



**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: February-22-22		Start time: 1:30	End time: 2:25
Secretary: Matt Lakusta/David Kopp-van Egteren		Chairperson: Matt Lakusta/David Kopp-van Egteren	

**Attendance (call in #)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	9	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	9	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	7	HSE Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Zach Biggar	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	9	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bailey Corrigan	8	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	6	Excluded Worker	<input type="checkbox"/> Yes <input checked="" 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: January-25-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

**Outstanding Items at Previous Meeting**

**Parking Lot**

(Items for Future Discussion)

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



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<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. T&D group. Is this in the Parking Lot in waiting on Dave to circle back?	

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

<b>Item # 2022-01</b>	<b>Date initiated: 2022-02-22</b>
<b>Item details: Quality of Incident Reporting</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>HSE should send reminders regarding incident reports in terms of including all pertinent and available information</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>What HSE training do casual employees receive? Thermal training blocks were historically used (covid restrictions have affected it). Incident reporting is in the HSE Elements Management training</li> <li>A formal recommendation should be drafted and submitted to HSE in regards to the training of casuals in incident reporting; Doug to draft and Co-Chairs to submit</li> <li></li> </ul>	
<b>Initiated by: Doug</b>	<b>Date required:</b>
<b>Responsible party: Doug</b>	<b>Date complete:</b>

<b>Item # 2022-02</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>COVID Protocol</b>		
<b>Month</b>	<b>Item</b>	<b>Action</b>
January 2022	February meeting to discuss what an appropriate role of the Committee should be regarding COVID protocols. To discuss at next meeting	<input checked="" type="checkbox"/>
		<input type="checkbox"/>



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		<input type="checkbox"/>
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**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	Reviewed and Discussed: Tsiigehtchic Vehicle Rollover – no information was included in the incident report Positive Covid Tests – guidance for incident reporting of positive tests	<input checked="" type="checkbox"/>
Feb 2022		<input type="checkbox"/>
March 2022		<input type="checkbox"/>

**JOHSC Monthly Concern Report Review**



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Month		
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 2022	No concern reports received	<input checked="" type="checkbox"/>
Feb 2022	No concern reports received	<input checked="" type="checkbox"/>
March 2022		<input type="checkbox"/>
April 2022		<input type="checkbox"/>
May 2022		<input type="checkbox"/>
June 2022		<input type="checkbox"/>

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
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"/>
Nov 2021	Dave & Zach	<input checked="" type="checkbox"/>
Dec 2021	Bailey & Dave	<input checked="" type="checkbox"/>
Jan 2022	Adam & Heather	<input checked="" type="checkbox"/>
Feb 2022	Matt & Doug	<input type="checkbox"/>
March 2022	Zach & Mitch	<input type="checkbox"/>
April 2022		<input type="checkbox"/>
May 2022		<input type="checkbox"/>
June 2022		<input type="checkbox"/>

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



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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November (January) 2021	Missed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2022	Matt & Bailey & Doug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2022	HSE Lead	<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	Concern reporting	<input type="checkbox"/>
Fall/Winter 2022		<input type="checkbox"/>

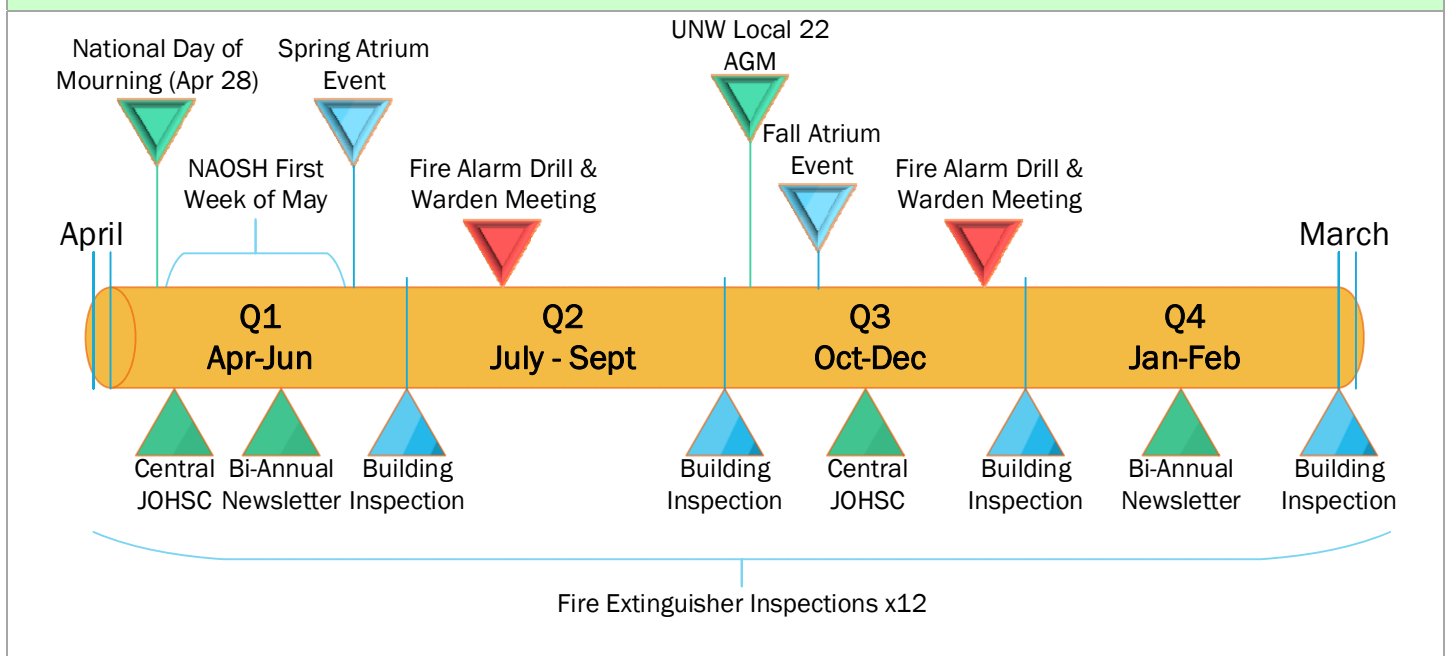
**KUDOS Recognition**

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
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
January 2022	Jen, Jean, Marie, Rhona, Ian, Doug, Mark	Campground Christmas held safety meetings and tailboards prior and executed it safely and successfully
February 2022	D'arcy Delorey	For his well documented incident report

### Action Item Registry

Item #	Brief Description	Date Initiated	Date Completed
2022-01	Quality of Incident Reporting	2022-02-22	

### Calendar of Events



### Next Meeting Details

Date: March-22-22	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
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		Signature
Union Co-Chair	Matt Lakusta	
		Signature