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Meeting Details		
Group: Central JOHSC	Location: Skype Call	
Date: December-16-19	Start time: 9:07 am	End time: 11:40 am
Secretary: E. Smith	Chairpersons: E. Smith, J. Poitras	

Attendance			
Name	Worker, Management, Guest	Present	Reason absent
E. Smith	Director HSE (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
J. Poitras	H&S Coordinator, Hydro (Chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
M. Lakusta	JOHSC Hay River (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
D. Kopp-van Egteren	JOHSC Hay River (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Brazeau	JOHSC Hydro (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
S. Catlyn	JOHSC Hydro (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
C. Daw	JOHSC Thermal (Worker)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
B. Mallaley	JOHSC Thermal (Mgmt.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
J. Pokiak	JOHSC Thermal (Worker) – guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
J. McRury	JOHSC Thermal (Worker) – guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

Approval of Previous Meeting Minutes			
Date of last meeting: October-23-18	Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Discussion: <ul style="list-style-type: none"> - Motion to approve 10-23-18 Central JOHCS Meeting minutes B. Mallaley, 2nd J. Pokiak, motion carried - Each JOHSC to review 12-16-19 Central minutes at their next JOHSC meeting 			

Item # 2017-11	Date initiated: June-8-16
Item details: Use of Vehicle Sign-Out Agreements <ul style="list-style-type: none"> - 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 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.
- 04-25-17 update:
 - o E. Smith to bring this recommendation to Senior Management.
 - o Revised due date: 06-30-17, not completed
- 10-24-17 update:
 - o The concern at Snare, as at previous meetings, is that there are not enough resources to administer the forms (i.e., Plant Operators). So although the forms would provide value, they cannot be administered with current staffing levels.
 - o Hydro is implementing an advance booking requirement for Snare vehicles and accommodations.
 - o E. Smith to bring recommendation to implement vehicle sign-out agreements across NTPC to Senior Leadership Team.
 - o Revised due date: 04-17-18
- 04-17-18 update:
 - o E. Smith to bring recommendation to implement vehicle sign-out agreements across NTPC to Senior Leadership Team. Program administration must be clear and consistent.
 - o Revised due date: 10-23-18.
- 10-23-18 update:
 - Meeting Discussion: Problems at Snare with so many contractors at Snare and mechanics can't keep up with the condition of the trucks. Lack of resources at Snare to monitor the vehicles at Snare and keep them in good condition.
 - Item carried over

Actions taken:

- 11-04-17 update: E. Smith contacted C. Steed to see if Hydro's advance booking requirement for Snare vehicles and accommodations using CMMS, which went into effect 11-02-17, would be an opportunity to introduce the sign-out forms at Snare as a self-administered form, to see if it would get



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uptake and provide value. C. Steed agreed to try it out, noting that it would be important not to have too much of a paper burden.


- 10-23-18 update:
 - o E. Smith brought recommendation to Senior Leadership Team on 05-01-18.
 - o Recommended that NTPC vehicles borrowed overnight or for highway trips require a vehicle sign-out agreement.
 - o Approved by SLT on condition of proper rollout under clearly defined circumstances. Process to be included in Element 05: Company Rules.
 - o E. Smith to work with P. Grant and B. Whitford to determine repercussions relating to repairs of damage, cleaning etc.
- 12-16-19 update:
 - o E. Smith brought back to SLT on Dec. 13 as we now have a different president and it had been over a year since SLT approved it but it had not been implemented.
 - o The discussion was around how much of an administrative burden it will be to administer this process. Already taking place in Ft. Simpson, Hay River, Ft. Smith. Inuvik will implement in January and follow up with E. Smith with feedback. In Snare and Yellowknife it will be more difficult to administer these forms.
 - o SLT agreed it should be in place for contractors, but not necessarily for employees as employees should be reporting all vehicle incidents. Process will continue to be considered an option for employees, but a requirement for contractors. For Snare it will be made a self-administered process that will be managed/required through the project managers.

Initiated by: Central JOHSC

Date required: April-9-19

Responsible party: E. Smith

Date complete: December-13-19

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

Item # 2020-01	Date initiated: October-23-18
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Item details: **2019/20 Quarterly Health & Safety Statistics Report – Q2**

- Reviewed and discussed report, some items of interest:
 - o Nearly half of incidents are from contractors
 - o No lost time or restricted work incidents to date
 - o As of Q2 injuries due to falls at same level and repetitive strain are fewer than usual, which is good
 - o As of Q2 incident types “injury other” and “near miss” are quite high. It is good to see near miss reporting on the rise; this is something we need to be encouraging as committees. Injuries to date mostly include non-reportable injuries (First Aid and very slight injuries that require no treatment). There have been two medical treatment injuries so far.
 - o Concern reporting is an issue
 - B. Brazeau reports people are becoming disillusioned with the process due to slow or non-responses from managers.
 - E. Smith noted that with some managers it has been difficult getting any response from them.
 - J. Poitras noted that he and E. Smith meet weekly with the Hydro and Thermal directors and review concern report response and corrective action completion. It is a work in progress, but we are trying to get caught up on outstanding reports and action items.
 - M. Lakusta offered to review the process with E. Smith to identify gaps and potential solutions.
 - D. Kopp-van Egteren suggested K2 workflow may be a potential solution to encourage managers to respond in a timely manner to concern reports, as it provides daily reminders and escalates to the director level when a response is not given.

Recommendations:

- E. Smith and M. Lakusta to meet to discuss process gaps and potential solutions.

Actions taken:

-


Initiated by: E. Smith	Date required: April-29-20
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Responsible party: NA	Date complete: Click here to enter a date.
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Item # 2020-02	Date initiated: December-16-19
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Item details: **Hay River JOHSC 11-27-19 Meeting Minutes Review**

- Reviewed minutes
- Membership is all fairly new – none have attended Central JOHSC before
- Interested in creating templates for new member orientation, new chairperson orientation, newsletters, legacy procedures for annual calendar (e.g., showing General H&S meetings, Safety & Health week, scheduled inspections, etc.) that can transcend changes in membership. These could

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be shared with other committees for their use.

- E. Smith pointed group to [Health & Safety Committees Reference Guide](#) on PowerLine as a source of info for new and existing JOHSC members

Recommendations:
-

Actions taken:
-

Initiated by: M. Lakusta	Date required: NA
Responsible party: N/A	Date complete: NA

Item # 2020-03	Date initiated: December-16-19
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Item details: **Thermal JOHSC 11-29-19 Meeting Minutes Review**

- Reviewed minutes
- Noted lots of turnover on the committee
- Building levelling in Ft. Simpson was an item that the committee helped get done quickly this summer
- B. Mallaley will provide E. Smith with confirmation of committee membership

Recommendations:
-

Actions taken:
-


Initiated by: B. Mallaley	Date required: NA
Responsible party: NA	Date complete: NA

Item # 2020-04	Date initiated: December-16-19
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Item details: **Hydro JOHSC 11-15-19 Meeting Minutes Review**

- Reviewed minutes
- Discussed JOHSC site inspections. E. Smith noted that as per the element, inspections are to be done a minimum of quarterly. The Hydro JOHSC needs to do them in YK and Ft. Smith, but are not required to travel to the satellite plants and hydro sites for inspections. Instead, the JOHSC would review the inspections completed by onsite staff (Plants Superintendents or Operators) on a quarterly basis.

Recommendations:
-

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Actions taken: -	
Initiated by: S. Catlyn	Date required: NA
Responsible party: NA	Date complete: NA

Item # 2020-05	Date initiated: December-12-19
Item details: Training Presentation: Bullying in the Workplace <ul style="list-style-type: none"> - Discussion on bullying in the workplace - B. Brazeau noted that the new Collective Agreement includes requirements around Safe Disclosure and Mental Health Committees. Requested that these be topics of discussion at our next Central JOHSC meeting. E. Smith added these to the agenda for the April 29, 2020 meeting. 	
Recommendations: - NA	
Actions taken: - NA	
Initiated by: E. Smith	Date required: NA
Responsible party: NA	Date complete: NA

Item # 2020-06	Date initiated: December-16-19
Item details: Health & Safety Management System Update <ul style="list-style-type: none"> - Work Protection Code Review Committee October meeting <ul style="list-style-type: none"> o Agreement around surrender before switching, adjusting Switching Plan so grounding is a separate section, clarification that Linecrew can act as Issuing Authority on distribution systems - Thermal H&S Coordinator position recruitment <ul style="list-style-type: none"> o HSE has run the ad four times, each time identifying suitable candidates; however each time candidates found employment closer to their homes and exited the process o HR has run the ad again, and has also used a recruitment agency to improve chances of finding a suitable candidate. o HSE is unwilling to reduce the qualifications for the position (either education or experience) and is willing to wait to find the right candidate. Thermal JOHSC members voiced agreement with this decision as we need the right person in the position, someone who builds relationships, can train, can do both office and field work, and can thrive in the community. 	
Recommendations: - NA	



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Actions taken:

- NA

Initiated by: E. Smith

Date required: NA

Responsible party: NA

Date complete: NA

Next Meeting Details

Date: April-29-20

Time: 9:00 am to 4:00 pm (Skype meeting)

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