



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: Skype Meeting	
Date: August-25-22	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	5	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	4	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	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adam Montague	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bailey Corrigan	4	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	3	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jamie Tennant	5	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: July-26-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

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



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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
- **Update 2022-08-25:** JOHSC will contact Antenor in regards to the PIF and Project Safety Planning

Initiated by: Matt

Date required:

Responsible party: Matt

Date complete:

Item # 2022-07

Date initiated: 2022-07-26

Item details: Safety Boards

Recommendations

- Safety Boards should be checked for
 - Emergency response plan
 - Floor warden
 - JOHSC minutes
 - JOHSC members
-

Actions taken:

- JOHSC will check boards for up-to-dateness
- Responsibility for keeping the boards up to date should be clarified
- Required updates to be sent to HSE
- **Update 2022-08-25:** Boards have been checked and updated as required

Initiated by: Matt Lakusta

Date required:

Responsible party: Dave

Date complete: 2022-08-05

Item # 2022-08

Date initiated: 2022-07-26

Item details: Head Office Muster Point Location

Recommendations

- Muster point location for head office is currently a construction zone and is unsafe to use

Actions taken:

- Recommend HSE move the muster location for the duration of Capital Drive construction
-

Initiated by: Adam

Date required:

Responsible party: Adam

Date complete: 2022-08-25

Parking Lot
(Items for Future Discussion)



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Item	Date initiated: 2021-09-28
Item details: 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)

Item # 2022-09	Date initiated: 2022-08-25
Item details: Communicable Respiratory Illness Supplies	
Recommendations	
<ul style="list-style-type: none"> An employee has raised concerns regarding the removal of respiratory illness supplies 	
Actions taken:	
<ul style="list-style-type: none"> Consensus reached on re-instating the hand sanitizer/mask station JOHSC will replace the missing materials from stocks 	
Initiated by: Matt/Dave	Date required:
Responsible party: Matt/Heather	Date complete:

Item # 2022-10	Date initiated: 2022-08-25
Item details: Fall Atrium Event	
Recommendations	
<ul style="list-style-type: none"> 	
Actions taken:	
<ul style="list-style-type: none"> Dave, Bailey, Heather (possibly Matt) Bailey to lead Topic/location/event? 	
Initiated by: Matt	Date required: October
Responsible party:	Date complete:

Item # 2022-11	Date initiated:
Item details:	
Recommendations	
<ul style="list-style-type: none"> 	
Actions taken:	
<ul style="list-style-type: none"> 	



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Initiated by:

Date required:

Responsible party:

Date complete:

JOHSC Monthly Incident/Investigation Review

Month		
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"/>
August 2022	4 incidents generated in a single day of work in Sach's by contractors. Appears that one report is a duplicate. Quality of community equipment (maintenance, records, reliability). Incident report mentions an investigation	<input checked="" type="checkbox"/>
September 2022		<input type="checkbox"/>
October 2022		<input type="checkbox"/>



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JOHSC Monthly Concern Report Review

Month		
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	No concern reports received Concern reports have been submitted to HSE but have not been provided to JOHSC	<input checked="" type="checkbox"/>
September 2022		<input type="checkbox"/>
October 2022		<input type="checkbox"/>

JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
May 2022	Dave & Bailey	<input checked="" type="checkbox"/>
June 2022	Matt & Heather	<input checked="" type="checkbox"/>
July 2022	Zach & Bailey	<input checked="" type="checkbox"/>
Aug 2022	Adam & Mitch	<input type="checkbox"/>
Sept 2022	Dave & Matt	<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
March 2021	Zach, Matt + 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 2021	Heather, Doug, + 1			



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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	Bailey & Matt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 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

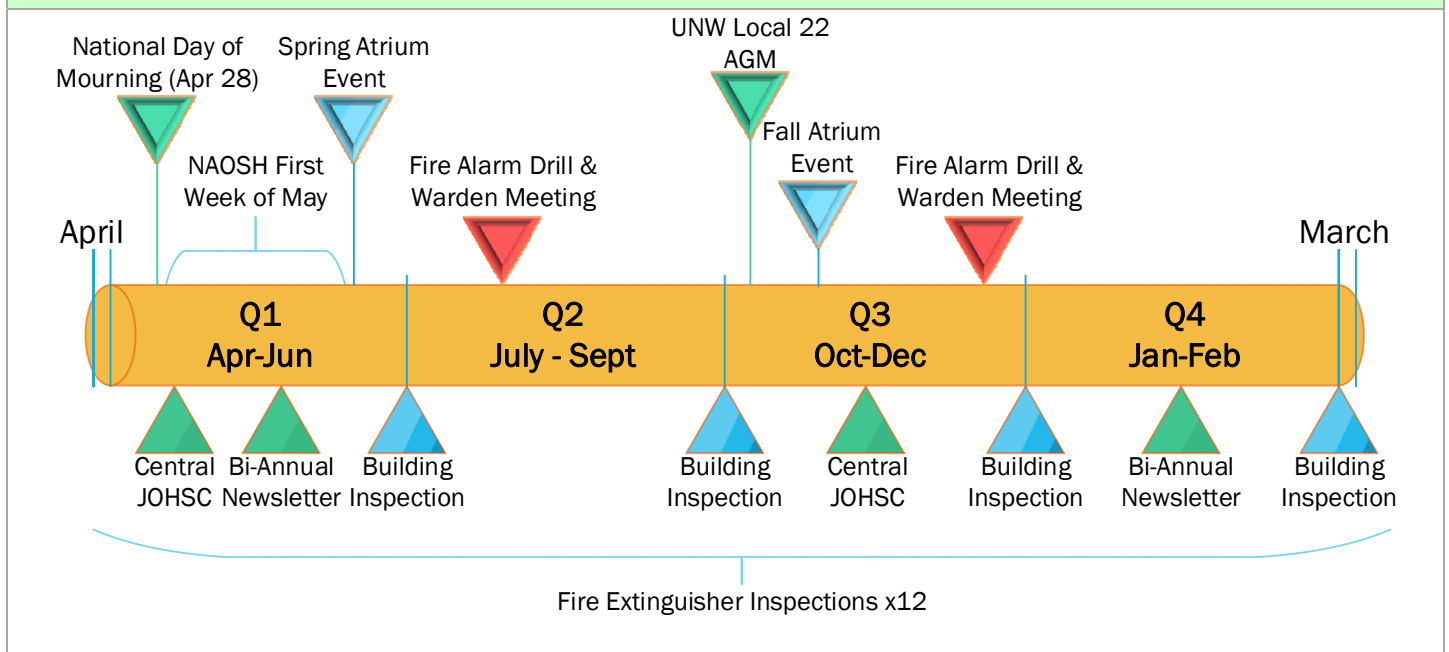
Month	Employee	Reason
May 2022	Matt Miller, Doug, Travis, Dave Dewar	NAOSH BBQ
June 2022	Mitch, Bailey, Chris Daw	Incident Investigation
July 2022	Heather Tybring Mitch, Dave Dewar	Timely and efficient reporting of dangerous wildlife at the head office Safe execution of NTPC's parade in the Canada Day parade
August 2022	Neil Anderson, Don Spivak	For their work and bravery, remaining at Taltson to keep the lights on and the infrastructure safe
September 2022		
October 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	2022-08-25
2022-08	Head Office Muster Point Location	2022-07-26	2022-08-25
2022-09	Communicable Respiratory Illness Supplies	2022-08-25	
2022-10	Fall Atrium Event	2022-08-25	
2022-11			

Calendar of Events



Next Meeting Details

Date: September-27-22	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



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