



**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: Teams Meeting	
Date: December-13-22	Start time: 2:00	End time:
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	8	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unavailable
Doug Prendergast	6	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	8	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bailey Corrigan	7	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	7	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jamie Tennant	8	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kelsey Gill	1	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unavailable
Greg Goodie	2	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: November-22-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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**Outstanding Items at Previous Meeting**

**Item # 2022-10**

**Date initiated: 2022-12-13**

**Item details: New Year Welcome Back**

**Recommendations**

- General Safety (Welcome Back!)
- Mid-Late January 2023
- Ideas:
  - ➔ Pancake Breakfast
  - ➔ Treats in Atrium
- Use Safety Stats from the HSE Powerline page

**Actions taken:**

- Dave, Bailey, Heather

**Initiated by: Doug**

**Date required: January**

**Responsible party: Bailey/Heather/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 # 2022-12**

**Date initiated: 2022-11-22**

**Item details: HSE Lead Building Inspections**

**Recommendations**

- HSE to provide a walkthrough to Committee so inspections are more consistent

**Actions taken:**

- Matt: Schedule invite to JOHSC for HSE Lead inspection – February 7<sup>th</sup> 2023

**Initiated by: Matt**

**Date required: December 2022**

**Responsible party: Matt/Dave/Josh**

**Date complete:**



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

<b>Item # 2022-15</b>	<b>Date initiated: 2022-12-13</b>
<b>Item details: Communicate Holiday Safety Reminder &amp; Road Kit Information</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>HSE send communication to All-Staff</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Josh: Send communication out</li> </ul>	
<b>Initiated by: Matt</b>	<b>Date required: December 16<sup>th</sup>, 2022</b>
<b>Responsible party: Josh</b>	<b>Date complete:</b>

<b>JOHSC Monthly Incident/Investigation Review</b>		
<b>Month</b>		
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	<input checked="" type="checkbox"/>

	Inuvik spills	
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	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"/>
December 2022	Reviewed and Discussed	<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"/>



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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"/>
December 2022	Concern reports received and reviewed	<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"/>
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 checked="" type="checkbox"/>
Dec 2022	Doug & Greg & Kelsey	<input type="checkbox"/>
Jan 2023	Mitch & Zach & Greg	<input type="checkbox"/>

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

Month	Personnel	HR Head Office	HR Warehouse
March 2021	Zach, Matt + 1	<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"/>
November (January) 2021	Missed		
March 2022	Matt & Bailey & Doug	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 2022	Jamie, Adam, & Heather	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 2022	Bailey & Matt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December 2022	Doug & Jamie	<input type="checkbox"/>	<input type="checkbox"/>
February 2023	HSE Lead	<input type="checkbox"/>	<input type="checkbox"/>

### KUDOS Recognition

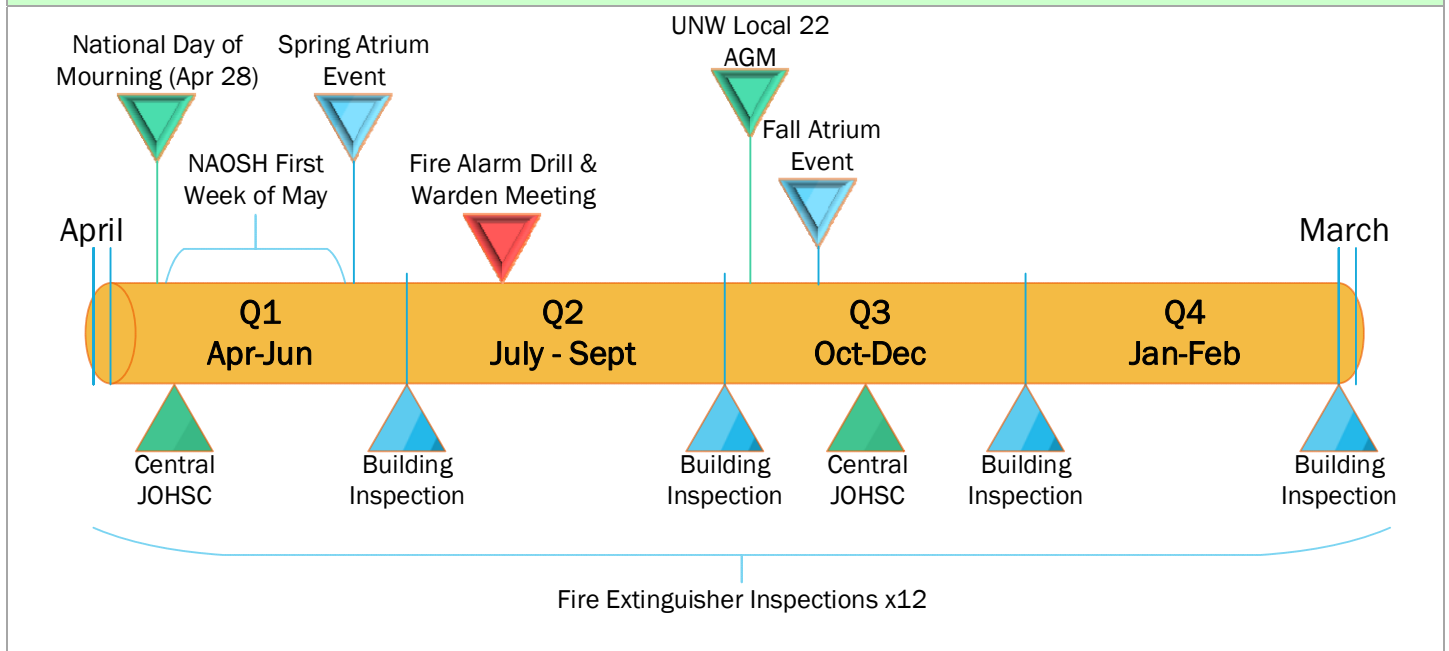
Month	Employee	Reason
May 2022	Matt Miller, Doug, Travis, Dave Dewar	NAOSH BBQ
June 2022	Mitch, Bailey, Chris Daw	Incident Investigation
July 2022	Heather Tybring Mitch, Dave Dewar	Timely and efficient reporting of dangerous wildlife at the head office Safe execution of NTPC's parade in the Canada Day 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 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
December 2022	Cory Jen/Evan Dave Kopp/Dave Dewar/Matt Miller/Travis Perkins	Cory – Concern Reporting Jen/Evan – Safety Watch for Christmas Party Setup Dave Kopp/Dave Dewar/Matt Miller/Travis Perkins – Reporting safety violations to WSCC regarding construction next to NT Energy (Rowe's Construction)

### 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	2022-12-13
2022-10	Fall Atrium Event	2022-08-25	Cancelled
2022-11	First Aid Kit Inspections	2022-11-22	2022-12-13
2022-12	HO Ice Melt	2022-11-22	2022-12-13

**Calendar of Events**



**Next Meeting Details**

Date: January-24-23	Time: 1:30 Teams 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