



Health & Safety Management System Form:
JOHSC Meeting Minutes

Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: Teams Meeting	
Date: March-28-23	Start time: 1:30	End time: 2:15
Secretary: David Kopp-van Egteren	Chairperson: David Kopp-van Egteren	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason absent
David Kopp van Egteren	10	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Matthew Lakusta	10	Union Rep Worker/Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Joshua Clark	7	HSE Rep/Union Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Zach Biggar	11	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	8	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adam Montague	11	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mitchell Touesnard	4	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bailey Corrigan	10	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	8	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jamie Tennant	11	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Kelsey Gill	3	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Greg Goodie	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: February-28-23	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

Outstanding Items at Previous Meeting

Item # 2023-01	Date initiated: 2023-1-24
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Item details: Orange strips at HO Parking Lot need Replacing

Recommendations

- Replace orange strips and broken outlet caps
-

Actions taken:

- Matt: Send concern/request to SCM with past request

Initiated by: Bailey

Date required: February 28th, 2023

Responsible party: Matt

Date complete:

Item # 2023-2

Date initiated: 2023-1-24

Item details: Loft Storage is Inaccessible and Heavy Items (i.e UPSs) are Unsafe to Grab – Specifically Communication Items

Recommendations

- UPS: Store at ground level (alternate options?). Hoist? – Completed
- Size and Weight limit concerns for individuals to bring down other items (i.e Communication items)

Actions taken:

- Matt: Send concern/request to SCM for discussion and options
- **2023-03-28:** UPS concerns have been mitigated

Initiated by: Greg

Date required: February 28th, 2023

Responsible party: Matt

Date complete:

Item # 2023-3

Date initiated: 2023-1-24

Item details: Spring Atrium Event

Recommendations

- Parking Lot – Etiquette
- Request funding from HSE for snacks
 - BBQ?

Actions taken:

- Dave: Assemble team and develop presentation – Dave, Matt, Kelsey, Doug
- Dave to request funding from HSE for snacks

Initiated by: Matt

Date required: June 2023

Responsible party: David

Date complete:

Parking Lot
(Items for Future Discussion)



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Item	Date initiated: February 28, 2023
Item details: Include Former NUL Employees to JOHSC as Guests	

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

Item # 2023-4	Date initiated: 2023-03-28
Item details: Missing Incident Report	
Recommendations	
<ul style="list-style-type: none"> • 02-11-23 Inuvik Contractor Became Confrontational with Staff 	
Actions taken:	
<ul style="list-style-type: none"> • Incident report mentions a previous incident that was reported. No documentation has been supplied or located • Dave to request additional information 	
Initiated by: Dave	Date required:
Responsible party: Dave	Date complete:

Item # 2023-5	Date initiated:
Item details:	
Recommendations	
<ul style="list-style-type: none"> • 	
Actions taken:	
<ul style="list-style-type: none"> • • 	
Initiated by:	Date required:
Responsible party:	Date complete:

Item # 2023-6	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	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"/>
January 2023	Reviewed High RPH incident involving Barring on G1 Matt: Re-iterate to HSE that this level of detail on an Incident Report does not allow for reviewers to understand the issue and also if this is personal injury potential or property. Reviewed Low RPH incident involving Lock cut. Matt: Ask HSE if Reports should involve names (external parties?)	<input checked="" type="checkbox"/>
February 2023	Reviewed High RPH – Truck hitting pole Reviewed Medium RPH – Third party drilling into meter base Reviewed Low RPH – Worker cut finger on chair	<input checked="" type="checkbox"/>
March 2023	Reviewed Inuvik Incident, attachments are unavailable Discussed chair incident, second noted occurrence Discussed McPherson spill and camera usage	<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 JOSHC	<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"/>
December 2022	Concern reports received and reviewed	<input checked="" type="checkbox"/>
January 2023	Reviewed Concern Report involving oil shortage in Sachs	<input checked="" type="checkbox"/>
February 2023	No concern reports received	<input checked="" type="checkbox"/>



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March 2023	No concern reports received	<input checked="" type="checkbox"/>
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JOHSC Monthly Fire Extinguisher Inspection

Month	See Finance Admin. Assist. for binder & keys	
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 checked="" type="checkbox"/>
Jan 2023	Mitch & Zach & Matt	<input checked="" type="checkbox"/>
Feb 2023	Doug & Kelsey	<input checked="" type="checkbox"/>
Mar 2023	Dave & Zach	<input type="checkbox"/>
Apr 2023	Madam & Jamie	<input type="checkbox"/>
May 2023	Matt & Bailey	<input type="checkbox"/>
Jun 2023		<input type="checkbox"/>
Jul 2023		<input type="checkbox"/>
Aug 2023		<input type="checkbox"/>
Sept 2023		<input type="checkbox"/>
Oct 2023		<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
February 2023	HSE Lead	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September 2023	Greg & Kelsey & Matt	<input type="checkbox"/>	<input type="checkbox"/>
December 2023		<input type="checkbox"/>	<input type="checkbox"/>

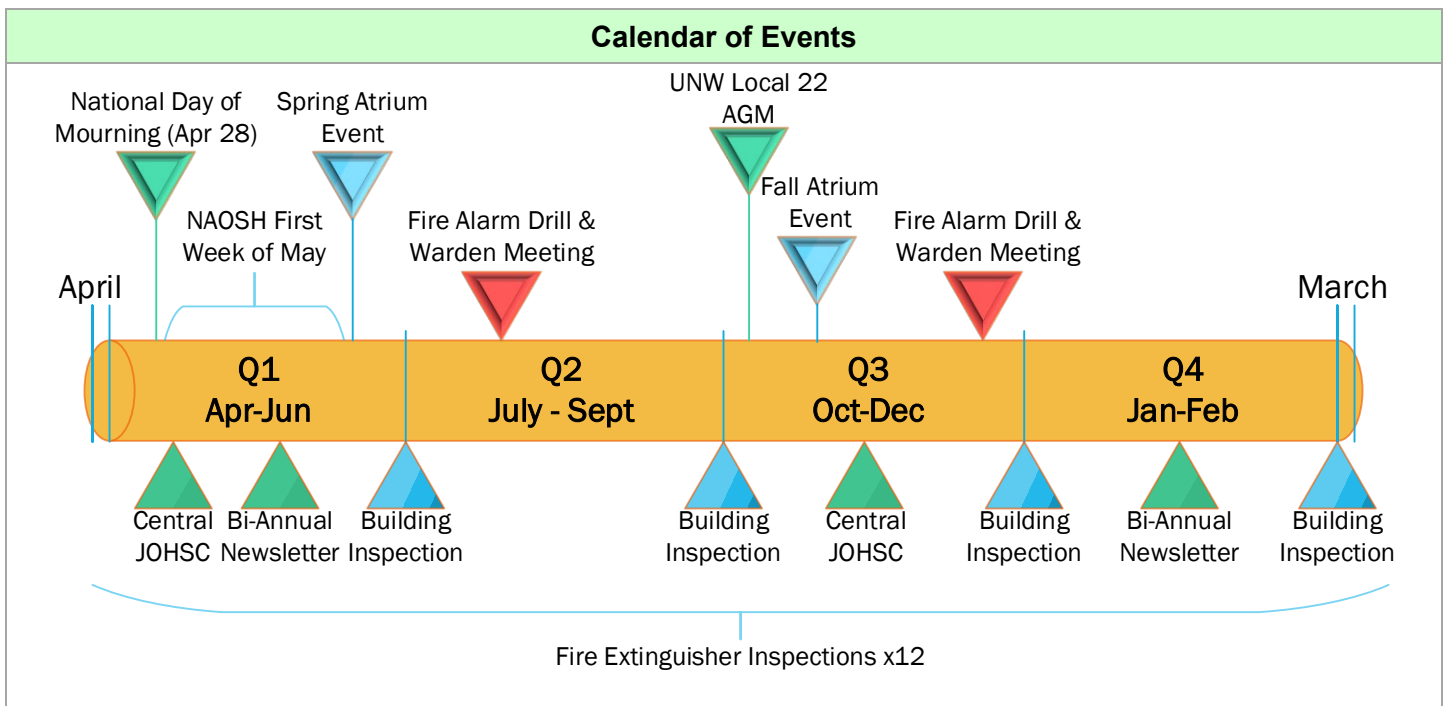
KUDOS Recognition

Month	Employee	Reason
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)
January 2023	Fritz Carpenter Jean Ramsay Jen Coleman, Vern Gardiner	Fritz – Awesome Concern Report Jean – Salting entryway at HO Jen/Vern – Help with Pancakes!
February 2023	Lee Brenton Travis Perkins & Joshua Clark Earl Bertrand	Brenton – Reporting cut incident Perkins & Clark – HSE Lead Walkthrough Bertrand – Incident Report Photos/Details
March 2023	Daniel Allen Darren Hazenberg	Submitting a near miss incident report Well document incident report
April 2023		
May 2023		
June 2023		
July 2023		

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
Replaced 2022-10	Welcome Back Event	2022-08-25	2023-1-11
2022-15	Communicate Holiday Safety Reminder & Road Kit Information	2022-12-13	2023-1-11
2022-12	HSE Warehouse Inspection Walkthrough	2022-11-22	2023-2-07
2022-14	New JOHSC Member Training	2022-11-22	2023-01-24
2022-15	Communicate Holiday Safety Reminder & Road Kit Information	2022-12-13	2022-12-15
2023-1	Orange strips at HO Parking Lot need Replacing	2023-01-24	
2023-2	Loft Storage is Inaccessible and Heavy Items (i.e UPSs) are Unsafe to Grab – Specifically Communication Items	2023-01-24	
2023-3	Spring Atrium Event	2023-02-28	





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Next Meeting Details

Date: April-25-23

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

Management Co-Chair

David Kopp-van Egteren

Signature

Union Co-Chair

Matt Lakusta

Signature