



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: December-14-23	Start time: 3:00	End time: 4:00
Secretary: Matt Lakusta	Chairperson: Matt Lakusta	

Attendance (call in #)

Name	#	Worker, Management, Guest	Present	Reason Absent
David Kopp van Egteren	6	Management / Co-Chair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On Leave
Matthew Lakusta	6	Union Rep Worker/Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Joshua Clark	5	HSE Rep/Union Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Zach Biggar	7	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Doug Prendergast	4	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	3	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bailey Corrigan	5	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	On Leave
Jamie Tennant	4	Union Rep Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On Leave
Kelsey Gill	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Greg Goodie	7	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: November-28-23	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	



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Outstanding Items at Previous Meeting

Item # 2023-3	Date initiated: 2023-1-24
Item details: Spring Atrium Event	
Recommendations	
<ul style="list-style-type: none"> Charades/Pictionary style event 	
Actions taken:	
<ul style="list-style-type: none"> Dave: Assemble team and develop presentation – Dave, Matt, Kelsey, Doug Funding has been confirmed from HSE Moving to October meeting for discussion Deferred from this calendar year 	
Initiated by: Matt	Date required: June 2023
Responsible party: David	Date complete: October 10, 2023
Item # 2023-9	Date initiated: October 24, 2023
Item details: Air Quality Concerns	
Recommendations	
<ul style="list-style-type: none"> Discussion on air quality concerns upon return to community Delay in obtaining air filtering equipment Was air quality considered by EOC in the return to work planning/discussions? SWP 1.33 for Working in Smoky Conditions Right to Refuse unsafe work Matt/Dave: Create a consolidation document for comments – provide SWP as reference 	
Actions taken:	
<ul style="list-style-type: none"> JOHSC review of SWP 1.33 	
Initiated by: Kelsey Gill	Date required:
Responsible party: Kelsey Gill	Date complete:
Item # 2023-10	Date initiated:
Item details: Warehouse Air Quality Concerns	
Recommendations	
<ul style="list-style-type: none"> 	
Actions taken:	
<ul style="list-style-type: none"> Josh: To investigate air concerns and get back to JOHSC 	
Initiated by: Doug Prendergast	Date required: January
Responsible party: Matt Lakusta	Date complete:



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Item # 2023-11	Date initiated:
Item details: Warehouse Server Room Clean-up and Re-purpose Heavy Items	
Recommendations	
<ul style="list-style-type: none"> Request investigation of items in room and possible clean-up to re-use for heavier items on the top shelves for IT and Communications Manager 	
Actions taken:	
<ul style="list-style-type: none"> Dave/Matt: Make a request to IT/P&E/SCM to investigate clean-up capabilities in that room 	
Initiated by: Matt Lakusta	Date required: March 2024
Responsible party: Matt Lakusta	Date complete: TBD

Item # 2023-12	Date initiated:
Item details: Yak-Traxx into Employee Welcome Package	
Recommendations	
<ul style="list-style-type: none"> Request that on onboarding new employees are made aware of the process 	
Actions taken:	
<ul style="list-style-type: none"> Bailey: Investigating if they can be added to onboarding packages 	
Initiated by: Adam Montague	Date required: January 2024
Responsible party: Bailey Corrigan	Date complete: TBD

Parking Lot
(Items for Future Discussion)

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 # 2023-13	Date initiated: December 14, 2023
Item details: Excluded Position Rotation	
Recommendations	
<ul style="list-style-type: none"> Discuss at January's meeting 	
Actions taken:	
<ul style="list-style-type: none"> 	



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Initiated by: Doug Prendergast	Date required: January 2024
Responsible party: Co-Chairs	Date complete: TBD

Item # 2023-14	Date initiated: December 14, 2023
Item details: Front Desk Situation Regarding Public Access	
Recommendations	
<ul style="list-style-type: none"> Discuss at January's meeting 	
Actions taken:	
<ul style="list-style-type: none"> 	
Initiated by: Doug Prendergast	Date required: January 2024
Responsible party: Co-Chairs	Date complete: TBD

JOHSC Monthly Incident/Investigation Review		
Month		
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?)	☒
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	☒
March 2023	Reviewed Inuvik Incident, attachments are unavailable Discussed chair incident, second noted occurrence Discussed McPherson spill and camera usage	☒
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	☒
May 2023	Reviewed Inuvik Worker Verbally Abused	☒
June 2023	Reviewed: Belt Bucket Abrasion Damage to Boat during snow removal Snare flood Outage and pole fire	☒
July 2023	Reviewed and Discussed: Whati Breaker	☒



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	Snare Heat Injury Snare Bridge Noted additional spill incidents	
August 2023	Chair has emailed JOHSC for comments, concerns and questions	☒
September 2023	Reviewed	☒
October 2023	Reviewed: Inuvik electrical potential on fence Bears at Snare Inuvik transformer wiring	☒
November 2023	Reviewed: Contractor with no fall arrest PPE Third party hit pole in Inuvik Worker tripped and bruised ribs	☒
December 2023	Reviewed: Fuel Mishandling Matt: Was there individuals identified on both of the incidents and is there proactive measures we can do for the future? Signage on the bathroom doors in HO Matt: Provide a formal email to SCM and HSE regarding better signage, especially since these will become more public washrooms in the future	☒

JOHSC Monthly Concern Report Review

Month		
January 2023	Reviewed Concern Report involving oil shortage in Sachs	☒
February 2023	No concern reports received	☒
March 2023	No concern reports received	☒
April 2023	Reviewed Snare Camp Electrical Hazard Reviewed Snare Hydro Water on Stairs in Rapids Plant	☒
May 2023	Reviewed Simpson Line Shed Reviewed Concern Report Danger Tree Reviewed Elevator Certificate	☒
June 2023	Reviewed concern report regarding being observed	☒
July 2023	Reviewed concern report with IHPW access road	☒
August 2023	No concern report received	☒
September 2023	No concern report received	☒
October 2023	No concern report received	☒
November 2023	No concern report received	☒



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December 2023	Reviewed: Inuvik EMD Air Conditioner Canopy: Matt: Request details from HSE about personal safety here (removing ice and snow from roof)	<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	N/A	<input type="checkbox"/>
Jul 2023	N/A	<input type="checkbox"/>
Aug 2023	N/A	<input type="checkbox"/>
Sept 2023	Matt & Kelsey	<input checked="" type="checkbox"/>
Oct 2023	Bailey & Mitch	<input type="checkbox"/>
Nov 2023	Bailey & Greg	<input type="checkbox"/>
Dec 2023	Bailey & Greg	<input checked="" type="checkbox"/>
Jan 2024	Doug & Kelsey	<input type="checkbox"/>
Feb 2024	TBD	<input type="checkbox"/>
Mar 2024	TBD	<input type="checkbox"/>

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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June 2023	Greg & Kelsey & Matt	<input type="checkbox"/>	<input type="checkbox"/>
November 2023	Greg & Kelsey & Matt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 2024	Jamie & Adam & Dave	<input type="checkbox"/>	<input type="checkbox"/>
June 2024	TBD	<input type="checkbox"/>	<input type="checkbox"/>
October 2024	TBD	<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



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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 Eileen Hendry Sergio Catlyn Scott Falshaw Belinda Whitford	Matt: Promoting mental health material via an email during the evacuation 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
November 2023	Daniel Cook Daniel Allen	Daniel C: Excellent help in JOHSC facility walkthrough Daniel A: Well done on the incident reporting
December 2023	Russell Brown Josh Plowman	Russell/Josh: Excellent Concern Reporting

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



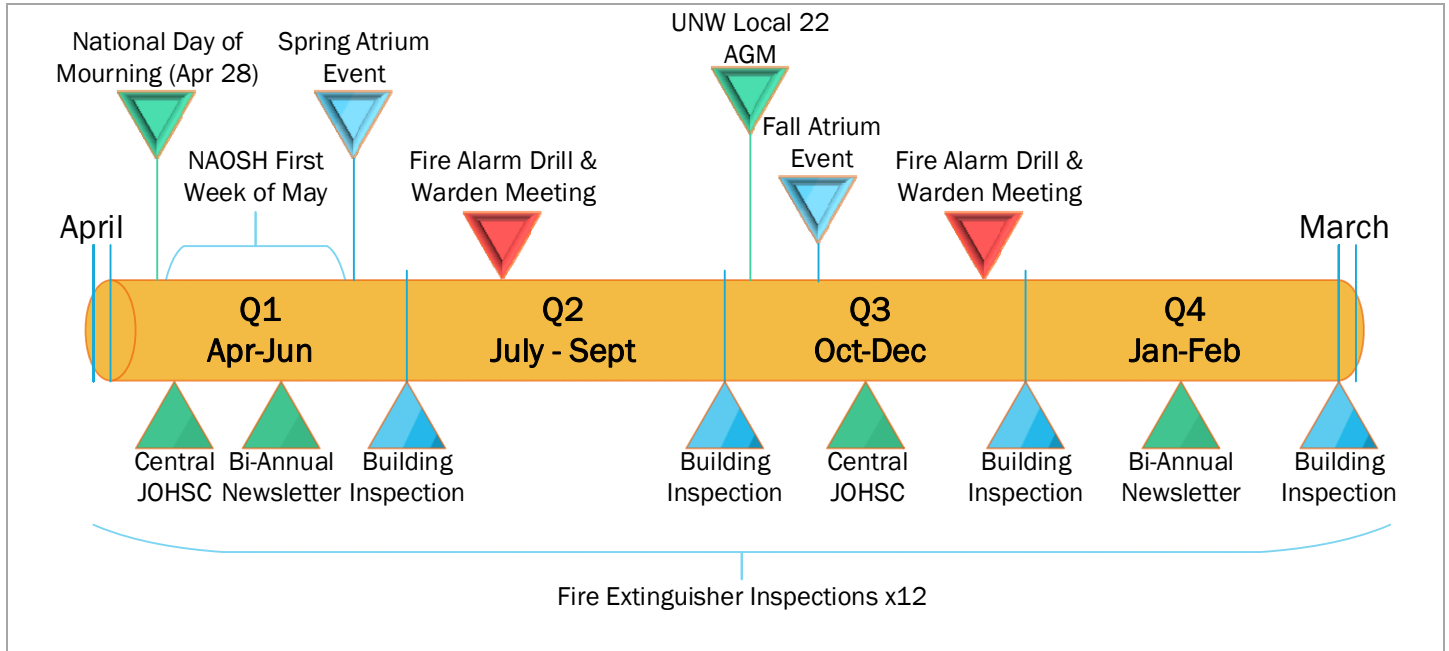
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2022-10	Fall Atrium Event	2022-08-25	Cancelled
2022-11	First Aid Kit Inspections	2022-11-22	2022-12-13
2022-12	HO Ice Melt	2022-11-22	2022-12-13
Replaced 2022-10	Welcome Back Event	2022-08-25	2023-1-11
2022-15	Communicate Holiday Safety Reminder & 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	2023-05-30
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	2023-11-28
2023-9	Air Quality Concerns	2023-10-24	
2023-10	Warehouse Air Quality Concerns	2023-11-28	
2023-11	Warehouse Server Room Clean-Up and Re-Purpose	2023-11-28	
2023-01	Parking Lot Orange Strips	2023-10-24	2023-12-14

Calendar of Events



Next Meeting Details

Date: January-17-24

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