
 NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 4
	Monitor: Director, Health, Safety & Environment	Form #: 14.04.2

Meeting Details		
Group: Hydro	Location: North & South Slave	
Date: November-28-17	Start time: 9:00am	End time: 10:00 am
Secretary: Nihal Costa	Chairperson: Jean-Guy Poitras	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jay Pickett	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
John Davenport	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Ken Bell	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Duane Rohne	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	6	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Denis Bourke	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Darren Hazenberg	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Nihal Costa	5	Hydro Field EIT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Auto & Comms Tech	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Mervin Penney	3	Elect. Tech.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tom Deleff	1	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Sergio Catlyn	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused

* 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-28-17	Approved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Discussion: Reviewed July minutes. Reviewed use of vehicle sign-out agreement. Operations personnel to give 2 weeks notice to let Plant/Operations Manager before leaving for Snare to obtain accommodations. Tailboard to have lessons learned section in the form starting January 2018. Safety talks- workshop hazards reviewed and completed

Outstanding Items at Previous Meeting

Item # 2017-001	Date initiated: May-15-17
Item details: Emergency Response Plans need to be reviewed & tested	
Recommendations: JOHSC hydro are willing to provide input to HS&E in completing these plans	
Actions taken: Ongoing review completed and sent to HSE for draft. Lida to simulate the emergency response for Taltson followed by Snare. Snare emergency response to simulated at Jackfish	
Initiated by: Colin Steed	Date required: Click here to enter a date.
Responsible party: Eddie Smith	Date complete: July-31-17

Item # 2017-003	Date initiated: July-17-17
Item details: CMMS WOs on incident reports	
Recommendations: JOHSC hydro are willing to provide input to HS&E in tracking completing them in Guide-TI	
Actions taken: Jean-Guy to discuss with HS&E. Still ongoing	
Initiated by: Colin Steed	Date required: September-29-17
Responsible party: Jean-Guy	Date complete: Click here to enter a date.


Item # 2017-003	Date initiated: July-17-17
Item details: Bear fence at Snare is not working and needs to be replaced	
Recommendations: The fence will no longer be upgraded but replaced entirely	
Actions taken: Dennis to track WO and update the notes in GuideTi. Robert Burgin is looking into replacement of the fence. Robert to go out for bids	
Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: Click here to enter a date.

* Copy table above and insert as required

New Items

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

Item # 2017-004	Date initiated: November-28-17
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Item details: Put up the thin ice warning sign by the line shop	
Recommendations: Energize the light and put up the warning sign out on the ice to warn the snowmobilers of the thin ice	
Actions taken: Electrical services to verify the functionality of the warning sign and service before being put up	
Initiated by: Darren Hazenberg	Date required: December-21-17
Responsible party: Darren Hazenberg/ Robert Burgin	Date complete: Click here to enter a date.

Item #	Date initiated: Click here to enter a date.
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

Item #	Date initiated: Click here to enter a date.
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: Click here to enter a date.
Responsible party:	Date complete: Click here to enter a date.

* Copy table above and insert as required

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1			
2			
3			
4			

Hydro JOHSC Monthly Incident Review



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Item #	Brief Description	Date Initiated	Date Completed
06-28-17	Snare Boat Damage	June 28/17	
10-16-17	Wha Ti Slip and Ankle Injury	Oct. 16/17	
10-20-17	Yellowknife Breaker Fault	Oct. 20/17	
11-13-17	Snare Truck Mirror Damage	Nov. 13/17	
11-10-17	Yellowknife Walking on Switchgear	Nov. 10/17	

Hydro JOHSC Facility Safety Inspection Schedule

Month	Fort Smith		Jackfish	
Dec	Ken/Duane	X	Grant/Dennis	X
Feb				
March				

Next Meeting Details

Date: December-21-17	Time: 1:30PM
Chairperson: Jean-Guy	Secretary: Nihal Costa

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