



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: JOHSC Thermal	Location: Andy in Colville Lake, Steve and Roger in Inuvik, Boyd and Les in Fort Simpson, Tommy by phone, Rob Closs in Norman Wells	
Date: December 19, 2017	Start time: 10:30 am	End time: 11:00 am
Chairperson: Boyd Mallaley	Secretary: Andy Crowther	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	8	Management, Chair Person	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bob Eldridge	6	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Daniel Bruneau	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Tommy Betsidea	7	Worker – by phone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Steve Harrison	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Les Watsyk	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Roger Rivait	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andy Crowther	9	Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Moorman	3	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Robert Gerhardt	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Robert Closs	1	Acting Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ned Day	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

* 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-24-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Outstanding Items at Previous Meeting

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Item # 2017-12	Date initiated: November-24-17
Item details: Canada Safety Council JOHSC training	
Recommendations:	
Actions taken: Followed the training but only able to complete up to module 4. Presentation would not allow to progress past this module. Kristen will try to find out from training vendor if there is a fix. - Kristen still working on this	
Initiated by:	Date required: January-26-18
Responsible party:	Date complete:


Item # 2017-13	Date initiated: November-24-17
Item details: General Health and Safety meetings planned for Inuvik (Dec 5th) and Fort Simpson (Dec 5 th)	
Recommendations:	
Actions taken: Both meetings occurred on Dec. 5 th - Completed	
Initiated by:	Date required: December-5-17
Responsible party:	Date complete: December-5-17

New Items

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

Item # 2017-16	Date initiated: December-19-17
Item details: Review of incident reports from October/November 2017	
Recommendations: - Discussion about mechanical check of overhead doors in plants - Les to have doors in Fort Simpson checked - Roger working to replace overhead doors in line crew shop in Inuvik - Mechanics in Inuvik to check doors in Inuvik plants	
Actions taken: Complete	
Initiated by:	Date required: December-19-17
Responsible party:	Date complete: December-19-17

Item # 2017-17	Date initiated: December-19-17
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Item details: Review of incident investigations from October/November 2017	
Recommendations:	
Actions taken: Snare Helicopter Load Drop Investigation - Complete	
Initiated by:	Date required: December-19-17
Responsible party:	Date complete: December-19-17

Item # 2017-17	Date initiated: December-19-17
Item details: Review of Health and Safety Alert – Incident Summary November 2017	
Recommendations:	
Actions taken: Complete	
Initiated by:	Date required: December-19-17
Responsible party:	Date complete: December-19-17

Items Completed in Current Year			
Item #	Brief Description	Date Initiated	Date Completed
2015-030	Grounds Testing in plants	Dec. 16, 2015	April 28, 2017
2017-04	Review of Site Emergency Response Plans	May 29, 2017	June 30, 2017
2017-01	Ten suggestions to change safety culture	May 29, 2017	June 30, 2017
2016-012	Safety training for Plant Superintendent Casuals	December 31, 2016	Oct 02, 2017
2017-03	Incident Investigation Training for JOHSC members	May 29, 2017	Nov 3 2017

Thermal JOHSC Facility Safety Inspection Schedule				
Month	Inuvik		Ft. Simpson	
April	Bob/Andy	X	Daniel/Darren	
July	Roger/Rex		Boyd/Les	
October	Bob/Andy	X	Daniel/Darren	X
January	Roger/Rex		Boyd/Les	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 4 of 4
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* Safety inspections shall be carried out prior to the monthly meetings by one worker representative and one management representative.

Next Meeting Details	
Date: January-26-18	Time: 1:30 PM
Chairperson: Boyd	Secretary: Andy

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

- If an item is on the minutes longer than 3 meetings (3 months), it can be elevated to the next committee up.
- Group H&S Meetings > JOHSC > Central JOHSC > Director HSE > Senior Management.
- Items that will take more than 3 months to complete can be entered onto a Concern Report and submitted.