



**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: July-26-22	Start time: 1:30	End time:
Secretary: David Kopp-van Egteren	Chairperson: David Kopp-van Egteren/Matt Lakusta	

**Attendance (call in #)**

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	4	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	3	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	3	HSE Rep	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Zach Biggar	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	3	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	2	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bailey Corrigan	3	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Heather Tybring	2	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jamie Tennant	4	Union Rep 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: June-28-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

**Outstanding Items at Previous Meeting**

<b>Item # 2022-02</b>	<b>Date initiated: 2022</b>
<b>Item details: Project Safety Planning and PIF</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Confirm that project safety planning is tied into stage gates</li> <li>• How is enforcement of safety planning achieved</li> </ul>	
<b>Actions taken:</b>	

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- Draft inquiry from JOHSC to be sent to PIF process owner for clarification
- **Update 2022-05-24:** Email sent to Bruno regarding integration of safety planning into PIF
- **Update 2022-06-28:** No response was received, follow up will be conducted in person
- **Update 2022-07-26:** Matt will reach out to HSE to conduct follow up

**Initiated by: Matt**

**Date required:**

**Responsible party: Matt**

**Date complete:**

**Item # 2022-04**

**Date initiated: 2022-05-24**

**Item details: Inspection of Networking Rooms** – Pooling of water in warehouse networking went unnoticed for an indetermined period of time

**Recommendations**

- Add inspection of networking rooms as part of quarterly building inspections
- Access will need to be coordinated with IT

**Actions taken:**

- Currently part of a discussion regarding maintenance of networking/data centres
- **Update 2022-06-28:** No update
- **Update 2022-07-26:** Maintenance plan has been created by IT

**Initiated by: Adam**

**Date required:**

**Responsible party: Adam**

**Date complete: 2022-07-26**

**Item # 2022-06**

**Date initiated: 2022-06-28**

**Item details: Review of Form 5.7 Respiratory Diseases Exposure Control Plan**

**Recommendations**

- 5a JOHSC does not endorse the replacement of “should” to “must”
  - Without testing, symptoms of communicable diseases are identical in cases to non communicable conditions such as allergies
- 5c This section should be removed, we are not suggesting or mandating anything apart from following Transport Canada Regulations which we are required to follow regardless
- 5i The company currently is in contradiction of this portion of the policy at all levels including SLT. Events and meetings are occurring in person. This section should be updated to reflect reality.

**Actions taken:**

- 
- 

**Initiated by: Dave**

**Date required:**

**Responsible party: Dave**

**Date complete: 2022-06-28**

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



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<b>Item</b>	<b>Date initiated: 2021-09-28</b>
<b>Item details:</b> Underground Locates after obtaining the Hay River Franchise HR Linemen will require confined space training	

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

<b>Item # 2022-07</b>	<b>Date initiated: 2022-07-26</b>
<b>Item details: Safety Boards</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Safety Boards should be checked for             <ul style="list-style-type: none"> <li>○ Emergency response plan</li> <li>○ Floor warden</li> <li>○ JOHSC minutes</li> <li>○ JOHSC members</li> </ul> </li> <li>•</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• JOHSC will check boards for up-to-dateness</li> <li>• Responsibility for keeping the boards up to date should be clarified</li> <li>• Required updates to be sent to HSE</li> </ul>	
<b>Initiated by: Matt Lakusta</b>	<b>Date required:</b>
<b>Responsible party: Dave</b>	<b>Date complete:</b>

<b>Item # 2022-08</b>	<b>Date initiated: 2022-07-26</b>
<b>Item details: Head Office Muster Point Location</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Muster point location for head office is currently a construction zone and is unsafe to use</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• Recommend HSE move the muster location for the duration of Capital Drive construction</li> <li>•</li> </ul>	
<b>Initiated by: Adam</b>	<b>Date required:</b>
<b>Responsible party: Adam</b>	<b>Date complete:</b>

<b>Item # 2022-09</b>	<b>Date initiated:</b>
<b>Item details:</b>	



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**Recommendations**

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**Actions taken:**

- 
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**Initiated by:**

**Date required:**

**Responsible party:**

**Date complete:**

**JOHSC Monthly Incident/Investigation Review**

Month		
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	Reviewed and Discussed: Fall Arrest was not being worn, were contractors at the daily coordination work meeting at Jackfish? Was a tailboard completed? Is project safety planning being adequately completed by all divisions?	<input checked="" type="checkbox"/>
March 2022	Reviewed and Discussed	<input checked="" type="checkbox"/>
April 2022	Reviewed and Discussed: A large number of incidents seem to have a larger human error element Inuvik spills	<input checked="" type="checkbox"/>
May 2022	Reviewed and Discussed: Shattered glass door Late reporting of water in warehouse networking room Crane slipping on Olsen Hill, the RPH seems low	<input checked="" type="checkbox"/>
June 2022	Reviewed and Discussed: 4 Contractor incidents 3 Taltson incidents Hay River tree incident	<input checked="" type="checkbox"/>
July 2022	Inuvik Summer student incident and spill – investigation is pending?	<input checked="" type="checkbox"/>



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August 2022		<input type="checkbox"/>
September 2022		<input type="checkbox"/>

**JOHSC Monthly Concern Report Review**

Month		
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	No concern reports received	<input checked="" type="checkbox"/>
April 2022	To be submitted to JOHSC pending approvals: Life saving medications	<input checked="" type="checkbox"/>
May 2022	No concern reports received	<input checked="" type="checkbox"/>
June 2022	No concern reports received	<input checked="" type="checkbox"/>
July 2022	No concern reports received	<input checked="" type="checkbox"/>
August 2022		<input type="checkbox"/>

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
April 2022	Dave & Jamie	<input checked="" type="checkbox"/>
May 2022	Dave & Bailey	<input checked="" type="checkbox"/>
June 2022	Matt & Heather	<input checked="" type="checkbox"/>
July 2022	Zach & Bailey	<input type="checkbox"/>
Aug 2022	Adam & Mitch	<input type="checkbox"/>
Sept 2022		<input type="checkbox"/>
Oct 2022		<input type="checkbox"/>

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

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

**KUDOS Recognition**

Month	Employee	Reason
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
March 2022	Tony MacDonald Darren Hazenberg Norm McBride	For his extraordinary efforts as Thermal JOHSC Co-Chair For exemplary use of photographs in an incident work Putting safety first, and stopping unsafe work
April 2022	Jamie Tennant Vern	Joining JOSHC



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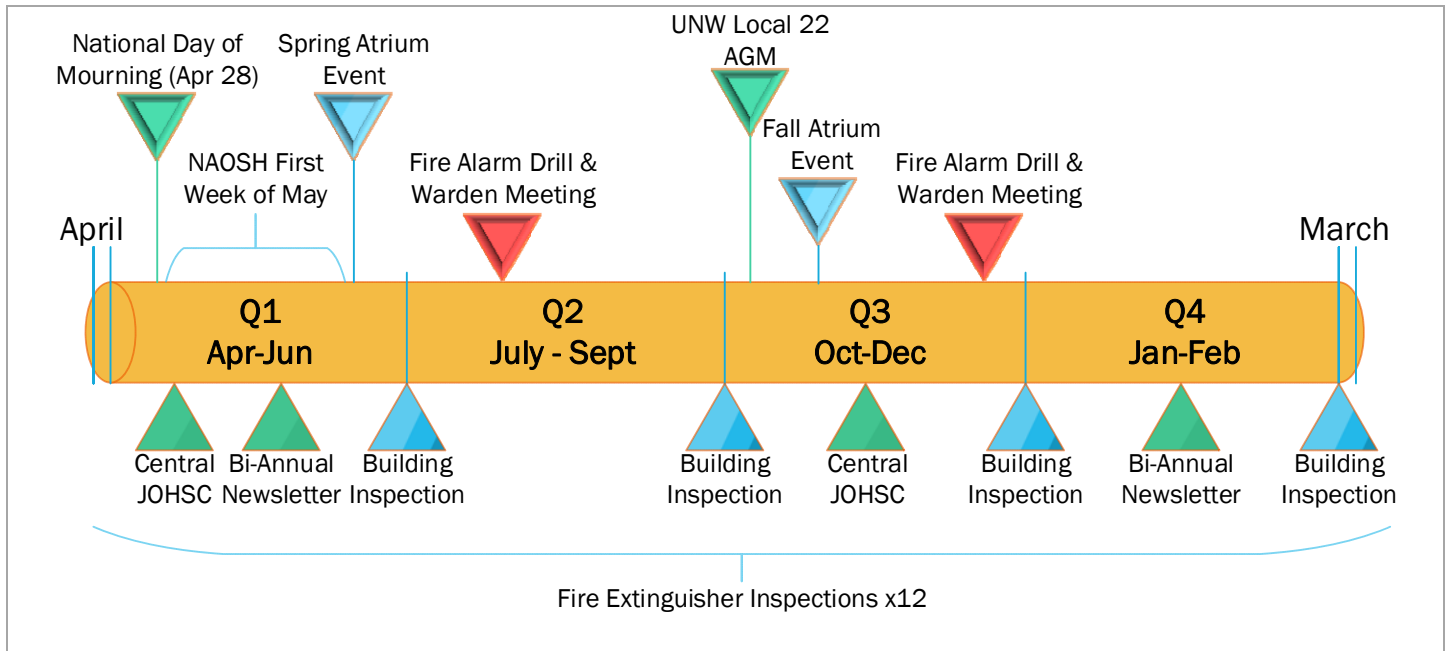
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		End of Winter work providing safety to all head office employees
May 2022	Matt Miller, Doug, Travis, Dave Dewar	NAOSH BBQ
June 2022	Mitch, Bailey, Chris Daw	Incident Investigation
July 2022	Heather Tybring Mitch, Dave Dewar	Timely and efficient reporting of dangerous wildlife at the head office Safe execution of NTPC's parade in the Canada Day parade
August 2022		

**Action Item Registry**

Item #	Brief Description	Date Initiated	Date Completed
2022-01	Quality of Incident Reporting	2022-02-22	2022-05-24
2022-02	Project Safety Planning and PIF	2022-03-22	
2022-03	Union representation in JOHSC	2022-04-19	2022-04-19
2022-04	Inspection of Networking Rooms	2022-05-24	2022-07-26
2022-05	Spring Atrium Event	2022-05-24	2022-06-07
2022-06	Review of Form 5.7	2022-06-28	2022-06-28
2022-07	Safety Boards	2022-07-26	
2022-08	Head Office Muster Point Location	2022-07-26	

**Calendar of Events**



**Next Meeting Details**

Date: August-23-22

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