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	Monitor: Director, Health, Safety & Environment		Form #: 14.04.2

Meeting Details		
Group: Hay River JOHSC	Location: HR Main Boardroom	
Date: August-9-17	Start time: 3:00 p.m.	End time: 4:30 p.m.
Secretary: Tammy Martel	Chairperson: Andrew Taylor	

Attendance (call in #:)				
Name	#	Worker, Management, Guest	Present	Reason absent
John Stewart	4	Union Rep Worker / Co-Chair	☒ Yes ☐ No	
Andrew Taylor	5	Management / Co-Chair	☒ Yes ☐ No	
Blaine MacKay	5	Management	☒ Yes ☐ No	
Sam Mugford	3	Union Rep Worker	☐ Yes ☒ No	On leave
Gilles Ringuette	3	Union Rep Worker	☒ Yes ☐ No	
Andrew Davidson	5	Management	☒ Yes ☐ No	
Erin Dean	3	Excluded Worker	☒ Yes ☐ No	
Ian Flood	4	Union Rep Worker	☒ Yes ☐ No	
Tammy Martel	5	Excluded Worker	☒ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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: July-12-17	Approved? ☒ Yes ☐ No
Discussion:	

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Outstanding Items at Previous Meeting
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Item # 1: 11-07-16 INUVIK METER CHANGE	Date initiated: November-7-16
Item details: Routine meter change (injury / property damage / near miss)	
Recommendations: Still under review, further training to be set up. Should this not be for Inuvik JOHSC?	
Actions taken: WILL CONTINUE AS RECURRING UNTIL COMPLETED.	
Initiated by: Roger Rivait	Date required: February-8-17
Responsible party: Rex Dalley	Date complete:

Item #2: 11-15-16 SNARE – CHEMICAL SHIPPING	Date initiated: November-28-16
Item details: Transporting Dangerous Goods with passengers	
Recommendations: A review of TDG. Airlines should be checking what goes on their passenger flights as Dangerous Goods should be shipped on cargo flights only. This has many environmental & safety issues.	
Actions taken: WILL CONTINUE AS RECURRING UNTIL WE SEE IT COMPLETED.	
Initiated by:	Date required: March-31-17
Responsible party:	Date complete:

Item #3: 04-12-17 FIRST AID KITS	Date initiated: April-12-17
Item details: Is there protocol on re-stocking the kits? Does HSE do this?	
Recommendations: Kits are on the inspection sheet; they are not re-stocked. Suggested dating kits and replacing every two years with small travel kits being replaced each year. Need to have ownership of first aid kits.	
Actions taken: There is a policy on out-of-date items; waiting on Eddie for recommendations.	
Initiated by:	Date required
Responsible party: Blaine	Date complete: August-9-17

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Item #4: 04-12-17 KPI'S FOR JOHSC	Date initiated: April-12-17
Item details: - o How will HR JOHSC be reviewed? - o Are we effective? - o How is our attendance rate?	
Recommendations: JOHSC can influence and make a difference	
Actions taken: - o John made a presentation with a lot of data pulled from incident reports and investigations & put into an Excel pivot table that gives a breakdown of information which could be very useful for extracting particular information and creating reports etc. that may be helpful to the HSE Department; i.e. identify most frequent types of incidents & resolve to fix them – for example: finger incidents/injuries – HSE to push Glove awareness and any other SWP's related to it. Could be an HSE Initiative; John to talk with Eddie. - o All JOHSC members to consider recommendations to HSE on how we'd like to see data presented that is derived from incident reports; John will forward the Excel pivot table he created to HSE. - o Clearer minutes i.e. these are what we looked at & these are the actions – keep on top of things - o Should be looking at Ratings on incidents a little closer vs just reviewing the incident (i.e. is the RPH reasonable?)	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete:

Item #5: 04-12-17 AIR QUALITY TESTING	Date initiated: April-12-17
Item details: - o Employee complaint regarding air quality - o Andrew D. also noted that folks in his area always seem to be coughing and/or sneezing.	
Recommendations: Blaine to speak to Rod G. regarding having the ductwork cleaned and the carpets shampooed.	
Actions taken:	
Initiated by: Andrew T.	Date required:
Responsible party: Andrew T.	Date complete:

Item #6: 05-10-17 SAFETY TRENDS	Date initiated: May-10-17
Item details: - o Reviewed NTPC policy - o JOHSC duties	
Recommendations: - o Safety Trend Analysis - to compile the data should probably be the HSE Department. This is quite time consuming unless we just go forward, no historical data. - o On average, it takes 12.6 months to complete an item - o Reasonable job on the "what's"	

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- o Need to do better on the “why’s”
- o Concern Reports – tracks resolutions or actions but doesn’t include causes or root cause
- o Concern Register – shows only completed or on track
- o Incident Report – describes incident
- o Medium or High RPH triggers an investigation & tries to assign a cause
- o A Committee of people should be doing the investigations i.e. mechanical, electrical, IT, etc.
- o One week prior to JOHSC monthly meeting, we should each review the incident reports/summary

Actions taken:	
Initiated by: John S.	Date required:
Responsible party: John S.	Date complete:

Item #7: 05-10-17 SITE EMERGENCY RESPONSE PLANS	Date initiated: May-10-17
Item details: - o Questionnaire sent out to other JOHSC groups - o Thermal is reasonably happy; Hydro has some gaps; have had a meeting with HSE & are planning some emergency drills	
Recommendations: - o Legislation & NTPC Policy – annual drills are a requirement - o NTPC is responsible to get the person to the airstrip - o There is an issue with no lighting on the Taltson airstrip - o Corporation has provided due diligence in having an Emergency Response Plan - o Taltson Operator (lone worker); pre-requisite re health issues - o NTPC in process of completing training	
Actions taken: o July 2017 – revised plans to be finalized & issued	
Initiated by: John S.	Date required: July-12-17
Responsible party: John S.	Date complete: August-9-17

* Copy table above and insert as required

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

Item #1: 07-12-17 Fire Extinguisher Training	Date initiated: July 12, 2017
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Item details: Fire Extinguisher Training is due for Head office staff

Recommendations:
 This is Discretionary training for employees so it's up to Directors/Managers who will take it.
 This is Mandatory however, for the Building Fire Wardens.

Actions taken:

- o Fire Chief mentioned they do monthly training with the Hospital staff and is happy to have NTPC folks take part in any of those sessions.
- o We could also make this part of the NAOSH Week
- o We should also be mindful of mandatory vs discretionary training
- o Will have one more 10-person session (for the 10 people that showed up but the session didn't happen)
- o Booked through Kristen
- o Erin will check on this

Initiated by:	Date required:
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Responsible party: Ian Flood	Date complete:
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Item #2: 07-12-17 JOHSC Communications (recurring)	Date initiated: July 12, 2017
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Item details: JOHSC's role IS Communication as we are Head Office Spokesperson.
 Currently our only communication is the meeting Minutes. High rated incidents are reviewed & discussed.

Recommendations:
 Communications will be on our Agenda/Minutes format as a recurring item going forward.

Actions taken: Waiting on word from Mitchell T. (Union) on what is required from JOHSC.

Initiated by: John S.	Date required:
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Responsible party:	Date complete:
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Item #3: 07-12-17 HS Committee Training	Date initiated: July 12, 2017
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Item details: Keeping records, inspection records. Online or in person training through Northern Safety Association from YK. Online is 1 hour; in person is ½ day – leaning toward in person training. JOHSC would be mid-September.

Recommendations:

- o NSA (Northern Safety Association) from YK is available September 18-22 to be in Hay River
- o Managers/Leaders (title changes to come following policy updates to come); this is good timing to change element of process (done annually)
- o AGM's to be held prior to end of November
- o Membership change to allow more people to participate
- o Union Co-Chair is elected at the Union AGM
- o JOHSC member selection doesn't align with NTPC Policy

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- o NTPC could amend policy to align with Union & JOHSC

Actions taken:

- o JOHSC members to get back to Andrew T. on preferred date for the training in Hay River

Initiated by: Andrew T.

Date required:

Responsible party: Ian Flood

Date complete:

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	Jan. 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	Jan. 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	Nov. 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017
7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017

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JOHSC Monthly Incident Review (Recurring Event)		
Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

JOHSC Monthly Fire Extinguisher Inspection (Recurring Event)		
Month	RED INSPECTION BINDER (incl. forms & keys) CIRCULATED	
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	
October 2017	JOHSC Members	
November 2017	Information Technology	
December 2017	Budgeting & Regulatory	
January 2018	Executive	
February 2018	Financial Reporting	
March 2018	Transmission & Distribution	

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JOHSC Quarterly Facility Safety Inspection Schedule				
Month	HR Head Office	HR Warehouse	(Location)	
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓		
July 2017	John & Ian ✓	John & Ian ✓		
October 2017				
January 2018				

Next Meeting Details	
Date: September-13-17	Time: 3:00 in Engineering Boardroom
Chairperson: John S.	Secretary: Tammy Martel

Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4) Post