



Health & Safety Management System Form:
JOHSC Meeting Minutes

Page 1 of 3

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hydro	Location: North & South Slave	
Date: December-14-18	Start time: 2:00pm	End time: 3:00pm
Secretary: Nihal Costa	Chairperson: Colin Steed	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Colin Steed	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jason Courtemanche	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Ken Bell	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Jean Guy Poitras	4	HSE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Dennis Bourke	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Grant Penny	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Robert Burgin	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Nihal Costa	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bryan Brazeau	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Robert Sunderland	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Stuart Robinson	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tom Deleff	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Sergio Catlyn	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
John Davenport	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Eileen Hendry	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Drew Farmer	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required



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Page 2 of 3

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Approval of Previous Meeting Minutes

Date of last meeting: November-13-18 Approved? Yes No

Discussion: Reviewed minutes from last meeting. Discussed Items 2019-01 and 2019-02.

Outstanding Items at Previous Meeting

Item # 2019-01 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. Once Taltson (ongoing) is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. Snare emergency response to be simulated at Jackfish. *Need to Complete Simulations and review any changes*. Ongoing (Hay River to provide possible ERP training) **Will be sending out request for update regarding 2019-01 to Eddie Smith. Need to have Table Top group set up with Eddie for this item. Colin to follow-up**

Initiated by: Colin Steed Date required: July-31-17

Responsible party: Eddie Smith Date complete: [Click here to enter a date.](#)

Item # 2019-02 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. Approved and Robert to go out for bids. There is budget line for this work and it will be completed this coming spring. Jan. 26, we had update from Sergio we heard they have gone for quotes however, there is no project brief at this time. The new fence will go around all of the staffhouses. Update: Construction planned for spring 2019. **No Further action to be taken by committee.**

Initiated by: Dennis Bourke Date required: June-30-19

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



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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	Snare Fire Alarm Switch Removal – Robert B. to confirm	March 24	April 30
2			
3			

Hydro JOHSC Monthly Incident Review

Item #	Brief Description	Date Initiated	Date Completed

Hydro JOHSC Facility Safety Inspection Schedule

Month	Fort Smith	Jackfish
Dec		
March		
June		

Next Meeting Details

Date: January-18-19	Time: 3:30pm
Chairperson: Nihal Costa	Secretary: Nihal Costa

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