



**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: October-24-23	Start time: 1:30	End time: 2:30
Secretary: David Kopp-van Egteren	Chairperson: 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	4	HSE Rep/Union Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Zach Biggar	5	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	2	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Adam Montague	6	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	0	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jamie Tennant	4	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Kelsey Gill	4	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Greg Goodie	5	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Lazy
	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: September-26-23	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 2 of 9

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

**Outstanding Items at Previous Meeting**

<b>Item # 2023-01</b>	<b>Date initiated: 2023-1-24</b>
<b>Item details: Orange strips at HO Parking Lot need Replacing</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>Replace orange strips and broken outlet caps</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Matt: Send concern/request to SCM with past request</li> <li>July 27, 2023 – Matt to send to SCM with next inspection (October 2023)</li> </ul>	
<b>Initiated by: Bailey</b>	<b>Date required: February 28<sup>th</sup>, 2023</b>
<b>Responsible party: Matt</b>	<b>Date complete:</b>

<b>Item # 2023-3</b>	<b>Date initiated: 2023-1-24</b>
<b>Item details: Spring Atrium Event</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>Charades/Pictionary style event</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Dave: Assemble team and develop presentation – Dave, Matt, Kelsey, Doug</li> <li>Funding has been confirmed from HSE</li> <li>Moving to October meeting for discussion</li> <li>Deferred from this calendar year</li> </ul>	
<b>Initiated by: Matt</b>	<b>Date required: June 2023</b>
<b>Responsible party: David</b>	<b>Date complete: October 10, 2023</b>

<b>Item # 2023-8</b>	<b>Date initiated: 2023-07-25</b>
<b>Item details: Spill review</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>Request information regarding preponderous of spills from HSE</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>Waiting for clarity from Doug regarding these needs. HSE will provide what is required</li> </ul>	
<b>Initiated by: Doug P</b>	<b>Date required:</b>
<b>Responsible party: Doug P</b>	<b>Date complete:</b>

**Parking Lot**  
(Items for Future Discussion)



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 3 of 9

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

<b>Item</b>	<b>Date initiated: February 28, 2023</b>
<b>Item details:</b> Include Former NUL Employees to JOHSC as Guests	
<b>Item details:</b> JOHSC general discussion regarding the wildfire	

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

<b>Item # 2023-9</b>	<b>Date initiated: October 24, 2023</b>
<b>Item details: Air Quality Concerns</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Discussion on air quality concerns upon return to community</li> <li>• Delay in obtaining air filtering equipment</li> <li>• Was air quality considered by EOC in the return to work planning/discussions?</li> <li>• SWP 1.33 for Working in Smoky Conditions</li> <li>• Right to Refuse unsafe work</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>• JOHSC review of SWP 1.33</li> </ul>	
<b>Initiated by: Kelsey Gill</b>	<b>Date required:</b>
<b>Responsible party: Kelsey Gill</b>	<b>Date complete:</b>

<b>Item # 2023-10</b>	<b>Date initiated:</b>
<b>Item details:</b>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Actions taken:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Initiated by:</b>	<b>Date required:</b>
<b>Responsible party:</b>	<b>Date complete:</b>

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



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

	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?)	
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"/>
April 2023	Reviewed and discussed reports: Load slipped off loader forks Heavy equipment slid on icy road Water truck rollover Grader struck power pole Glass cup fell and broke Truck hit grouse	<input checked="" type="checkbox"/>
May 2023	Reviewed Inuvik Worker Verbally Abused	<input checked="" type="checkbox"/>
June 2023	Reviewed: Belt Bucket Abrasion Damage to Boat during snow removal Snare flood Outage and pole fire	<input checked="" type="checkbox"/>
July 2023	Reviewed and Discussed: Whati Breaker Snare Heat Injury Snare Bridge Noted additional spill incidents	<input checked="" type="checkbox"/>
August 2023	Chair has emailed JOHSC for comments, concerns and questions	<input checked="" type="checkbox"/>
September 2023		<input type="checkbox"/>
October 2023	Reviewed: Inuvik electrical potential on fence Bears at Snare Inuvik transformer wiring	<input checked="" type="checkbox"/>

**JOHSC Monthly Concern Report Review**

Month		
January 2023	Reviewed Concern Report involving oil shortage in Sachs	<input checked="" type="checkbox"/>
February 2023	No concern reports received	<input checked="" type="checkbox"/>
March 2023	No concern reports received	<input checked="" type="checkbox"/>
April 2023	Reviewed Snare Camp Electrical Hazard Reviewed Snare Hydro Water on Stairs in Rapids Plant	<input checked="" type="checkbox"/>



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

May 2023	Reviewed Simpson Line Shed Reviewed Concern Report Danger Tree Reviewed Elevator Certificate	<input checked="" type="checkbox"/>
June 2023	Reviewed concern report regarding being observed	<input checked="" type="checkbox"/>
July 2023	Reviewed concern report with IHPW access road	<input checked="" type="checkbox"/>
August 2023	No concern report received	<input checked="" type="checkbox"/>
September 2023		<input type="checkbox"/>
October 2023	No concern report received	<input checked="" type="checkbox"/>

**JOHSC Monthly Fire Extinguisher Inspection**

Month	See Finance Admin. Assist. for binder & keys	
Jan 2023	Mitch & Zach & Matt	<input checked="" type="checkbox"/>
Feb 2023	Doug & Kelsey	<input checked="" type="checkbox"/>
Mar 2023	Dave & Zach	<input checked="" type="checkbox"/>
Apr 2023	Madam & Kelsey	<input checked="" 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	Matt & Kelsey	<input checked="" type="checkbox"/>
Oct 2023	Bailey & Mitch	<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"/>
June 2023	Greg & Kelsey & Matt	<input type="checkbox"/>	<input type="checkbox"/>



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

November 2023	Greg & Kelsey & Matt	<input type="checkbox"/>	<input type="checkbox"/>
---------------	----------------------	--------------------------	--------------------------

Fire Drill	
Floor Wardens	
Connor Goudreau	
Adam Montague	
Ian Flood (Zach Biggar)	
Vern Gardiner	

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	Joe Melanson Shawn Brennan Zach Biggar Adam Montague Sarah Froese	Joe/Shawn: Concern Reporting Zach/Adam: Making 11/12 JOHSC meetings Sarah: Great incident report (poor glass 😞)
May 2023	Matt Miller Erin Ladouceur	Matt: Promoting mental health material via an email during the evacuation



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 7 of 9

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

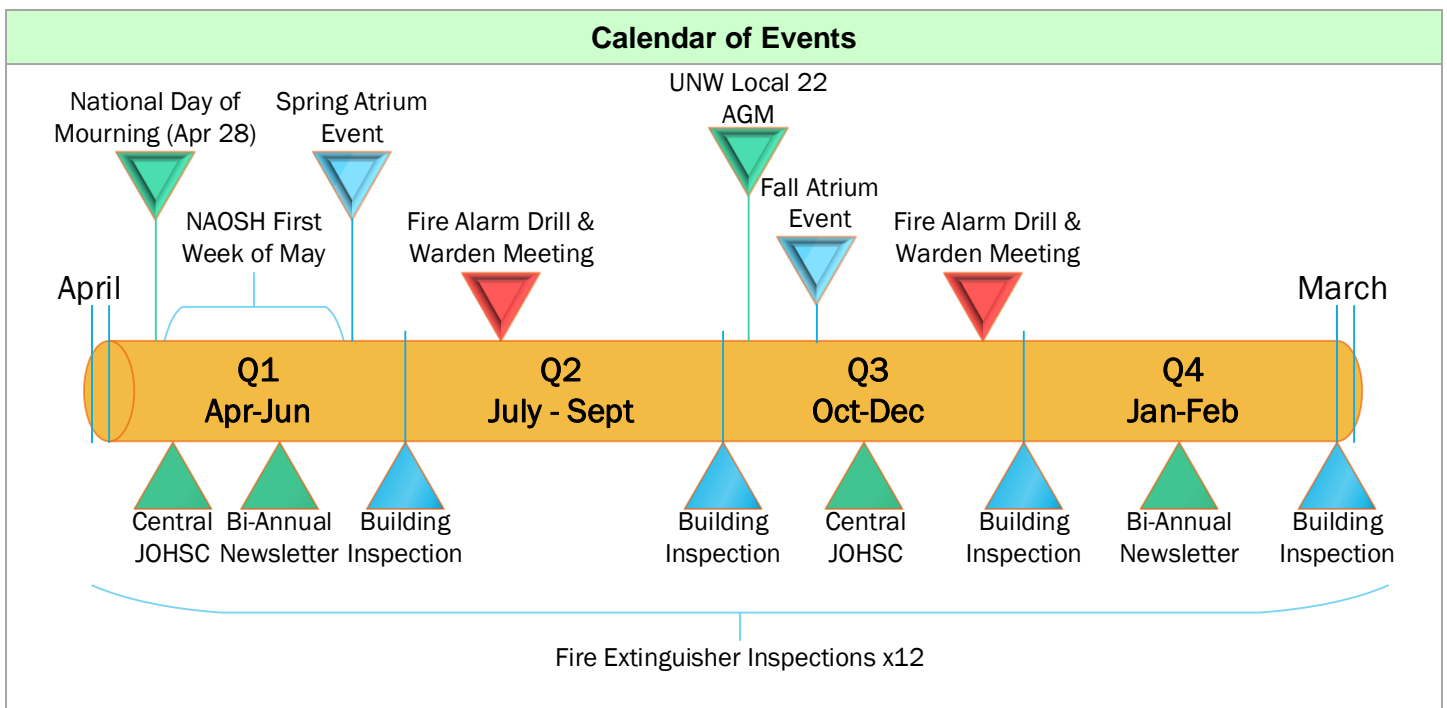
	Eileen Hendry Sergio Catlyn Scott Falshaw Belinda Whitford	Erin L/Eileen/Sergio/Scott/Belinda: Helping HR evacuees and being accommodating
June 2023	Christina Turnbull	Promoting safety culture with diligent incident and concern reporting at Snare
July 2023	Blake Noksana	Attending to medical emergency at Snare concurrent with an outage
August 2023	N/A	N/A
September 2023	Chuck Myles Tim Dressel Vern Gardiner	All their hard work during evacuation. From setting up Starlink to shipping computers to stuffing envelopes
October 2023	Paul Grant, Jill Zdebiak	Hay River welcome back event

**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

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.

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	2023-05-30
2023-3	Spring Atrium Event	2023-02-28	Cancelled
2023-4	Missing Incident Report	2023-03-28	2023-04-25
2023-6	Flood Preparedness JOHSC Responsibilities Inquiry	2023-02-28	2023-05-30
2023-8	Spill Review	2023-07-25	
2023-9	Air Quality Concerns	2023-10-24	
2023-10			



### Next Meeting Details

Date: November-28-23	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

Hard copies of this document are considered uncontrolled. Please refer to the PowerLine for the latest version.



**Health & Safety Management System Form:**  
JOHSC Meeting Minutes

Page 9 of 9

**Monitor:**  
Director, Health, Safety & Environment

Form #:  
14.04.2

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