
 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 1 of 13
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Meeting Details		
Group: Central JOHSC	Location: Yellowknife, Scotia Center Boardroom	
Date: December-6-16 to December-6-16	Start time: 9:00 am	End time: 4:00 pm
Secretary: E. Smith	Chairpersons: J. Poitras, E. Smith	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
Eddie Smith	Director, HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean-Guy Poitras	H&S Coordinator (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Andy Crowther	H&S Coordinator (Guest)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
John Stewart	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Sam Mugford	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Dennis Bourke	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Darren Hazenberg	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Colin Steed	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Les Watsyk	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Boyd Mallaley	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: June-7-16	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion:			
<ul style="list-style-type: none"> - Motion to approve minutes, motion carried - Each JOHSC to review Central minutes at their next JOHSC meeting 			

Outstanding Items at Previous Meeting	
Item # 2015-05	Date initiated: April-2-14
Item details: Bluefish Fatality Investigation	
<ul style="list-style-type: none"> - E. Smith prepared a table of corrective actions from the incident investigation - The new Incident Reporting & Investigation program requires timely response from management for recommended corrective actions and follow-up until they are completed; however this process was not in place at the time of the investigation and unfortunately this was not done. 	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 2 of 13
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

- The Central JOHSC went over each observation, the associated recommendation, and who the responsible party should be. Several items will be brought to Senior Management for review and response.

Recommendations:

- E. Smith to finalize the table of corrective actions, ensure it is reviewed by Senior Management and that the recommendations are either completed or reasoning provided as to why they are not accepted.
- E. Smith to report back to the Central JOHSC by May 31, 2014.
- 11-05-14 update: Table was completed, but still needs to be brought to Senior Management.
- Action items:
 - o E. Smith to bring to Senior Management for response.
 - Due date: December 19, 2014
 - Completed: February 13, 2015
- 04-01-15 update:
 - o Corrective actions were reviewed and approved by Senior Management
 - o Responsible parties and due dates were attached to each item
 - o E. Smith monitoring completion
 - o Revised due date: Sept. 30, 2015
- 10-20-15 update:
 - o Completion of 3 action items still outstanding. Responsible parties have been contacted:
 - Repair and tamper proofing of Bluefish cameras (IT)
 - 3 remaining Hydro managers to review call in procedure with staff (completed 10-28-15).
 - Implementation of lone worker solution (completed 04-01-16)
 - o Revised due date: April 30, 2016
- 06-07-16 update:
 - o Requested update from IT and Telecontrol on the cameras on 05-06-16. Did not receive a response, but will follow up.
- **12-07-16 update:**
 - o **Requested update from IT & Telecontrol.**

Actions taken:

- E. Smith discussed corrective actions with Senior Management, established due dates
- E. Smith monitoring completion
 - o Call in procedure reviewed with Hydro staff (completed 10-28-15)
 - o Lone worker solution went live (completed 04-01-16)
 - o Requested update from IT on 05-06-16 – have not received a response.
 - o **Requested update on 12-07-16. Revised due date: 03-31-17.**

Initiated by: N. McBride	Date required: March-31-17
Responsible party: E. Smith	Date complete: Click here to enter a date.

Item # 2017-03	Date initiated: June-7-16
----------------	---------------------------

Item details: Review of last Hay River JOHSC minutes from 04-12-16

- J. Storvold reviewed minutes.



Health & Safety Management System Form:
JOHSC Meeting Minutes

Page 3 of 13

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

- E. Smith brought up that over the past few years committees have counted the semi-annual general safety meetings as a JOHSC meeting. While these are led by the JOHSC, they do not follow the format or intent of a monthly JOHSC meeting and by doing this we risk losing continuity and momentum on action items. Regular monthly JOHSC meetings should still be held regardless of when the General Safety Meetings are held.

Recommendations:

- JOHSCs to hold a regular JOHSC meeting every month, and in June and December are to also hold a General Safety Meeting with all staff in Ft. Simpson, Inuvik, Ft. Smith, Yellowknife, and Hay River.
- Co-chairs to ensure that in June, both a General H&S Meeting and a regular JOHSC meeting are held.

Actions taken:

- **ES sent reminder to JOHSCs on 12-07-16 to schedule and hold December meeting in five locations. Will send reminder for June meetings as well.**

Initiated by: E. Smith

Date required: June-30-16

Responsible party: Co-chairs

Date complete: December-7-16

Item # 2017-06


Date initiated: June-8-16

Item details: Safety Perception Survey

- Survey was deployed from 01-28-16 to 02-12-16
- Got a fairly good number of responses, though mostly from office staff (82 office, 42 field)
- Analysis Report went to all staff in May
- Consultant produced an Analysis Report
- There was one question about the JOHSCs – Q22: Do the Joint Occupational Health and Safety Committees make a real difference to workplace safety at NTPC? Yes: 58%, No: 11%, Don't know: 31%.
- Review page 78, which shows the question, then page 13, which has a discussion and recommendation:
 - o Recommendations table: "It is recommended the JOHSC conducts an internal review of the effectiveness of the JOHSC on their roles, functions and reporting of activities conducted by the JOHSC. In order to improve its efforts, a JOHSC will want to have some measure of its past performance. In this way, weak areas can be strengthened including communications and strong areas maintained."
- Group members noted that workers feel uninformed on incident investigations – incident reports are submitted and that is often the last anybody hears of the incident. HSE needs to find ways to get this information to staff.

Recommendations:

- E. Smith to ensure all incident investigations are summarized on Health & Safety Alerts (i.e., incident, causes, corrective actions) (due 11-30-16, completed 07-18-16).
- E. Smith to add the number of investigations each committee is involved in to the PowerLine JOHSC page, add wording saying "Contact your JOHSC for details on investigations," list the investigation titles, and provide links to the H&S Alerts so that all staff have access to the results of investigations

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 4 of 13
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

(due 11-30-16, completed 07-18-16).

- Co-chairs to ensure JOHSC minutes provided to all staff: posted on bulletin boards, posted to the PowerLine (done by HSE), and emailed to all staff covered by the committee (due 06-30-16). Revised due date 03-31-17.
- Co-chairs to migrate JOHSC meeting minutes to the upgraded *Form 14.04.2: JOHSC Meeting Minutes* (available on the Powerline). This form now contains a section entitled “*Items Completed in Current Fiscal Year.*” This will be a good way to mark successes of the committee over the year, and will be useful in updating the staff at the semi-annual General H&S Meetings (due 06-30-16). HR and Thermal have done this, Hydro remains. Revised due date: 03-31-17.
- Co-chairs to add some agenda items to the semi-annual General Health & Safety Meetings in FS, SM, HR, YK, and NK (due 12-31-16):
 - o Provide an overview of what the committee is focussing on
 - o Go over the list of items actioned in the last 6 months
 - o List the titles of investigations participated in the last 6 months
- Co-chairs of each JOHSC to review page 13 and 16 of the Safety Perception Survey report, as well as the recommendations in item 2017-06 from the Central JOHSC meeting, and discuss ways to improve survey results for the JOHSC question – ways to improve the effectiveness of their JOHSCs. These recommendations should be implemented and reported back to the Central JOHSC at the next Central JOHSC meeting (due 11-30-16). Revised due date: 03-31-17.

Actions taken:

- Low RPH incidents are summarized monthly in an H&S alert. A separate H&S Alert is generated for every incident that is investigated (complete 07-18-16).
- JOHSC PowerLine page now includes a list of investigations sorted by JOHSC with a link to the H&S alerts page (completed 07-18-16).
- Co-chairs to report back on 4 action items at April 2017 meeting.

Initiated by: E. Smith

Date required: March-31-17

Responsible party: **Co-chairs**, E. Smith

Date complete: [Click here to enter a date.](#)

Item # 2017-07


Date initiated: June-7-16

Item details: Corrective Action Tracking (Incident Investigations & Concern Reports)

- *Form 10.6 - Incident Report & Investigation Register* and *Form 10.5 - Concern Report Register* now include a tab that tracks completion of corrective actions
- Prior to this it was very hard to track completion of items
- Suggestion to add a sample investigation report to the PowerLine to help investigators complete the form properly (completed 07-13-16)
- J. Storvold noted that when an incident takes place involving equipment failure, the AME Director should be notified and invited to provide a member to sit on the investigation team. In cases such as failed heat trace, there may be an NTPC-wide change that needs to be made by AME in terms of equipment purchase and install.

Recommendations:

- E. Smith to provide a report to Senior Management and the JOHSCs each month on the progress of concern report action item completion. This will help ensure action items stay on track (due 11-30-

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 5 of 13
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

<p>16, completed 07-29-16).</p> <ul style="list-style-type: none"> - E. Smith to post sample completed incident investigation form to PowerLine (due 06-30-16, completed 07-13-16). - E. Smith to ask the AME Director to provide a member to sit on the investigation team when equipment failure results in a medium or high RPH incident (will be done when next opportunity arises).
--

<p>Actions taken:</p> <ul style="list-style-type: none"> - E. Smith posted sample completed incident investigation form to PowerLine (completed 07-13-16) - E. Smith created <i>Monthly Report: Concern Report Action Register and Incident Investigation Register</i> (completed 07-29-16)

Initiated by: E. Smith	Date required: November-30-16
Responsible party: E. Smith	Date complete: July-29-16

Item # 2017-08	Date initiated: June-8-16
----------------	---------------------------

<p>Item details: Investigations Requiring JOHSC Signoff</p> <ul style="list-style-type: none"> - When HSE sends completed investigation reports to the responsible JOHSC for review and signoff, this is not always done in a timely manner – there are many still outstanding. - JOHSC review of investigations is a key part of the investigation process and is one of the ways JOHSC participate in investigations. - These need to be reviewed and signed by the July 2016 meeting, then returned to HSE for filing. - Going forward we need a commitment that investigations emailed to the Co-chairs for signoff are dealt with at the following meeting, each one included as a separate item on the minutes, and then returned to HSE.
--

<p>Recommendations:</p> <ul style="list-style-type: none"> - A. Crowther to email Co-chairs all outstanding investigations and request signoff (due 06-15-16, completed 07-13-16). - Co-chairs to review with their respective committees at the June or July meeting, sign off, and return them to A. Crowther (due 07-31-16). Revised due date 02-28-17.

<p>Actions taken:</p> <ul style="list-style-type: none"> - Outstanding investigations were emailed to JOHSC Co-chairs for signoff in July meeting (completed 07-13-16). - Several investigations still require signoff, although this is improving. To be done by 03-31-17.

Initiated by: E. Smith	Date required: March-31-17
Responsible party: A. Crowther, Co-Chairs	Date complete: Click here to enter a date.

Item # 2017-09	Date initiated: June-8-16
----------------	---------------------------

<p>Item details: Carrying Firearms for Protection from Bears in Remote Areas</p> <ul style="list-style-type: none"> - On 05-06-16 Director HSE received a request from a lineman to carry a shotgun to a remote worksite
--



Health & Safety Management System Form:
JOHSC Meeting Minutes

Page 6 of 13

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

at Snare. After lengthy discussions with the Directors of T&D and Hydro and other members of the H&S Dept., the request was approved on a one-time basis.

- SWP 1.23: *Firearm Safety* states that personal firearms are not allowed at Snare
- The guns at the hydro sites fall under a Business Firearms Licence and are only accessible to people listed on the licence
- Question for discussion: should our linecrews have a gun cabinet with shotguns that can be taken on line patrols, trouble calls, etc. to remote areas in the summer to be used as protection from bears?

Recommendations:

- Do not allow NTPC workers to carry firearms:
 - o Having a firearm onsite introduces a serious workplace hazard
 - o Just because a person has an FAC does not necessarily mean they handle or store firearms safely
 - o Other occupations that carry firearms (e.g., RCMP) get not only firearms training, but also psychological analysis
 - o Rifles or shotguns are not necessarily going to deter a bear, even if the bear is shot, and are cumbersome in close quarters
 - o Bear spray is a very effective against bears and is a compact and versatile means to deter aggressive bears
 - o Crews can hire a bear monitor – Canadian Rangers are available in every community. They can carry a firearm and will likely be a First Aider as well
- E. Smith to ensure this is reflected in the Firearm SWP (due 06-30-16)

Actions taken:

- *SWP 1.20: Bear Safety and SWP 1.23: Firearm Safety now reflect the recommendations (completed 07-18-16).*

Initiated by: E. Smith

Date required: June-30-16

Responsible party: E. Smith

Date complete: July-18-16

Item # 2017-10


Date initiated: June-8-16

Item details: Building a Sense of Team on JOHSCs

- Note: this item was extracted from discussion points in item 2014-05.
- Discussion around ways to build sense of “team” on the JOHSCs. Committees will become more effective as they realize they are a team with an important role in workplace safety and safety culture.
- Discussed rewards for members with the intention of building team (e.g., getting jackets, hats, or watches for x years of service). However, some people may not want a jackets, hats, watch, etc. It’s difficult to identify something everyone will like.
- Could send Kudos periodically to JOHSC members.
- Could give out gift card Master Cards, though may not meet the intent of team building.

Recommendations:

- E. Smith to see if there is budget available to provide \$100 gift cards to all JOHSC members. Would be presented at the December General safety meeting by HSE or Divisional Director (due 11-30-16).

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 7 of 13
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

- 12-06-16 update:
 - o E. Smith suggested funding for recognition should come from applicable Directors.
 - o Further discussion on who should receive recognition for participation on the committee. Group decided on anyone who serves at more than 8 meetings in a calendar year would be eligible for recognition.
 - o Also long-serving outgoing members should also receive recognition.
 - o JOHSCs to speak with applicable Director to request funding for recognition.
 - o Suggestion to make a picture board with individual photos of committee members. This could be placed on the safety bulletin board, and photos switched out when turnover occurs. Committees can determine whether they wish to do this.
 - o All members should be recognized for their service and efforts at the December General H&S meeting, regardless of length of time on the committee.

Actions taken:

- Committees to report at April 2017 meeting on how this went.

Initiated by: Central JOHSC	Date required: November-30-16
Responsible party: Co-chairs	Date complete: Click here to enter a date.


Item # 2017-11	Date initiated: June-8-16
----------------	---------------------------

Item details: Use of Vehicle Sign-Out Agreements

- Vehicles at Snare show considerable damage that has largely gone unreported
- Vehicles at Snare are a lifeline for the Plant Operators
- They are used by regular site employees (Operators, cooks), but also by visiting employees and contractors. Sometimes parties leave site and leave the vehicles dirty on the inside and out, causing the Plant Operator more work to clean the vehicles.
- Although issuing vehicles using the sign-out agreement forms will require time and attention from onsite staff (likely the Plant Operator), it would be financially worth it as we could then charge vehicle users for damages, cleaning, etc. as the onus should be on the user for this.

Recommendations:

- Central JOHSC recommends that the vehicle sign-out forms become mandatory across NTPC.
- The agreement forms are being used successfully in Ft. Simpson and Hay River and have been found to be beneficial.
- Their use will be of benefit at Snare where there has been a lot of unrecorded vehicle damage, and where it is not uncommon that the Operators end up cleaning out and washing vehicles used by other parties. These forms will help track damage and tidiness issues and should help reduce related cleaning and repair costs considerably. The forms would be used when vehicles are borrowed overnight or for long trips, or at the vehicle issuer's discretion.
- **Action item: E. Smith to approach Senior Management with this recommendation (due 06-30-16). Revised due date 03-31-17.**
- 12-16-16 update:
 - o Group discussed possibility that vehicle assignment be done in the planning portion of jobs – sign out a vehicle using CMMS. There could be a requirement for vehicle to be returned with the Vehicle Inspection checklist and Vehicle Sign-out Agreement. This will make an

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 8 of 13
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

employee accountable for the vehicle and ensure they complete their forms and the work order would provide any maintenance issues to the maintenance planner. L. Watsyk investigated with CMMS Specialist and determined this was not possible.

- o E. Smith to bring topic to Senior Management.

Actions taken:
-

Initiated by: Central JOHSC	Date required: March-31-17
Responsible party: E. Smith	Date complete: Click here to enter a date.

Item # 2017-12	Date initiated: June-8-16
----------------	---------------------------

Item details: **Continual Support of H&S Management System**

- Safety is important and we have a good HSMS, however people are struggling to understand the system – training was two years ago, and there have been considerable changes since then, including the new PowerLine.
- What can we do to bring HSMS to the forefront? There has been a shift in NTPC commitment that safety is first.
- Some Group H&S Meetings are not being held and minutes are not being posted to the workspace.
- Can H&S Mgmt. System (HSMS) Essentials be delivered as mandatory training annually?
- Hydro Director has requested safety discussion become a mandatory component of the daily morning meeting. Perhaps safety training could be incorporated into the morning meeting at Jackfish – say 30 minutes to cover key portions of the HSMS elements. Could commit 30 minutes/day to reviewing documents on the PowerLine, which will help staff become familiar both with the PowerLine and the documents.

Recommendations:

- J. Poitras to follow up with those managers who are not holding meetings, nor posting minutes to the workspace and will ask them to post minutes to the proper location. If their meeting minutes are burdened with old, stalled items, they will be shown the item escalation process so that they can clean up their minutes by actioning items, moving items to concern reports, or referring them to the JOHSC (due 06-30-16). Revised due date: 03-31-17.
- E. Smith to discuss with Training & Development Specialist whether HSMS Essentials can be delivered as mandatory training annually (completed 07-13-16)
- E. Smith to place a picture of the upcoming Safety Handbook on the PowerLine with the caption “coming soon!” (completed 06-17-16)
- Hydro Co-chairs to approach Hydro Division management and request that time (no more than 30 minutes) be set aside during morning meetings at Jackfish to cover small bits of H&S Mgmt. System training (due 06-30-16).

Actions taken:

- **Placed a picture of the upcoming Safety Handbook on the PowerLine with the caption “coming soon!” (completed 06-17-16)**
- **E. Smith discussed with Training & Development Specialist whether HSMS Essentials can be delivered as mandatory training annually. All staff are currently required to take it every 3 years – to**



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

require it every year would be difficult. It will continue to be provided every 3 years; however we aim to provide scheduled training sessions twice/year, so if people need to take it more often they are welcome to. Elements are also reviewed in monthly safety meetings (completed 07-13-16).

- J. Poitras met with managers re: safety meetings (complete 07-29-16).

Initiated by: R. MacIntosh

Date required: June-30-16

Responsible party: J. Poitras, E. Smith, Hydro Co-chairs

Date complete: July-29-16

Item # 2017-15

Date initiated: June-8-16

Item details: H&S Accommodation and Vehicle at Snare

- When there is lots of work taking place at Snare, this is an important time for a Health & Safety professional to visit site. Several times recently the H&S Coordinator requested to go to site, but was denied because there was no room at camp and no vehicle available.
- Discussion that some people are known to refuse to share a room with other workers, so in some cases beds may be open but are not made available.
- Flights could be used to travel to site for the day if beds are not available.

Recommendations:

- E. Smith to approach Hydro management to request that room be made available, when beds are open, for a H&S professional to attend site. As well, a vehicle must be made available to H&S (shared if required, e.g., the cook's vehicle) while at site. H&S personnel should be welcome at site at any time (due 07-31-16).
- During fall 2016 shutdown safety staff were unable to go to Snare as there was no room. At our largest and most active site, there is a need for safety monitoring and coaching. A room and vehicle should be made available. Perhaps vehicle sharing would be possible with other groups. If rooms are full, perhaps some people could double up so to free up a room for safety staff. E. Smith to discuss further with Hydro Director.

Actions taken:

- E. Smith spoke with Hydro Director, who is in favour of a safety presence on site. A safety presence was requested at Snare for several weeks this summer and at Taltson. It was reported to have had a positive effect and should be continued going forward at times where lots of activity is taking place at site (completed 07-08-16).

Initiated by: J. Poitras

Date required: July-31-16

Responsible party: E. Smith

Date complete: [Click here to enter a date.](#)

New Items

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

Item # 2017-17

Date initiated: December-6-16

Item details: Review of last Hydro JOHSC minutes from May 20, 2016

- C. Steed presented minutes



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

Recommendations:

- NA

Actions taken:

- NA

Initiated by: C. Steed

Date required: December-6-16

Responsible party: NA

Date complete: December-6-16

Item # 2017-18

Date initiated: December-6-16

Item details: **Review of last Thermal JOHSC minutes from November 23, 2016**

- L. Watsyk presented minutes

Recommendations:

- NA

Actions taken:

- NA

Initiated by: L. Watsyk

Date required: December-6-16

Responsible party: NA

Date complete: December-6-16

Item # 2017-19

Date initiated: December-6-16

Item details: **Review of last Hay River JOHSC minutes from November 10, 2016**

Recommendations:

- S. Mugford presented minutes

Actions taken:

-

Initiated by: S. Mugford

Date required: December-6-16

Responsible party: NA

Date complete: December-6-16

Item # 2017-20

Date initiated: December-6-16

Item details: **Health & Safety Management System Update**

- Powerline
 - o Reviewed with group
- Arc Flash



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form No.:
14.04.2

- o Arc Flash training program is ready to deliver – just need to set dates
- Working Alone
 - o Cell phones being used well
 - o InReach withdrawn for further trial
 - o Road travel forms still being used, developing a web form
- Work Protection Code
 - o Training program has been revised and improved, ready for delivery next week
- Health & Safety Management System Essentials Training
 - o Training program has been revised and improved, ready for delivery
- Incident Investigation Training
 - o Training program has been revised and improved, ready for delivery
- Safety Handbook
 - o Printed in July and provided to all staff
- Safe Work Practices Manual
 - o Currently at printers
- Work protection Log Books
 - o Currently at printers

Recommendations:

- None

Actions taken:

- Update only

Initiated by: E. Smith

Date required: December-6-16

Responsible party: NA

Date complete: December-6-16

Item # 2017-21

Date initiated: December-6-16

Item details: **Training Presentation: Worksite Visits**

- J. Poitras presented.

Recommendations:

- None

Actions taken:

- None required

Initiated by: J. Poitras

Date required: December-6-16

Responsible party: J. Poitras


Date complete: December-6-16

Item # 2017-22

Date initiated: December-6-16

Item details: **Quarterly Safety Statistics Review (Q2)**

- E. Smith presented statistics.

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 12 of 13
	<p>Monitor: Director, Health, Safety & Environment</p>	Form No.: 14.04.2

- Discussion on high number of 3rd party line contacts. Discussion that NTPC needs to do more, especially for first responders. There are residential lines in some communities that are lower than code.
- Suggestion from C. Steed: make signs, sent to contractors to put up in their shops (e.g., Look Up and Live). Could also have our Plant Superintendents approach contractor working in their communities and speak with them about powerline safety.

Recommendations:

- NA

Actions taken:

- E. Smith added suggestions to list of items to improve Safety Culture at NTPC.

Initiated by: E. Smith	Date required: December-6-16
Responsible party: NA	Date complete: December-6-16

Item # 2017-23	Date initiated: December-6-16
----------------	-------------------------------

- Item details: **Use of Old Versions of Forms**
- Discussion around how to know whether a form is the latest version.
 - Many locations print them off and then photocopy that form, so if the form online is updated some people will be using an outdated form.
 - This presents the problem of having to check the online version anyway to determine what the most recent update is.
 - Forms most often used by workers (Tailboard Meeting and Incident Report) are rarely updated – they were updated when the new Health & Safety Management System was implemented, and tweaked a couple times since, but no large changes are expected.
 - Group decided to continue as is, and when outdated forms are noticed that should be corrected.
 - Eventually people will become more comfortable using the PowerLine and should always download the most recent form from there.

Recommendations:

- NA


Actions taken:

- NA

Initiated by: D. Bourke	Date required: December-6-16
Responsible party: NA	Date complete: December-6-16

Item # 2017-24	Date initiated: December-6-16
----------------	-------------------------------

- Item details: **Improving Safety Culture**
- Discussion around safety culture and what is needed to improve it. Need both carrots (incentives) and sticks (consequences) to build strong safety culture.

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 13 of 13
	Monitor: Director, Health, Safety & Environment	Form No.: 14.04.2

Recommendations: - Each JOHSC to come up with ten suggestions to change safety culture.	
Actions taken: -	
Initiated by: J. Stewart	Date required: March-31-17
Responsible party: Co-chairs	Date complete: Click here to enter a date.

Next Meeting Details	
Date: April-4-17 to April-5-17	Time: 9:00 am to 4:00 pm
Chairpersons: J. Poitras, E. Smith	Secretary: E. Smith

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