



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: November-22-22	Start time: 1:30	End time: 2:19
Secretary: Matthew Lakusta	Chairperson: David Kopp-van Egteren/Matt Lakusta	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	8	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	7	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	6	HSE Rep/Union Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	5	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	3	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Off Duty
Bailey Corrigan	6	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unavailable
Heather Tybring	6	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jamie Tennant	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kelsey Gill	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Greg Goodie	1	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Rajeev Arora	0	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unavailable
	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: October-25-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



Outstanding Items at Previous Meeting

Item # 2022-09 COMPLETE	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 Update 2022-09-27: JOHSC will replace the missing materials from stocks Update 2022-10-25: Josh to provide to JOSHC materials to be delivered to HO 	
Initiated by: Matt/Dave	Date required: TBD
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"> Update 2022-09-27: Planning meeting scheduled for 28th Possible topics: <ul style="list-style-type: none"> Lockdowns Personal safety Update 2022-10-25: Scheduled for Nov 22, topic to be aggressive customer Update 2022-11-22: Scheduled for December 7th 	
Actions taken:	
<ul style="list-style-type: none"> Dave, Bailey, Heather (possibly Matt) Bailey to lead Topic: Aggressive Customer 	
Initiated by: Matt	Date required: December
Responsible party: Bailey/Dave	Date complete:

Parking Lot
(Items for Future Discussion)

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 # 2022-11	Date initiated: 2022-11-22
Item details: First Aid Kit Inspections	
Recommendations	
<ul style="list-style-type: none"> • Josh: New kits required for HO – To communicate CSA Standard kits to Warehouse • Heather: Put gloves into HO Med Kit 	
Actions taken:	
<ul style="list-style-type: none"> • • 	
Initiated by: Heather	Date required: December
Responsible party: Dave/Matt	Date complete:

Item # 2022-12	Date initiated: 2022-11-22
Item details: HSE Lead Building Inspections	
Recommendations	
<ul style="list-style-type: none"> • HSE to provide a walkthrough to Committee so inspections are more consistent 	
Actions taken:	
<ul style="list-style-type: none"> • Matt: Schedule invite to JOHSC for HSE Lead inspection • 	
Initiated by: Matt	Date required: December 2022
Responsible party: Matt/Dave/Josh	Date complete:

Item # 2022-13	Date initiated: 2022-11-22
Item details: HO Ice Melt Supplies	
Recommendations	
<ul style="list-style-type: none"> • Warehouse to restock HO 	
Actions taken:	
<ul style="list-style-type: none"> • Josh: Contact warehouse to resupply • 	
Initiated by: Doug	Date required: November 2022
Responsible party: Josh	Date complete:



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Item # 2022-14	Date initiated: 2022-11-22
Item details: New JOHSC Member Training	
Recommendations	
<ul style="list-style-type: none"> HSE/HR to provide schedule and trainings 	
Actions taken:	
<ul style="list-style-type: none"> Josh: Follow-up with HR to schedule and communicate training 	
Initiated by: Doug	Date required: February 2023
Responsible party: Matt/Dave	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"/>



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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	Reviewed and Discussed	<input checked="" type="checkbox"/>
October 2022	Reviewed High RPH incident involving incomplete PSP and PSRA	<input checked="" type="checkbox"/>
November 2022	Reviewed Low RPH 3rd party truck nearly backed into NTPC worker	<input checked="" type="checkbox"/>

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	Concern reports received and reviewed	<input checked="" type="checkbox"/>
October 2022	No concern reports received	<input checked="" type="checkbox"/>
November 2022	Reviewed Inuvik Overhead Snow and Ice Protection Concern Report Reviewed HR Office Blind Spot Concern Report	<input checked="" 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"/>



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Aug 2022	Adam & Mitch	<input type="checkbox"/>
Sept 2022	Dave & Matt	<input checked="" type="checkbox"/>
Oct 2022	Heather & Dave	<input checked="" type="checkbox"/>
Nov 2022	Adam & Josh	<input type="checkbox"/>
Dec 2022	Zach & Greg & Kelsey	<input type="checkbox"/>
Jan 2023	TBD	<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			
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
December 2022	HSE Lead	<input type="checkbox"/>	<input type="checkbox"/>	<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	N/A	N/A
October 2022	Rhona Brad	Continuous updates for the safe access to Head Office during construction



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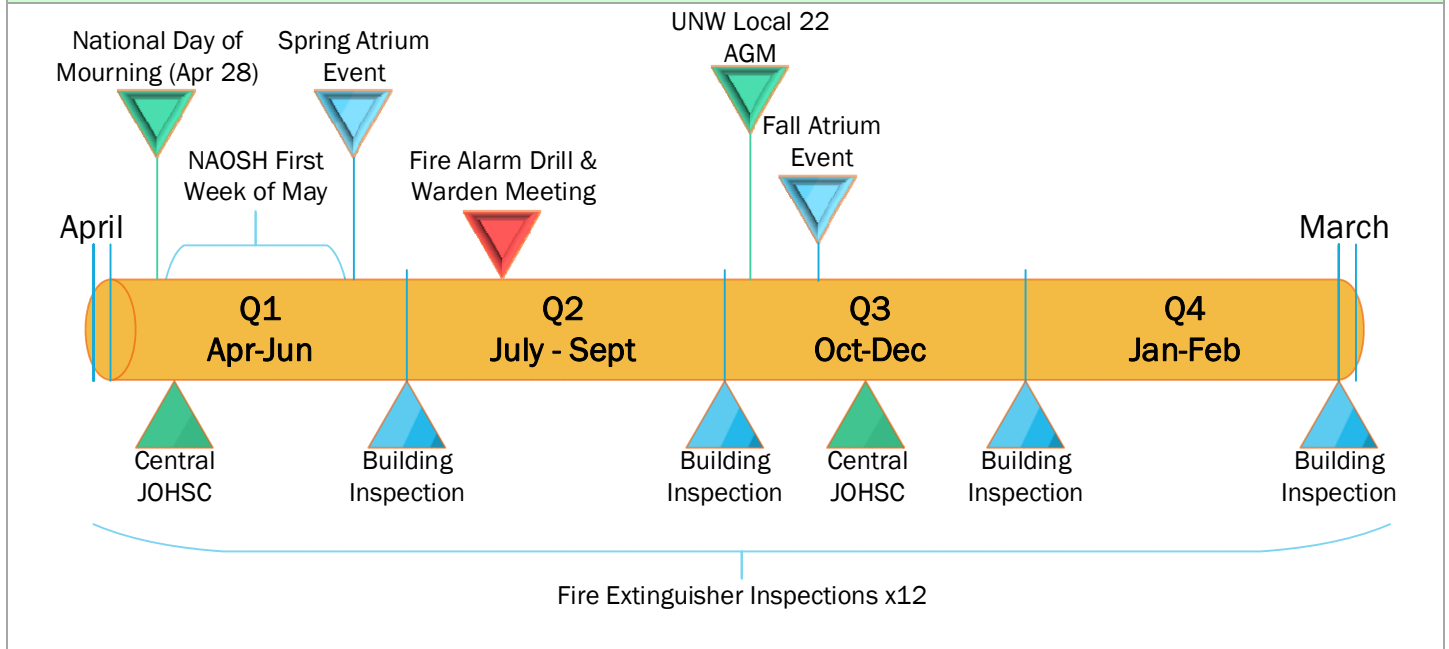
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		Prompt and detailed incident report for the Taltson incident
November 2022	Rhona Greg Kelsey x2 Rajeev Kirti Heather	Rhona – Rowe Construction Updates Greg/Kelsey/Rajeev – New JOHSC Members Kelsey/Kirti – Incident/Concern Reporting Heather – Health Supplies at HO

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	2022-09-27
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: December-13-22	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