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Meeting Details		
Group: JOHSC Thermal	Location: Andy, Steve and Roger in Inuvik, Boyd, Daniel and Les in Fort Simpson, Tommy by phone	
Date: November 24, 2017	Start time: 9:00 am	End time: 11:20 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	


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	6	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Daniel Bruneau	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tommy Betsidea	6	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	3	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	8	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ned Day	1	Worker	<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: October-30-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Outstanding Items at Previous Meeting

Item # 2017-03	Date initiated: May-29-17
Item details: Incident Investigation training for JOHSC members	
Recommendations: - Implement this in the next couple months - Will likely be in September 2017 by Skype - Try to get more union members to sign up - Will be October 2017	

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- Scheduled for Oct 20, 2017, 8:30 am to 12 noon
 - Rescheduled for November 3, 2017

Actions taken:

Initiated by: Andy

Date required: November-3-17

Responsible party: Andy

Date complete: November-3-17

Item # **2017-10**

Date initiated: October-30-17

Item details: Review of concern report: 09-18-17 Fort Liard Brushing Contractor

Recommendations: Request investigation from HSE

Actions taken: **Reviewed response from HSE (David Dewar). Item complete.**

Initiated by: Boyd

Date required: November-30-17

Responsible party: Boyd

Date complete: November-24-17

New Items

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

Item # **2017-12**

Date initiated: November-24-17

Item details: Canada Safety Council JOHSC training

Recommendations:

Actions taken: **Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix.**

Initiated by:

Date required: December-31-17

Responsible party:

Date complete:

Item # **2017-13**

Date initiated: November-24-17

Item details: General Health and Safety meetings planned for Inuvik (TBD) and Fort Simpson (Dec 5th)

Recommendations:


Actions taken: **Complete**

Initiated by:

Date required: November-24-17

Responsible party:

Date complete: November-24-17


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Item # 2017-14	Date initiated: November-24-17
Item details: Review of 3rd quarterly Inuvik JOHSC inspection and Ft Simpson JOHSC inspection	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: November-24-17
Responsible party:	Date complete: November-24-17

Item # 2017-15	Date initiated: November-24-17
Item details: Review of JOHSC Central Meeting Minutes (Oct 24, 2017)	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: November-24-17
Responsible party:	Date complete: November-24-17

Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017
2016-012	Safety training for Plant Superintendent Casuals	December 31, 2016	Oct 02, 2017
2017-03	Incident Investigation Training for JOHSC members	May 29, 2017	Nov 3 2017

Thermal JOHSC Facility Safety Inspection Schedule			
Month	Inuvik		Ft. Simpson
April	Bob/Andy	X	Daniel/Darren

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July	Roger/Rex		Boyd/Les	
October	Bob/Andy	X	Daniel/Darren	X
January	Roger/Rex		Boyd/Les	
* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.				

Next Meeting Details	
Date: December-18-17	Time: 1:30 PM
Chairperson: Boyd	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.