



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

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**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Meeting Details**

Group: Hay River JOHSC		Location: Skype Meeting	
Date: December-14-21		Start time: 1:30	End time: 2:00
Secretary: David Kopp-van Egteren		Chairperson: David Kopp-van Egteren	

**Attendance (call in #)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	8	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	7	Union Rep Worker/Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Joshua Clark	7	HSE Rep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	4	Union Rep Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	6	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adam Montague	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	3	Union Rep Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bailey Corrigan	6	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	6	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	NA	Guest	<input type="checkbox"/> Yes <input 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-23-21	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Quorum was not met so approval could not occur	

**Outstanding Items at Previous Meeting**

<b>Item # 2021-11</b>	<b>Date initiated: April 29, 2021</b>
<b>Item details: Review of Safety Inspection Checklists</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>Investigate the safety inspections of other operational areas</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Safety checklists from other areas to be reviewed</li> <li>Pictorial guides may improve the guide but at the risk of bloat</li> <li>Next quarterly inspection will look over the form and critique</li> </ul>	

- Next meeting will discuss the form
- **Update 2021-06-22:** Josh is travelling to Snare and will follow up with operator with their concerns
- **Update 2021-07-27:** Building inspection form to be reviewed at next meeting
- **Update 2021-08-23:** Form was reviewed in the meeting, HSE to be contacted in regards to possible modifications or appendices, would HSE be available to lead an inspection/training.
- **Update 2021-09-28:** October inspections to be conducted with an HSE representative; Matt to book 3 hour time slot after October 18
- **Update 2021-11-23:** Had to be rescheduled due to COVID. Aim for new year.
- **Update 2021-12-14:** Josh has met with Norm to review the inspection checklists and update as required

**Initiated by: Matt**

**Date required:**

**Responsible party: Matt**

**Date complete:**

**Item # 2021-15 Central JOHSC**

**Date initiated: 2021-10-27**

**Item details: Reviewed meeting minutes**

**Recommendations**

- 

**Actions taken:**

- Discussion of Hardcopies of HSE documents at Snare and other slow internet locations
- Discussion of building inspections
- Adam to provide a quick overview on creating and using a JOHSC team

**Initiated by: Matt**

**Date required: Nov 30,**

**Responsible party: Adam**

**Date complete:**

**Item # 2021-16 Fall Atrium Event**

**Date initiated: 2021-10-27**

**Item details: Fall Atrium Event**

**Recommendations**

- Event to be virtual
- Plan for week of November 22
- Invite Mental Health Committee to participate
- Matt, Dave, Bailey & Heather to assist

**Actions taken:**

- Planning meeting to be held Nov 25
- Event to be set for Dec 7
- Topic tentatively to be sleep

**Initiated by: Dave**

**Date required: Dec 7**

**Responsible party: Matt**

**Date complete: Dec 7, 2021**



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**Parking Lot**  
(Items for Future Discussion)

<b>Item</b>	<b>Date initiated: 2021-09-28</b>
<b>Item details:</b> Underground Locates after obtaining the Hay River Franchise	

<b>Item</b>	<b>Date initiated: 2021-09-28</b>
<b>Item details:</b> Delivery of customer notices with personnel rather than mail or electronic methods	

<b>Item # 2021-18</b>	<b>Date initiated: 2021-11-23</b>
<b>Item details: Liability in the Event of a Vaccine Injury</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Concerns to be drafted and submitted to HSE</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• JOHSC has received information from employees: Employees have raised concerns about the liability of the corporation in mandating vaccines in the event a vaccine injury occurs in an employee</li> <li>• Concerns are unlikely to be limited to Hay River</li> </ul>	
<b>Initiated by: Adam</b>	<b>Date required:</b>
<b>Responsible party: Matt</b>	<b>Date complete:</b>

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

<b>Item # 2021-19</b>	<b>Date initiated:</b>
<b>Item details:</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<b>Initiated by:</b>	<b>Date required:</b>
<b>Responsible party:</b>	<b>Date complete:</b>

<b>Item # 2021-20</b>	<b>Date initiated:</b>
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**Item details:**

**Recommendations**

- 

**Actions taken:**

- 
- 

**Initiated by:**

**Date required:**

**Responsible party:**

**Date complete:**

**JOHSC Monthly Incident/Investigation Review**

Month		
April 2021	Reviewed and Discussed: Increasing number of 3 <sup>rd</sup> party contacts	<input checked="" type="checkbox"/>
May 2021	Reviewed and Discussed: Ice Fall Near Miss – Responsibility for the incident investigation Ants in Office – Annual timing	<input checked="" type="checkbox"/>
June 2021	Reviewed and Discussed: Deline Charter – Landing gear redundant manual system was used successfully. Medium RPH because all necessary systems had backups Hay River COVID Procedures – Onboarding of COVID protocols wasn't as in depth as it was at the height of the pandemic JMR Flood – protocols for sending employees into disasters/emergencies	<input checked="" type="checkbox"/>
July 2021	Reviewed and Discussed: Nonacho Spillway Incident – Tailboarding among predominantly office staff should be emphasised	<input checked="" type="checkbox"/>
Aug 2021	Reviewed and Discussed	<input checked="" type="checkbox"/>
Sept 2021	Reviewed and Discussed: Hay River Transformer Leak Norman Wells Generator Failure/Fire Behchoko Customer Spitting	<input checked="" type="checkbox"/>
Oct 2021	Reviewed and Discussed: Large number of incidents 2 High RPH from MCC project Falling Shelf	<input checked="" type="checkbox"/>
Nov 2021	Reviewed and Discussed: Large number of Snare incidents	<input checked="" type="checkbox"/>
Dec 2021	3 Slips and Falls in November, Yak Trax plug inserted into Atrium event	<input checked="" type="checkbox"/>
Jan 2022		<input type="checkbox"/>



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Feb 2022	<input type="checkbox"/>
March 2022	<input type="checkbox"/>

**JOHSC Monthly Concern Report Review**

Month		
April 2021	Reviewed and Discussed: Mailroom space and storage of large shipments – large items can be stored elsewhere with a call to Vern and Daniel	<input checked="" type="checkbox"/>
May 2021	Reviewed and Discussed: Ice Fall at Rowe’s building – Incident wasn’t reported to full JOHSCs at the time	<input checked="" type="checkbox"/>
June 2021	Sharps Disposal – What is being disposed of, availability at HR Warehouse Road Travel Monitoring – New software being used, improvements are expected	<input checked="" type="checkbox"/>
July 2021	Reviewed and Discussed	<input checked="" type="checkbox"/>
August 2021	No concern reports	<input checked="" type="checkbox"/>
Sept 2021	No concern reports	<input checked="" type="checkbox"/>
Oct 2021	No concern reports	<input checked="" type="checkbox"/>
Nov 2021	No concern reports received	<input checked="" type="checkbox"/>
Dec 2021	No concern reports received	<input checked="" type="checkbox"/>
Jan 2021		<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>
March 2021		<input type="checkbox"/>

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2021	Matt & Adam	<input checked="" type="checkbox"/>
May 2021	Bailey & Heather	<input checked="" type="checkbox"/>
June 2021	Doug & Dave	<input checked="" type="checkbox"/>
July 2021	Matt & Dave	<input checked="" type="checkbox"/>
Aug 2021	Matt & Bailey	<input type="checkbox"/>
Sept 2021	Adam & Mitch	<input type="checkbox"/>
Oct 2021	Bailey & Doug	<input checked="" type="checkbox"/>



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Nov 2021	Dave & Zach	<input checked="" type="checkbox"/>
Dec 2021	Bailey & Dave	<input checked="" type="checkbox"/>
Jan 2021	Adam & Heather	<input type="checkbox"/>
Feb 2021		<input type="checkbox"/>
March 2021		<input type="checkbox"/>

**JOHSC Quarterly Facility Safety Inspection Schedule**  
(See Finance Admin. Assist. for binder & keys)

Month	Personnel	HR Head Office	HR Warehouse	NTEnergy
March 2021	Zach, Matt + 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 2021	Heather, Doug, + 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 2021	Adam, Mitch, +1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November (January) 2021	HSE Led	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**JOHSC Semi-Annual Newsletter**

Month		Complete
Spring 2021	Insurance req. during work time, floor wardens,	<input checked="" type="checkbox"/>
Fall/Winter 2021	Mailroom and large items, refusing medical attention follow up Matt to send out for final comments then distribute	<input checked="" type="checkbox"/>
Spring 2022		
Fall/Winter 2022		

**KUDOS Recognition**

Month	Employee	Reason
August 2021	Travis Perkins Work Protection Trainees	Completing numerous HSE inspections Completion of their work protection training
September 2021	Denis Bourke & Trevor Wetmore Rob Closs Heather Tybring	Being part of an Incident Investigation Team His actions to minimize damage at the Norman Wells Plant Reporting on wildlife safety at the head office



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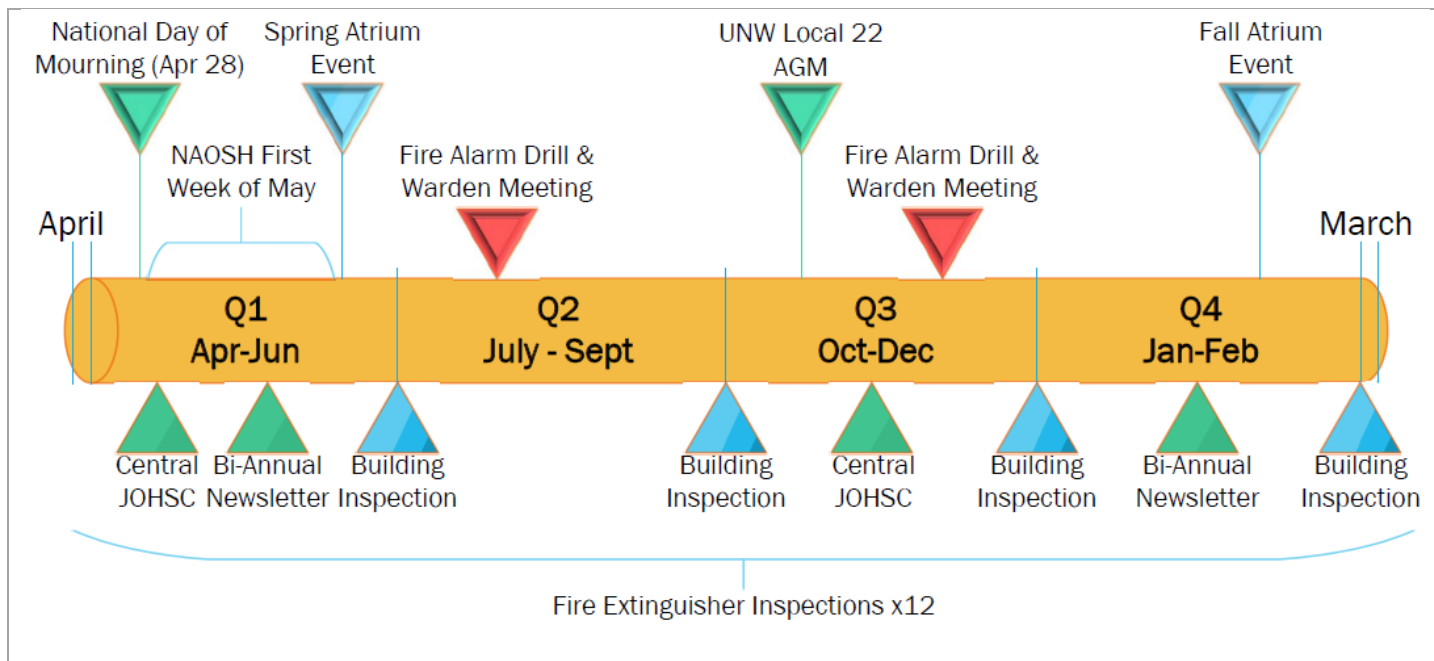
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October 2021	Crystal Mackie Lee Brenton	For diligent reporting of Incidents at HO Timely reporting of his shelving incident
November 2021	Mitch	For his completion of an astounding 4 incident reports while at Snare
December 2021	Heather	For her most interesting portion of the Atrium Event

**Action Item Registry**

Item #	Brief Description	Date Initiated	Date Completed
2019-07	Fire Extinguisher Training	2019-09-25	2021-06-22
2021-03	Medical Attention Refusals	2021-02-23	2021-04-29
2021-04	Review Concern Reports	2021-02-23	2021-04-29
2021-05	Training – Incident Investigation	2021-02-23	2022-06-22
2021-06	HSE Involvement in JOHSC	2021-03-23	2021-04-29
2021-07	Include NTEnergy in Quarterly Inspections	2021-03-23	2021-04-29
2021-08	Safety when Dealing with the Public	2021-03-23	2021-05-25
2021-09	3rd Party Line Contacts	2021-04-29	2021-09-28
2021-10	Improving Concern reporting	2021-04-29	2021-05-25
2021-11	Review of Safety Inspection Checklists	2021-04-29	
2021-12	EOC Dispatch of Employees into Emergencies	2022-06-22	2021-09-28
2021-13	Hay River Sharps Disposal	2022-06-22	2021-10-27
2021-14	Snare Hydro Covid Exposure Plan Review	2021-09-28	2021-11-23
2021-15	Central JOHSC	2021-10-27	
2021-16	Fall Atrium Event	2021-10-27	2021-12-07
2021-17	JOHSC Calendar of Events	2021-10-27	2021-11-23

**Calendar of Events**



**Next Meeting Details**

Date: January-25-22

Time: 1:30 Skype Meeting

Chairperson: Matt/Dave

Secretary: Matt/Dave

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

**Governance**

Management Co-Chair	David Kopp-van Egteren	
		Signature
Union Co-Chair	Matt Lakusta	
		Signature