



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hydro	Location: Yellowknife/Ft. Smith	
Date: October 1, 2021	Start time: 1000AM	End time: 1200PM
Secretary: Sergio Catlyn for Bryan Brazeau	Chairperson: Sergio Catlyn & Stuart Robinson	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Jason Jonassen	3	Worker - Guest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Hazenberg	2	Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Russell Brown	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Trevor Wetmore	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Grant Penney	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bryan Brazeau	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	On duty travel
Stuart Robinson	7	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	5	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Tom Deleff	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Belinda Whitford	5	Observer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Alex Love	5	Observer	<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: August-19-21	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Accepted.	

Outstanding Items at Previous Meeting

Item # 2019-14

Date initiated: May 10, 2019

Item details: NWT Occupational Health and Safety Regulations need to be reviewed for areas to improve JOHSC involvement. JOHSC-Hydro is aware of an inspection report completed by WSCC at the Snare Forks work site that has not been provided to the committee, which is required in the regulations (see Section 53). There may be other sections NTPC needs to review for compliance.

Recommendations: Review NWT OH&S Regulations and provide corrective actions to address compliance with NWT OH&S Regulations.

Actions taken: Recommendation accepted, per Eddie: *"We will review the NWT OHS Regulations and adjust our system to ensure it properly reflects the regulations around JOHSC rights and responsibilities."*

October 18, 2019: Bryan to follow-up on progress on providing corrective actions.

Nov 15/2019; Bryan followed up with Eddie and received some response.

Jan. 17, 2020: Bryan to follow-up and get another update from Eddie.

Nov. 20, 2020: No update at the time of the meeting.

Nov 27, 2020: Eddie Smith Responded via email as follows:

- 1) 2019-14 (NWT OHS Regs reflected in JOHSC element)
 - The JOHSC had noted that they were not receiving WSCC inspection reports
 - a) *Element 14.04: JOHSC section 7: JOHSC Terms of Reference* requires WSCC inspection reports and orders to be shared with JOHSCs.
 - b) This was not done consistently by HSE, which was an oversight, but shall be done going forward.
 - c) Thank you for bringing this to our attention.
 - HSE reviewed the JOHSC requirements in the NWT OHS Regulations. All JOHSC requirements are currently covered in the NTPC Health & Safety Management System.
 - a) We have clarified the *section 8 JOHSC Powers and Duties* line "Cooperate with WSCC Safety Officers" to "Cooperate with WSCC Safety Officers when requested to meet with them or to accompany them on an inspection." as outlined in the regulations.
 - b) Element updated and posted to PowerLine

March 18, 2021: WSCC investigation for Ft. Smith to be sent to JOHSC. OHS Regulations still need to be reviewed for compliance in areas such as signage at Hydro sites.

April 22, 2021: Recent WSCC inspections have been posted and/or sent to JOHSC. Bryan will follow-up with Eddie to clarify.

May 25, 2021: No update.

July 15, 2021: Currently requires update from Bryan

Aug 19th – TBD also noted that there is no real measurement to confirm improvement in engagement. Will keep on following month for update from Bryan



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Oct 1st -Pending update from Bryan Brazeau

Initiated by: Bryan

Date required: August 31, 2019

Responsible party: NTPC HSE

Date complete:

Item # 2021-3

Date initiated: March 18, 2021

Item details: Lack of engagement in safety meetings

Recommendations: Identify ways to promote employee engagement. Management needs to send a message on promoting participation and welcoming engagement.

Actions:

April 22, 2021: Bryan followed up with Eddie and Belinda separately, issue has been acknowledged. Action pending.

May 25, 2021: Discussion on re-evaluating the way NTPC holds safety meetings, potentially going back down to a smaller group size (department based) and reviewing safety items afterwards divisionally.

July 15th - awaiting update from Eddie/Bryan

Aug 19th – Same as previous item.

Oct 1st – Stay with current safety meeting process in meantime AL

Initiated by: Bryan

Date required: March 29, 2021

Responsible party: Bryan

Date complete:

Item # 2021-4

Date initiated: March 18, 2021

Item details: Repeating incidents/concerns.

Recommendations: Review past incident and concern reports for recurring patterns, battery explosions noted as repeating incidents.

Actions:



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April 22, 2021: Bryan had discussion with Eddie but no formal response. JOHSC to perform a review of available incident/reports and near misses via special meeting with participation with HSE.

May 25, 2021: Recommendation verbally approved by Alex and will proceed with follow-ups, assigning resources.

July 25, 2021: NTPC incident reports currently being reviewed in safety meetings.

August 19, 2021 -No update, awaiting update from Bryan

Oct 1, 2021 - awaiting update from Bryan

Initiated by: Bryan

Date required: March 29, 2021

Responsible party: Bryan

Date complete:

Item # 2021-5

Date initiated: Aug 19-2021

Item details: Work protection System does not account for large shutdowns or work across long distances of power transmission lines.

Recommendations:

Actions taken:

Alex to obtain other work protection codes from other utilities for review of wording relating to work over long remote distances – starting with Fortis BCs document. To be circulated and discussed – also a working group may be formed. TO be discussed in November Meeting.

Initiated by: Lee Millar

Date required:

Responsible party: Alex Love

Date complete:

New Safety Items

(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2021-

Date initiated:

Item details:

Recommendations:

Actions taken:



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Initiated by:

Date required:

Responsible party:

Date complete:

Standing Items

(Corrective Action Registers, Incident Report Reviews, Incident Investigation Reviews, WSCC Inspections)

Standing Item 1

Corrective Actions Review

Item details: Review Incident Report and Concern Report Corrective Actions Registers

Recommendations: Management discussion on more sharing of information with employees, right to know hazards in workplace. Improve concern report responses.

Aug 19 – no updated registers for July-Aug

Oct 1, 2021 – Registers Reviewed

Responsible party: Committee

Date complete: n/a

Standing Item 2

Concern and Incident Report Reviews

Item details: Review 2021 Concern and Incident Reports

08-13-21, Hay River Warehouse, NTPC Incident, Low RPH

- Event: A stock transformer leaked approximately 4 L of oil onto the ground.

- Response: The transformer was brought into the warehouse and the spill was cleaned up. The defective transformer will be sent back to the supplier.

JOHSC findings.

- Items with Leak Potential should be stored on spill protection fabric or drip trays.

08-17-21, Norman Wells, NTPC Incident, High RPH

- Event: While in service a generator in the old plant caught fire, critically damaging the unit.

- Response: The fire was extinguished and the generator isolated. A technical Root Cause Analysis will be conducted and the incident will be investigated.

JOHSC findings.

- Electrical machine was what caught fire and not the prime mover
- No indications as to why as yet and no online data currently.

08-12-21, Fort Simpson, Contractor Incident, Low RPH

- *Event: While operating a mulcher a contractor backed up into a residential garbage box, damaging the box.*
 - *Response: The owner of the box was notified of the damages. The garbage box will be repaired by the contractor. Worksite Monitor reviewed SWP 1.15: Vehicle Reversing with the contractor.*

JOHSC findings.

- Not much specifics on reversing incident
- A spotter is recommended for reversing.
- Awareness of surroundings is also recommended

08-17-21, Fort Simpson, NTPC Incident, Low RPH

- *Event: While cutting grass with a brush cutter a rock was flung and broke the window of a truck canopy.*
 - *Response: The broken glass was cleaned up and the window was taped. A replacement window will be ordered and installed.*

JOHSC findings.

- Grass cutting shall require traffic control
- Guards shall be added to grass cutting machines where possible
- Grass cutting machines shall not be run in proximity to vehicles or people
- Manufacturer recommendations for safe working distances shall be followed.

08-21-21, Inuvik, Public Incident, Low RPH

- *Event: A 3rd party truck and trailer was left without the brake engaged and rolled into a ditch, damaging a guy wire. The impact caused the power lines to slap together, blowing a fuse on the centre phase.*
 - *Response: The truck was removed, and damages repaired. Incident Report from 3rd party was sent to NTPC.*

JOHSC findings.

- Reviewed and noted that 3rd party pays for the damages.

08-25-21, Behchoko, NTPC Incident, Low RPH

- *Event: After delivering a disconnect notice a worker heard someone spit out the window while they were walking by.*
 - *Response: Manager reviewed Policy HR-1-06 Discrimination, Harassment and Violence. Hardhat-mounted face shield added to Approved HSE Purchasing List for use when delivering disconnect notices.*

JOHSC findings.

- we do not need to be physically disconnecting or physically hand out a notice. Eileen noted that's
- Unclear whether it is a legislated or internal policy driven requirement to deliver a notice by hand to physical location of service.
- Suggests registry of trouble customers
- Should an address be flagged follow up with actual owner to issue a notice that house has been flagged - as it may not be the owner who is offensive but possible a tenant

Alex to reach out to customer services to see if this is feasible



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Responsible party: Committee	Date complete: n/a

Standing Item 3	
Incident Investigation Reviews	
Item details: No investigations to review	
Recommendations: none	
Actions taken: none required	
Responsible party: Committee	Date complete: n/a

Standing Item 4	
WSCC Inspection Reviews	
Item details: none current	
Recommendations:	
Actions taken:	
Responsible party: Committee	Date complete: n/a

Hydro JOHSC Incident Review - Delete		
Item #	Brief Description	Comments
1.	Hay River Covid Procedures	None
Findings		None
Recommendations:		None
Action Items:		None
Follow-up Questions:		None

Item #	Brief Description	Comments
2.	Behchoko Fuel Spill	None
Findings		May be multiple causes that need to be investigated including failed sensors.
Recommendations:		Currently recommend plant to be run only with an operator on site.

Action Items:	SME and maintenance crews to go to site and troubleshoot
Follow-up Questions:	None Not sure if complete or not. TBD - SC

Item #	Brief Description	Comments
3.	Taltson Finger Caught in Rotating Shaft	
Findings	As per investigation	
Recommendations:	As per investigation	
Action Items:	SJP and Process completed. New power drive and draft procedure created. Aug 19 – New equipment purchased and tested – complete.	
Follow-up Questions:	None	

Item #	Brief Description	Comments
4.	Electrical Contact Near Miss	
Findings	As per investigation No controls in place No experienced site monitor in place Similar to Snare Forks Contact Incident the previous year	
Recommendations:	Discussion on current incidents need to be sent to all JOHSC in a timely fashion. Notification should to go to operations crew almost immediately. Summary of incident can be forwarded to all crews and JOHSC for discussion	
Action Items:	Anthony to place on agenda for Daily Morning Meetings Incident should be forwarded by Safety Department to all regions for similar discussion.	
Follow-up Questions:	None	

Central JOHSC Minutes Review -

Item #	Brief Description	Comments
1.	Central JOHSC Meeting Minutes Review	No review done – no Current minutes to review
Findings	None	
Recommendations:	None	
Action Items:	None	



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Follow-up Questions: None

Recognition for Employee Contributions to Safety

Item #	Brief Description	Comments
1.	Bryan Brazeau and Joe St Croix for Diligence and going above and beyond in Recognizing and assisting with Behchokò fuel spill.	Joe for looking into drawings to try to figure out the issues with the fuel system and Bryan for recognizing spill and assisting with cleanup and reporting.
2.		

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
17	Item # 2019-17 Road Travel Procedures	Oct. 18, 2019	May 25, 2021
18	Item # 2021-1 Covid Procedures	Jan 17, 2021	May 25, 2021
19	Item # 2021-2 Jackfish Daily Meetings	March 18, 2021	May 25, 2021
20	Item # 2019-04 – JOHSC Site Inspections moved to Checklist		August 19, 2021
21	Standing Item: details: 2021-RJP-966 Whati Inspection		July 15 2021
22	Standing Item: Reviewed Hay River Covid Procedural Infraction		July 15 2021
23	Standing Item: Trees near PL corrected, Dead end structures do not need fencing, SC to update		July 15 2021

Hydro JOHSC Site Safety Inspection Checklist

JOHSC-Hydro Safety Inspection Schedule Q1 2021-22

Month	Site	Members	Status	Comment
Complete by June 30, 2021	Jackfish - Plants	Stuart/Eileen	In Progress	Partial
	Jackfish - Buildings	Bryan/Sergio	Incomplete	
	Bluefish - Plants	Bryan/Sergio	Completed	Correctives to be presented
	Bluefish - Buildings	Bryan/Sergio	Completed	Correctives to be presented
	Snare - Plants	Stuart/Eileen	Incomplete	
	Snare - Buildings	Stuart/Eileen	Incomplete	
	Frank Channel	Bryan/Sergio	Incomplete	
	Ft. Smith	/Anthony & TBD	Incomplete	
	Taltson	Lee	Incomplete	
	Pine Point	Lee	Incomplete	



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	Ft. Resolution	Jason	Incomplete	Resp to go to Lee as Jason is resigning
	Lutsel Ke	TBD	Incomplete	
	Whati	TBD	Incomplete	
	Gameti	TBD	Incomplete	

Next Meeting Details

Date: October-28-21	Time: 3pm
Chairperson: Stuart R. and Sergio. C	Secretary: Bryan B.

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.