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	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: November-28-16	Start time: 10:30 a.m.	End time: 11:30 a.m.
Secretary: Tammy Martel (1)	Chairperson: Pennie Pokiak	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Pennie Pokiak	5	Union Rep Worker / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Joanne Phillips	1	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Blaine MacKay	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Gilles Ringuette	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andrew Davidson	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Erin Dean	2	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Stewart	3	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Lida Thomson	4	HSE Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input 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: November-10-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: This was designated as October's meeting.	



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Outstanding Items at Previous Meeting

Item # 1: 09-16-16 Fort Simpson Bucket Truck Incident

Date initiated: September-29-16

Item details: Incident Report Review; the truck was pulled in the garage with the jib not stored all the way.

Recommendations: Bucket Truck – Jib must be recertified before returning to truck base in service.

Actions taken: Emailed Rex to find out if truck is back in service. Requires re-certification given that it was struck, is being planned for the next week or so. He will keep us informed.

Initiated by: David Duncan

Date required: November-15-16

Responsible party: Fort Simpson Line Crew

Date complete:

Item # 2: 11-03-16 Ft Smith Digger Truck Incident Review

Date initiated: November-3-16

Item details: Truck went into the ditch, icy conditions, no injury. Significant damage, needs to be mechanically recertified.

Recommendations: **Investigation underway; will need to review** and possibly suggest use of tire chains (with appropriate training).

Actions taken: There have been discussions with DoT. See “Section G – Immediate Actions Taken.”

Initiated by: Trevor Wetmore

Date required:

Responsible party: Grant Penney / Rex Dalley

Date complete:

Item # 3: 11-07-16 Inuvik Meter Change Incident Review

Date initiated: November-7-16

Item details: Routine meter change (injury / property damage / near miss)

Recommendations: **Formal investigation to be completed**, understand why wrong voltage meter was sent.

Actions taken: See “Section G – Immediate Actions Taken”

Initiated by: Roger Rivait

Date required:

Responsible party: Rex Dalley

Date complete:

Item # 4: Incident & Investigation Analysis

Date initiated: November-10-16

Item details: Completed for last 5 years for high rated events only.

Recommendations: **John to show team at next meeting**


Actions taken: Will postpone until after the Christmas Holidays.

Initiated by: John Stewart

Date required: TBA

Responsible party: John Stewart

Date complete:

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Item # 5: Hay River HO & Warehouse Inspection Review	Date initiated: November-9-16
Item details: Completed with some items for follow up.	
Recommendations: Clean metering area at the WH, general housekeeping at WH (send inspection to Belinda/Rod/Vern). Bulletin boards need to be updated and kept up to date. Missing Floor Wardens.	
Actions taken: Blaine volunteered to be the 1 st floor warden and Sam is the building warden. Sam to follow up with Eddie for warden training.	
Initiated by: Pennie Pokiak	Date required: November-28-16
Responsible party: Various?	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 #1: Incident Report Review	Date initiated: November-28-16
Item details: All reviewed & discussed; Inuvik pole hit to be investigated.	
Recommendations:	
Actions taken: Both RCMP officers involved with the investigation are on days off till Friday. Awaiting their findings on if they have located the driver involved as all occupants had left the scene before they or Roger had arrived. Roger also requires all of the information for the vehicle that was involved for this incident.	
Initiated by: Roger Rivait	Date required:
Responsible party:	Date complete: Click here to enter a date.

Item #2: Incident Investigation Review – Ulukhaktok G2 Aftercooler	Date initiated:
Item details: No guards on aftercooler	
Recommendations: Should add to CMMS for all plants.	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.



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Item #3: YK Digger Truck in Pine Point	Date initiated:
Item details: Top portion of power pole fell on truck when cut off.	
Recommendations: HSE recommended to have a lead hand & dedicated observer when cutting down power poles. Procedures may need to be reviewed for best method of taking down power poles, including cleanup of site in congested areas. Should be part of original scope of work & planning. If conditions of a job change, hazard assessment should be re-done.	
Actions taken: John suggested that HSE formally recommend the above.	
Initiated by:	Date required: Click here to enter a date.
Responsible party: HSE	Date complete:

Item #4: Tulita – Power pole cut with chainsaw	Date initiated:
Item details: Someone cut ½ way into a power pole.	
Recommendations: Pole likely to be replaced.	
Actions taken: Crew in Tulita will assess the damage.	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #5: Snare – Chemical shipping	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: An investigation has been requested.	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #6: Safety/Fire Extinguisher inspection review	Date initiated: November-28-16
Item details: Extinguishers inspected in Head Office and Warehouse	
Recommendations: All complete except one. These need to be done monthly.	
Actions taken: Lida waiting on parts for one extinguisher. Check with Heather for a list/schedule for the inspections. Warehouse needs to be flagged so it doesn't get forgotten. Dept.'s take turns doing them.	
Initiated by: Lida	Date required:
Responsible party: Lida	Date complete:



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Item #7: Emergency Preparedness	Date initiated: November-28-16
Item details: IT Rooms; response in an emergency; many rooms with no door hangers; muster point has changed; how often fire drills are to happen; mock disaster suggested.	
Recommendations: More door hangers have been made, check if all doors now have one; new employees must be shown new muster point in their orientation and all employees should be updated as well. Fire drills to be done every year, could be more so maybe do two per year – winter & summer. A mock disaster was suggested by Lida, an incident of some kind, done by JOHSC group. To include first responders in the know & possibly Senior Management.	
Actions taken: Some door hangers have been made up. Sam to talk to the Fire Dept and prepare for a drill. John suggested some tabletop planning in January meeting for the mock disaster drill in possibly February/March. Come up with ideas for next meeting.	
Initiated by: Lida/John/Sam	Date required:
Responsible party: John/Sam	Date complete:

Item #8: JOHSC Meetings	Date initiated: November-28-16
Item details: Meetings should have more consistency. Also December's meeting will be an Atrium meeting. Feasibility of having a 2 nd or backup person for members should be looked at.	
Recommendations: John has suggested standardized meeting dates and times. Atrium meetings can be on any safety topic relating to both work and home life. Food may be brought in. It is mandatory to attend. Brief discussion on backup people for members.	
Actions taken: Erin & John will each do a presentation prior to December 18, 2016 for the Atrium meeting. Backup people should be brought up again to determine if we are to go ahead with this.	
Initiated by: John	Date required:
Responsible party: John/Erin	Date complete:

* Copy table above and insert as required

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1	Review Investigation 08-30-16 Water Treatment Plant Shock	September 29, 2016	November 10, 2016



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(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
April	Hay River HO	Hay River Warehouse		
July	Not Complete			
October	Hay River HO	Hay River Warehouse		
January				

Next Meeting Details

Date: December-13-16	Time: 11:40 Atrium Meeting/Presentation
Chairperson: Erin/John	Secretary: Tammy Martel

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