



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: January-24-23	Start time: 1:30	End time: 4:00
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Annual
Matthew Lakusta	9	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	6	HSE Rep/Union Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Unavailable
Zach Biggar	9	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	7	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Adam Montague	9	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	Unavailable
Bailey Corrigan	8	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Heather Tybring	8	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Jamie Tennant	9	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	3	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: December-13-22	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

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 7th 2023

Initiated by: Matt

Date required: December 2022

Responsible party: Matt/Dave/Josh

Date complete:

Item # 2022-14

Date initiated: 2022-11-22

Item details: New JOHSC Member Training

Recommendations

- HSE/HR to provide schedule and trainings

Actions taken:

- Josh: Follow-up with HR to schedule and communicate training
- Bailey: Send out training scheduling/training in 2023
- Doing it TODAY

Initiated by: Doug

Date required: February 2023

Responsible party: Matt/Dave

Date complete:

Item # 2022-15

Date initiated: 2022-12-13

Item details: Communicate Holiday Safety Reminder & Road Kit Information



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Recommendations

- HSE send communication to All-Staff

Actions taken:

- Josh: Send communication out

Initiated by: Matt

Date required: December 16th, 2022

Responsible party: Josh

Date complete:

Item # 2023-01

Date initiated: 2023-1-24

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 # 2023-02

Date initiated: 2023-1-24

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

Recommendations

- UPS: Store at ground level (alternate options?). Hoist?
- 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

Initiated by: Greg

Date required: February 28th, 2023

Responsible party: Matt

Date complete:

JOHSC Monthly Incident/Investigation Review

Month		
Nov 2021	Reviewed and Discussed: Large number of Snare incidents	☒
Dec 2021	3 Slips and Falls in November, Yak Trax plug inserted into Atrium event	☒
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	☒

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"/>

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"/>



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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"/>
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"/>

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 type="checkbox"/>
Feb 2023	Doug & Bailey & Kelsey	<input type="checkbox"/>
Mar 2023	Dave & Mitch	<input type="checkbox"/>
Apr 2023	Adam & Jamie	<input type="checkbox"/>
May 2023		<input type="checkbox"/>
Jun 2023		<input type="checkbox"/>
Jul 2023		<input type="checkbox"/>
Aug 2023		<input type="checkbox"/>
Sept 2023		<input type="checkbox"/>



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Oct 2023

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

Month	Personnel	HR Head Office	HR Warehouse
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 type="checkbox"/>	<input type="checkbox"/>
June 2023	Greg & Kelsey & Matt	<input type="checkbox"/>	<input type="checkbox"/>
September 2023		<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		
March 2023		
April 2023		
May 2023		



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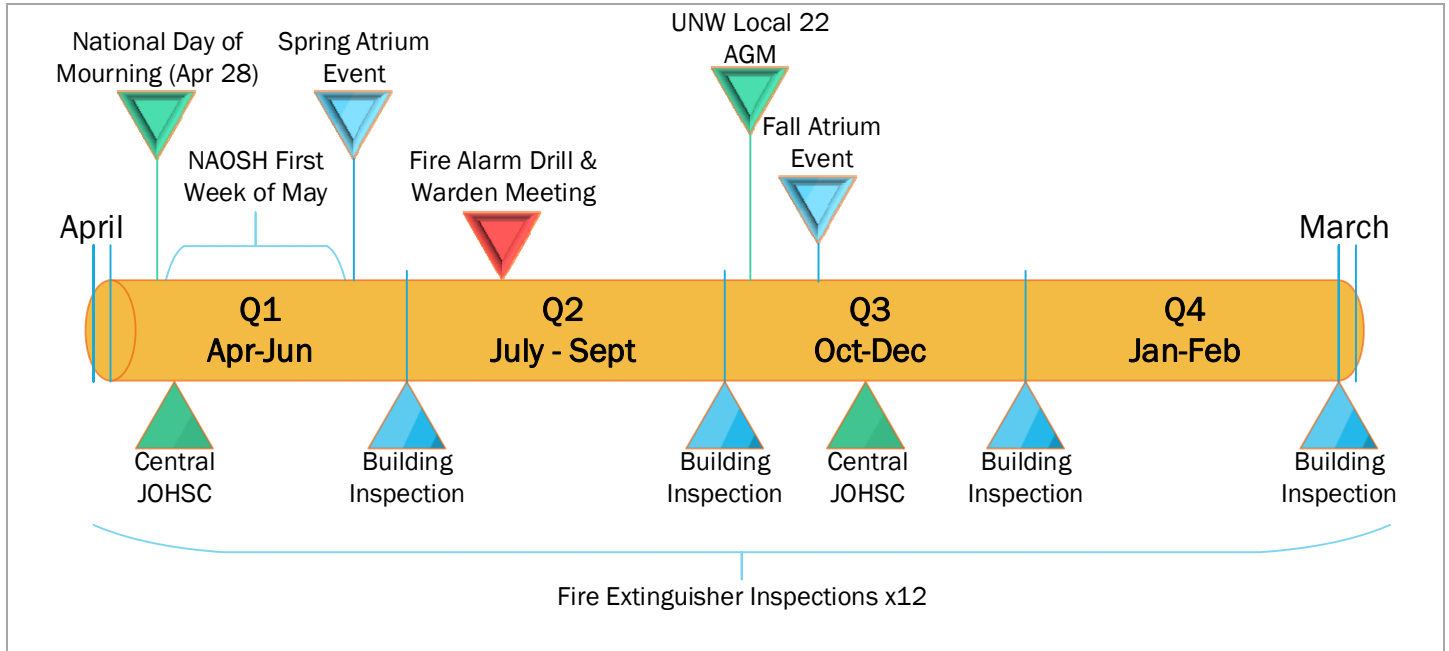
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June 2023		
July 2023		

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

Calendar of Events



Next Meeting Details

Date: February-21-23

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