



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Thermal JOHSC	Location: Ft. Simpson & Inuvik	
Date: June-17-22	Start time: 11:00	End time:
Secretary: Belinda Whitford	Chairperson: Tony McDonald	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Boyd Mallaley	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Bob Eldridge	4	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
		Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Christopher Daw	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Tony McDonald	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Belinda Whitford	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kyle Campbell	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Steve Barnes	2	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Dylan Kakfwi	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unexcused
Daniel Bruneau	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes

Date of last meeting: February-28-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
February Meeting Discussion:	
<ul style="list-style-type: none"> Incident reports reviewed for the month of January 2022 	

Outstanding Items at Previous Meeting

Item # 2020-3	Date initiated: November-23-20
Item details: Question raised about number of Union/Mgmt. required for a quorum to be able to proceed with meeting	
Recommendations: Union to identify representatives for JOHSC meetings.	
Actions taken:	
<ul style="list-style-type: none"> Chris Daw contacted Robert Gerhardt for recruitment of members, No action taken. July 29th /2021: Boyd to follow up (email sent July 29th/21). 	



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- Jacob Pokiak – (President?) – is there going to be another meeting to discuss potential JOHSC members. (October 11) Meeting in March to recruit more members
- Training for JOHSC committee? Belinda to follow up on training. Include people not officially on committee to generate interest.
 - Belinda contacted Kristen (HR) Training is online. Identified that Jacob, Kyle and Chris will identify who is interested in attending training and Tony and Boyd will work with them to pick a date and time for training. Belinda to follow up June 28 2022 on status of training planning.
- Selecting members: Reps are elected by Union members – doesn't have to happen at a Union meeting – can be done at another time.
- NWT Code of Practice – Robert has a copy and can forward to others. Sent out in April 2021. Kyle recirculated to JOHSC – June 17 2022. This action is done
- Kyle to follow up with Jacob for next union meeting to address. Union meeting has not been held for a number of months

Initiated by: Belinda Whitford

Date required: January-29-21

Responsible party:

Date complete: Ongoing

Item # 2021-1

Date initiated: June-29-21

Item details: Quarterly JOHSC walkarounds not being completed for Inuvik region

Recommendations: Newly hired Maintenance Manager to take these over and submit to JOHSC Bob and Mohamed to complete inspection in October. JOHSC followed up to find paperwork but no paperwork found to confirm inspection was completed.

Actions taken: Tony / Kyle to do in next week for June 2022

Initiated by: Boyd Mallaley

Date required: June-29-21

Responsible party: Tony McDonald

Date complete: [Click here to enter a date.](#)

Item # 2021-2

Date initiated February-28-22

Item details: Concern reports

Recommendations: Bring them up at morning meetings to make staff aware of the importance of using them.

Bob reviews every month (including incident reports) Ongoing

Incident reports are being submitted regularly. Encourage EE to send in concern reports. Boyd reminds everyone of reports in the morning meetings on a monthly basis.

Actions taken: Boyd to bring up in Ft. Simpson and Inuvik morning informational meetings.

Initiated by: Belinda Whitford

Date required: June-29-21

Responsible party: Boyd Mallaley

Date complete: June-17-22



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New Items

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

Item # 2022-1

Date initiated: June-15-22

Item details: HSE to review Respiratory Diseases Exposure Control Plan – request for comments

Recommendations:

On June 29th NTPC will be conducting a review of the Plan with a focus on Section 5 “Current Additional Infection Control Measures”. Any suggestions for inclusion in the review send to regional Joint Occupational Health & Safety Committee (JOHSC). Dave will be touching base with the co-chairs prior to the review date to compile suggestions.

Actions taken:

No suggestions identified in the meeting.
Co-chairs to bring any suggestions / comments forward to HSE

Initiated by: David Dewar (HSE)

Date required: June-29-22

Responsible party: All thermal JOHSC members

Date complete: [Click here to enter a date.](#)

Item # 2022-2

Date initiated: June-16-22

Item details: Reset of safety into practice

Recommendations: Based on the third human error spill in Inuvik in the last 12 months, Management is resetting how we are putting safety into practice in Inuvik. Something is not working the way things are. To support this intention management has agreed to the following:

-

Actions taken: High level HSE is supporting this effort by:

- Continuing to recruit for the full time safety position in Inuvik
- Looking to get a temporary support to be on site for Inuvik as soon as possible
- Continue with the investigation of both incidents

What management committed to this morning:

- Management will attend tailboard meetings (and sign off) and review and sign off all switching plans into the foreseeable future
- Management will hold tailboard with trade staff and summer student daily to review the work being assigned to the summer students to ensure they have the training to support / complete the work being asked of them and they have an opportunity to ask any questions



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- Management will go over spill training with all operations staff in tomorrows on site meeting to review the key points including timely reporting of any spills and safe procedures for fuel / liquid transfers (June 16)
- Michael will ensure Philip reviews SWP on slips, trips and falls
- Both summer students will complete spill training today (June 16)
- Mike will send an email to all Inuvik to identify that management is putting a refocus on safety (June 16)
- Belinda to set up weekly meetings for Inuvik management to review progress on our plan

Initiated by: Belinda Whitford

Date required: June-16-22

Responsible party: all Inuvik Management

Date complete: [Click here to enter a date.](#)

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:

Actions taken:

Responsible party: Committee

Date complete: n/a

Standing Item 2

Concern and Incident Report Reviews

Item details: Review 2022 Concern and Incident Reports

Actions taken: Reviewed May 2022 Incident reports and actions registers

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



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Standing Item 4

WSCC Inspection Reviews

Item details: none current

Recommendations:

Actions taken:

Responsible party: Committee

Date complete: n/a

Thermal JOHSC Incident Review

Item #	Brief Description	Comments
1.	None	None
Findings	None	
Recommendations:	None	
Action Items:	None	
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	
Follow-up Questions:	None	

Recognition for Employee Contributions to Safety

Item #	Brief Description	Comments
1.		
2.		

Items Completed in Current Fiscal Year



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Item #	Brief Description	Date Initiated	Date Completed
2020-2	Better dissemination of COVID protocols	12-18-2020	03-26-2021
2020-3	JOSHSC Quorum		
2021-1	Quarterly JOHSC inspections (see schedule below)	01-29-2021	
2021-2	Concern Reporting	2021	

(Name) JOHSC Facility Safety Inspection Schedule

Month	(Location)		(Location)	
May			5 HSE audits completed	Ft Simpson, Wrigley, Nahanni Butte, Fort Liard, Jean Marie River
June	Tony / Kyle (not yet complete)	Inuvik	Boyd / Chris (not yet complete)	Ft Simpson
July				
October				
January				

Next Meeting Details

Date: July-22-22	Time: 11:00
Chairperson: Tony McDonald	Secretary: Belinda Whitford

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