



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2


Meeting Details

Group: Hydro	Location: North & South Slave	
Date: December-21-17	Start time: 15:00	End time: 16:00
Secretary: Darren Hazenberg	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
Jason Courtemanche	7	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Ken Bell	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Duane Rohne	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jean Guy Poitras	6	HSE	<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On duty travel
Robert Sutherland	0	Plants/Operations Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
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

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	Health & Safety Management System Form: JOHSC Meeting Minutes	Page 2 of 4
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Approval of Previous Meeting Minutes


Date of last meeting: November-28-17	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Discussion: Reviewed November Minutes. Had detailed review of how to access SWP off of the power line. Reviewed SWP 1.09 – Airplane Safety and reviewed SWP 1.08 Helicopter SWP which has a new section regarding rotor wash. Darren to send note to David Dewar regarding the required use helicopter helmets during line patrols as not all workers can wear a helmet in a helicopter. Discussed Jackfish General Staff meeting which was well attended and we went through AED operation and working in cold temperatures. Gift cards for Ken, Jason, Nihal and Dennis for attended 8 or more meetings this year, good job. Jean-Guy to follow up with Eddie regarding resolution and corrective actions for the accident incident investigations that have been completed or our ongoing investigations. Darren to put in a concern report regarding helicopter landing at snare garage.</p>	

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. Once Taltson is completed and we can start our simulations of the emergency response for Jackfish, Snare and Taltson. 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: We are waiting for a response from Colin Steed and Eddie regarding this issue.	
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. There is budget line for this work and it will be completed this coming spring	

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Initiated by: Dennis Bourke	Date required: September-29-17
Responsible party: Robert Burgin	Date complete: Click here to enter a date.

Item # 2017-004	Date initiated: November-28-17
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. This work was completed by the YK Line Crew and can be removed from the next meeting minutes.	
Initiated by: Darren Hazenberg	Date required: December-21-17
Responsible party: Darren Hazenberg/ Robert Burgin	Date complete: December-4-17

New Items (incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)	
Item # No New Items this Meeting	Date required:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Initiated by:
Responsible party:	Responsible party:

* Copy table above and insert as required

Items Completed in Current Fiscal Year			
Item #	Brief Description	Date Initiated	Date Completed
1			
2	Put in preventative work order for checking and possibly replacing AED batteries	May 15	November 16
3			
4	Put up the thin ice warning sign by the line shop	November 28	December 4



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Hydro JOHSC Monthly Incident Review

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: January-25-18	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