Watsyk/Daniel Bruneau

Date required:

Responsible party: **Andy**

Date complete: **November-23-16**

Item # **2016-012**

Date initiated: November-3-16

Item details: Casual Plant Superintendent training delayed because no Neevee
 - Where are certificates going now that Neevee is gone? –

Recommendations: Bob , Daniel and Andy to coordinate when Daniel is back

Actions taken: **Andy to email HR to find out where certificates are being sent**

Initiated by:

Date required: December-31-16

Responsible party: Bob, Daniel, Andy

Date complete:

* Copy table above and insert as required

New Items

(Incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)

Item # **2016-013**

Date initiated: November-23-16

Item details: **Safety orientation needs a review to determine effectiveness**

- **Online orientation needs update**

- **Need checklist like we used to have, to go through with Contractors to discuss SWPs they need to use and hazards/controls of the job they are doing.**

Recommendations: **Contact HSE about this**

Actions taken: **Andy to follow-up with Eddie**

Initiated by:

Date required: December-31-16

Responsible party: **Andy**

Date complete:

Item # **2016-04**

Date initiated: November-23-16

Item details: Line crew unable to book hearing tests

Recommendations: **Bob to supply Roger with contact for Special Clinics at Inuvik Hospital**

Actions taken:

Initiated by: Roger

Date required: November-23-16



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Responsible party: Bob	Date complete: November-23-16
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Item # 2016-015	Date initiated: November-23-16
Item details: Review of Incidents and Investigations from past month	
Recommendations: Discussion only	
Actions taken:	
Initiated by:	Date required: November-23-16
Responsible party:	Date complete: November-23-16

Item # 2016-016	Date initiated: November-23-16
Item details: Review of Inuvik Safety Meeting minutes	
Recommendations: Discussion only	
Actions taken:	
Initiated by:	Date required: November-23-16
Responsible party:	Date complete: November-23-16

Items Completed in Current Year

Item #	Brief Description	Date Initiated	Date Completed
2015-042	JOHSC to review group safety meeting minutes	Jan 27, 2016	April 27, 2016
2015-045	JOHSC plant inspection schedule	Jan 27, 2016	April 27, 2016
2015-047	Training schedule lead time	Jan 27, 2016	April 27, 2016
2015-059	Weight load limits on lifting beams	March 30 2016	April 27, 2016
2015-060	Request Andy visit Dehcho more often	March 30 2016	April 27, 2016
2015-055	Noise level signs for plants	March 30 2016	July 5, 2016
2015-057	Defensive Driving for staff	March 30 2016	July 5, 2016
2015-061	Services attaching to power masts	March 30 2016	July 5, 2016

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2015-029	Grounding requirements for customers	December 16 2015	October 12, 2016
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Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob	X	Daniel	X
July	Roger	X	Boyd	
October	Bob		Daniel	
January	Roger		Boyd	

Next Meeting Details	
Date: December-28-16	Time: 09:30 AM
Chairperson: Daniel	Secretary: Andy

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.