



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

| | | |
|-----------------------------------|---|----------------|
| Group: Hay River JOHSC | Location: Skype Meeting | |
| Date: November-23-21 | Start time: 1:30 | End time: 2:30 |
| Secretary: David Kopp-van Egteren | Chairperson: Matt Lakusta/ David Kopp-van Egteren | |

Attendance (call in #)

| Name | # | Worker, Management, Guest | Present | Reason absent |
|------------------------|----|---------------------------|---|---------------|
| David Kopp van Egteren | 7 | Management / Co-Chair | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Matthew Lakusta | 7 | Union Rep Worker/Co-Chair | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Joshua Clark | 6 | HSE Rep | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Zach Biggar | 4 | Union Rep Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Doug Prendergast | 6 | Management | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Adam Montague | 7 | Union Rep Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Mitchell Touesnard | 3 | Union Rep Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Bailey Corrigan | 5 | Excluded Worker | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Heather Tybring | 5 | Excluded Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| | NA | Guest | <input type="checkbox"/> Yes <input 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: October-27-21 | Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Discussion: | |

Outstanding Items at Previous Meeting

| | |
|--|---------------------------------------|
| Item # 2021-11 | Date initiated: April 29, 2021 |
| Item details: Review of Safety Inspection Checklists | |
| Recommendations | |
| <ul style="list-style-type: none"> Investigate the safety inspections of other operational areas | |
| Actions taken: | |
| <ul style="list-style-type: none"> Safety checklists from other areas to be reviewed Pictorial guides may improve the guide but at the risk of bloat Next quarterly inspection will look over the form and critique | |



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- Next meeting will discuss the form
- **Update 2021-06-22:** Josh is travelling to Snare and will follow up with operator with their concerns
- **Update 2021-07-27:** Building inspection form to be reviewed at next meeting
- **Update 2021-08-23:** Form was reviewed in the meeting, HSE to be contacted in regards to possible modifications or appendices, would HSE be available to lead an inspection/training.
- **Update 2021-09-28:** October inspections to be conducted with an HSE representative; Matt to book 3 hour time slot after October 18
- **Update 2021-11-23:** Had to be rescheduled due to COVID. Aim for new year.

Initiated by: Matt

Date required:

Responsible party: Matt

Date complete:

Item # 2021-14

Date initiated: 2021-09-28

Item details: Snare Hydro Covid Exposure Plan Review

Recommendations

- SharePoint to be set up to allow collaborative review of document (Adam)
- Individuals to review and submit comments by Oct 6
-

Actions taken:

- Document to be sent to HSE on Friday

Initiated by: Eddie Smith

Date required: 2021-09-28

Responsible party: Dave & Matt

Date complete: 2021-01-23

Item # 2021-15 Central JOHSC

Date initiated: 2021-10-27

Item details: Reviewed meeting minutes

Recommendations

-

Actions taken:

- Discussion of Hardcopies of HSE documents at Snare and other slow internet locations
- Discussion of building inspections
- Adam to provide a quick overview on creating and using a JOHSC team

Initiated by: Matt

Date required: Nov 30,

Responsible party: Adam

Date complete:

Item # 2021-16 Fall Atrium Event

Date initiated: 2021-10-27

Item details: Fall Atrium Event



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Recommendations

- Event to be virtual
- Plan for week of November 22
- Invite Mental Health Committee to participate
- Matt, Dave, Bailey & Heather to assist

Actions taken:

- Planning meeting to be held Nov 25
- Event to be set for Dec 7
- Topic tentatively to be sleep

Initiated by: Dave

Date required: Dec 7

Responsible party: Matt

Date complete:

Item # 2021-17 JOHSC Calendar of Events

Date initiated: 2021-10-27

Item details: Matt to Outline JOHSC Responsible Events

Recommendations

- Matt to identify annual event requirements

Actions taken:

- Calendar presented to JOHSC
- Comments received and incorporated. Calendar added to minutes
- Inclusion of Building Fire Wardens in meetings prior to the bi-annual Fire Alarm Drill

Initiated by: Matt

Date required:

Responsible party: Dave

Date complete: 2021-11-23

Parking Lot

(Items for Future Discussion)

Item

Date initiated: 2021-09-28

Item details: Underground Locates after obtaining the Hay River Franchise

Item

Date initiated: 2021-09-28

Item details: Delivery of customer notices with personnel rather than mail or electronic methods

New Items

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



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|--|-----------------------------------|
| Item # 2021-18 | Date initiated: 2021-11-23 |
| Item details: Liability in the Event of a Vaccine Injury | |
| Recommendations | |
| <ul style="list-style-type: none"> Concerns to be drafted and submitted to HSE | |
| Actions taken: | |
| <ul style="list-style-type: none"> JOHSC has received information from employees: Employees have raised concerns about the liability of the corporation in mandating vaccines in the event a vaccine injury occurs in an employee Concerns are unlikely to be limited to Hay River | |
| Initiated by: Adam | Date required: |
| Responsible party: Matt | Date complete: |

| | |
|--|------------------------|
| Item # 2021-19 | Date initiated: |
| Item details: | |
| Recommendations | |
| <ul style="list-style-type: none"> | |
| Actions taken: | |
| <ul style="list-style-type: none"> | |
| Initiated by: | Date required: |
| Responsible party: | Date complete: |

| | |
|--|------------------------|
| Item # 2021-20 | Date initiated: |
| Item details: | |
| Recommendations | |
| <ul style="list-style-type: none"> | |
| Actions taken: | |
| <ul style="list-style-type: none"> | |
| Initiated by: | Date required: |
| Responsible party: | Date complete: |

| JOHSC Monthly Incident/Investigation Review | | |
|--|--|-------------------------------------|
| Month | | |
| April 2021 | Reviewed and Discussed: Increasing number of 3 rd party contacts | <input checked="" type="checkbox"/> |



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| May 2021 | Reviewed and Discussed: Ice Fall Near Miss – Responsibility for the incident investigation Ants in Office – Annual timing | <input checked="" type="checkbox"/> |
| June 2021 | Reviewed and Discussed: Deline Charter – Landing gear redundant manual system was used successfully. Medium RPH because all necessary systems had backups Hay River COVID Procedures – Onboarding of COVID protocols wasn't as in depth as it was at the height of the pandemic JMR Flood – protocols for sending employees into disasters/emergencies | <input checked="" type="checkbox"/> |
| July 2021 | Reviewed and Discussed: Nonacho Spillway Incident – Tailboarding among predominantly office staff should be emphasised | <input checked="" type="checkbox"/> |
| Aug 2021 | Reviewed and Discussed | <input checked="" type="checkbox"/> |
| Sept 2021 | Reviewed and Discussed: Hay River Transformer Leak Norman Wells Generator Failure/Fire Behchoko Customer Spitting | <input checked="" type="checkbox"/> |
| Oct 2021 | Reviewed and Discussed: Large number of incidents 2 High RPH from MCC project Falling Shelf | <input checked="" type="checkbox"/> |
| Nov 2021 | Reviewed and Discussed: Large number of Snare incidents | <input checked="" type="checkbox"/> |
| Dec 2021 | | <input type="checkbox"/> |
| Jan 2022 | | <input type="checkbox"/> |
| Feb 2022 | | <input type="checkbox"/> |
| March 2022 | | <input type="checkbox"/> |

JOHSC Monthly Concern Report Review

| Month | | |
|------------|--|-------------------------------------|
| April 2021 | Reviewed and Discussed: Mailroom space and storage of large shipments – large items can be stored elsewhere with a call to Vern and Daniel | <input checked="" type="checkbox"/> |
| May 2021 | Reviewed and Discussed: Ice Fall at Rowe's building – Incident wasn't reported to full JOHSCs at the time | <input checked="" type="checkbox"/> |
| June 2021 | Sharps Disposal – What is being disposed of, availability at HR Warehouse Road Travel Monitoring – New software being used, improvements are expected | <input checked="" type="checkbox"/> |



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| | | |
|-------------|-----------------------------|-------------------------------------|
| July 2021 | Reviewed and Discussed | <input checked="" type="checkbox"/> |
| August 2021 | No concern reports | <input checked="" type="checkbox"/> |
| Sept 2021 | No concern reports | <input checked="" type="checkbox"/> |
| Oct 2021 | No concern reports | <input checked="" type="checkbox"/> |
| Nov 2021 | No concern reports received | <input checked="" type="checkbox"/> |
| Dec 2021 | | <input type="checkbox"/> |
| Jan 2021 | | <input type="checkbox"/> |
| Feb 2021 | | <input type="checkbox"/> |
| March 2021 | | <input type="checkbox"/> |

JOHSC Monthly Fire Extinguisher Inspection

| Month | See Finance Admin. Assist. for binder & keys | |
|------------|--|-------------------------------------|
| April 2021 | Matt & Adam | <input checked="" type="checkbox"/> |
| May 2021 | Bailey & Heather | <input checked="" type="checkbox"/> |
| June 2021 | Doug & Dave | <input checked="" type="checkbox"/> |
| July 2021 | Matt & Dave | <input checked="" type="checkbox"/> |
| Aug 2021 | Matt & Bailey | <input type="checkbox"/> |
| Sept 2021 | Adam & Mitch | <input type="checkbox"/> |
| Oct 2021 | Bailey & Doug | <input type="checkbox"/> |
| Nov 2021 | Dave & Zach | <input type="checkbox"/> |
| Dec 2021 | Adam & Dave | <input type="checkbox"/> |
| Jan 2021 | | <input type="checkbox"/> |
| Feb 2021 | | <input type="checkbox"/> |
| March 2021 | | <input type="checkbox"/> |

JOHSC Quarterly Facility Safety Inspection Schedule
(See Finance Admin. Assist. for binder & keys)

| Month | Personnel | HR Head Office | HR Warehouse | NTEnergy |
|-------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| March 2021 | Zach, Matt + 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| June 2021 | Heather, Doug, + 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| August 2021 | Adam, Mitch, +1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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|-------------------------|---------|--------------------------|--------------------------|--------------------------|
| November (January) 2021 | HSE Led | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| March 2022 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| June 2022 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

JOHSC Semi-Annual Newsletter

| Month | | Complete |
|------------------|--|-------------------------------------|
| Spring 2021 | Insurance req. during work time, floor wardens, | <input checked="" type="checkbox"/> |
| Fall/Winter 2021 | Mailroom and large items, refusing medical attention follow up Matt to send out for final comments then distribute | <input checked="" type="checkbox"/> |
| Spring 2022 | | |
| Fall/Winter 2022 | | |

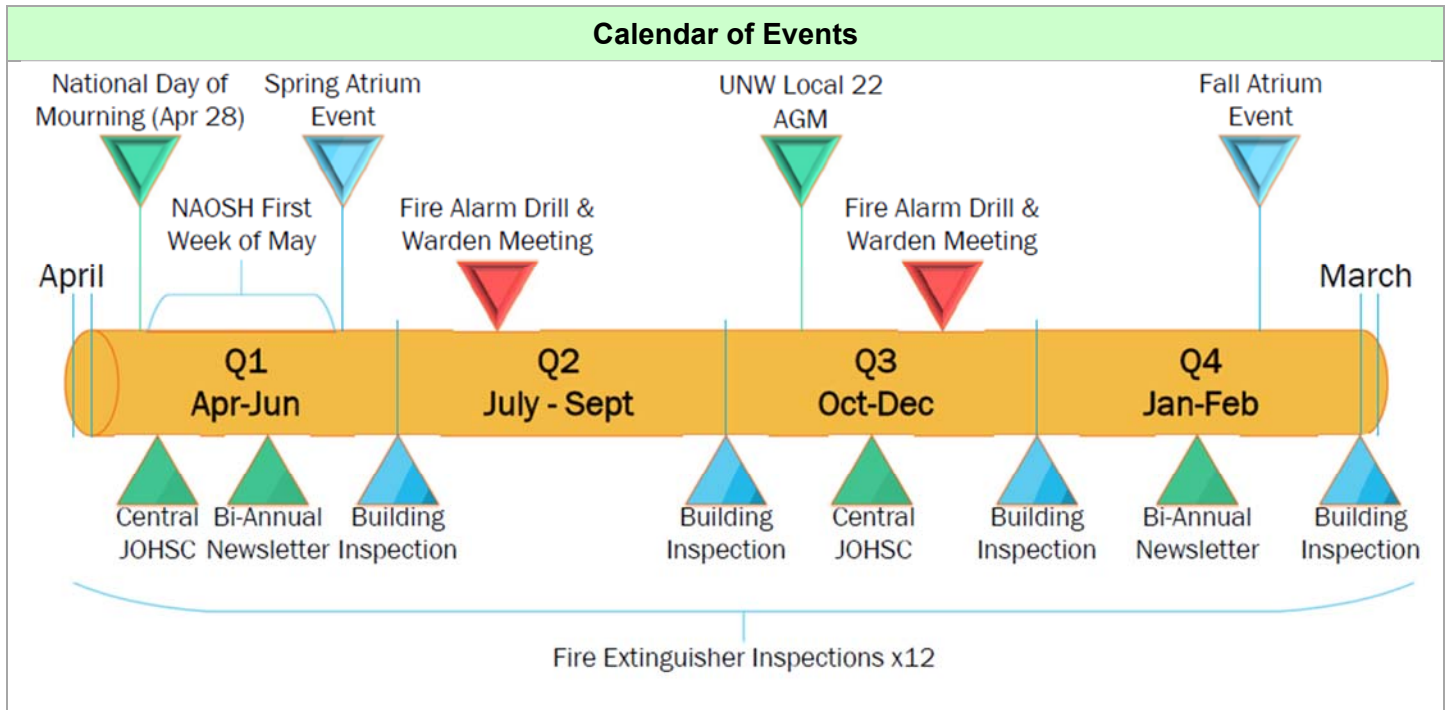
KUDOS Recognition

| Month | Employee | Reason |
|----------------|---|---|
| August 2021 | Travis Perkins Work Protection Trainees | Completing numerous HSE inspections Completion of their work protection training |
| September 2021 | Denis Bourke & Trevor Wetmore Rob Closs Heather Tybring | Being part of an Incident Investigation Team His actions to minimize damage at the Norman Wells Plant Reporting on wildlife safety at the head office |
| October 2021 | Crystal Mackie Lee Brenton | For diligent reporting of Incidents at HO Timely reporting of his shelving incident |
| November 2021 | Mitch | For his completion of an astounding 4 incident reports while at Snare |

Action Item Registry

| Item # | Brief Description | Date Initiated | Date Completed |
|---------|-----------------------------------|----------------|----------------|
| 2019-07 | Fire Extinguisher Training | 2019-09-25 | 2021-06-22 |
| 2021-03 | Medical Attention Refusals | 2021-02-23 | 2021-04-29 |
| 2021-04 | Review Concern Reports | 2021-02-23 | 2021-04-29 |
| 2021-05 | Training – Incident Investigation | 2021-02-23 | 2022-06-22 |
| 2021-06 | HSE Involvement in JOHSC | 2021-03-23 | 2021-04-29 |

| | | | |
|---------|--|------------|------------|
| 2021-07 | Include NTEnergy in Quarterly Inspections | 2021-03-23 | 2021-04-29 |
| 2021-08 | Safety when Dealing with the Public | 2021-03-23 | 2021-05-25 |
| 2021-09 | 3rd Party Line Contacts | 2021-04-29 | 2021-09-28 |
| 2021-10 | Improving Concern reporting | 2021-04-29 | 2021-05-25 |
| 2021-11 | Review of Safety Inspection Checklists | 2021-04-29 | |
| 2021-12 | EOC Dispatch of Employees into Emergencies | 2022-06-22 | 2021-09-28 |
| 2021-13 | Hay River Sharps Disposal | 2022-06-22 | 2021-10-27 |
| 2021-14 | Snare Hydro Covid Exposure Plan Review | 2021-09-28 | 2021-11-23 |
| 2021-15 | Central JOHSC | 2021-10-27 | |
| 2021-16 | Fall Atrium Event | 2021-10-27 | |
| 2021-17 | JOHSC Calendar of Events | 2021-10-27 | 2021-11-23 |
| | | | |





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Next Meeting Details

Date: December-14-21

Time: 1:30 Skype Meeting

Chairperson: Matt/Dave

Secretary: Matt/Dave

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

Governance

Management Co-Chair

David Kopp-van Egteren

Signature

Union Co-Chair

Matt Lakusta

Signature