



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hydro	Location: Yellowknife/Ft. Smith	
Date: Nov. 21, 2023	Start time: 1:30pm	End time: 3:30 pm
Secretary: Sergio Catlyn	Chairperson: Stuart Robinson	

Attendance

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Brown	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Darren Hazenberg	4	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Russell Brown	5	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Trevor Wetmore	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bryan Brazeau	4	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Stuart Robinson	5	Worker (Co-chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sergio Catlyn	4	Management (Co-chair)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eileen Hendry	3	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	On leave
Anthony Spink	4	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Scott Falshaw	3	Safety Advisor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Belinda Whitford	3	Management Special	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Dean Hendrickson	4	Management Special	<input checked="" 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: Oct. 2023	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Approved.	



Outstanding Items at Previous Meeting

Item # 2023-2	Date initiated: March 2023
Item details: Winter road travel	
Recommendations: Review and provide updated training on road travel procedures by Winter 2023.	
Oct. 20: No response to recommendation as of yet.	
Anthony Spink sent out very detailed messages on requirements for travelling on winter road.	
Someone from Hay River travelling on winter road – entry into app was a problem or app malfunctioning. Notices were going out when folks were not missing or travel was mistimed. Phone calls to control centre and no info in control centre on who is travelling and itinerary. Eileen spoke with Josh and Dave to resolve.	
ACTION: Dave Dewar resolution on how we are going to correct these deficiencies. How does HSE expect to communicate information to folks travelling on what requirements / expectations are currently? How to use the `app? Timing? Training?	
ACTION: Bryan / Vern are there radios in Hay River that require updating? Bryan will follow-up with Hay River to get them updated if needed. COMPLETED – OCT. 20, 2023	
April 25, 2023: Currently the best process on winter road travel is to let operator for the destination Town or Plant know you are arriving and an estimated time of arrival.; All radio works have been completed.; There is currently a phone app being rolled out.	
June 27, 2023: Lots of discussion on current practice and plans to use an updated app/procedure. Scott to follow-up with Dave to confirm status and dates for training.	
No current update. –	
Nov 21, 2023: Crews reported app is functional on trips to Whati; However, officially app is still being worked on by safety.	
Responsible party: Scott	Date complete:

Item # 2023-3	Date initiated: June 27, 2023
Item details: CMMS safety-related work orders	
Recommendations: Departmental Managers to evaluate CMMS work orders that have Health & Safety tagged.	
Recommendation was approved by Dean H. and work will be completed to address the work orders. 13 pages, will take awhile to address everything. Item can be marked as completed Nov. 2023 JOHSC.	



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Lots of CMMS work-orders with Health & Safety checkbox ticked but several are outstanding. Some might need to be closed but others may need attention.

Nov 21, 2023: Review to be continued.

Responsible party: Bryan

Date complete: Oct. 20, 2023



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New Safety Item
(Group H&S Escalations/Referrals, Employee Interests & Concerns)

Item # 2023-4	Date initiated: April 2023 to JOHSC
Item details: Escalated from Hydro Department Safety Meeting – Snare Forks Headgate Toeboard Installs	
Recommendations: NTPC Mechanical Dept. to prioritize installation by Winter 2023.	
No toe board in snare forks head gate house around openings (this is outside headgate house) and grating may be needed to ensure nothing falls into water (this is a GNWT regulatory issue and should be given some priority) also Some areas in snare falls basement that go into sump area require toe boards. C6037	
<i>Nov 21, 2023: Completed in November – to be confirmed with crews.</i>	
Responsible party:	Date complete:
Item # 2023-5	Date initiated: April 2023
Item details: Escalated from Hydro Department Safety Meeting – Snare Falls Unknown Disconnects	
Recommendations: Substation drawing to be confirmed in the field by NTPC Electrical Dept.	
Stuart found a drawing that shows disconnects on paper, will share with Tyler/Merv. SOPs may need to be reviewed and updated once completed.	
Falls Plant – Kirk interlock indicated on single line in one of the cabinets and it says do not open unless sf89-7 sf89-8 are in open position. The location of SF89-7 and SF89-8 are unknown.	
Nov 21, 2023: Electrical group to assess. Tyler is aware and will be manager responsible.	
Responsible party:	Date complete:
Item # 2023-6	Date initiated: April 2023
Item details: Escalated from Hydro Department Safety Meeting – CN Hill Trail Accessibility	
Recommendations: Install culvert and brush trail / top of CN Hill.	
Recommendation was approved, culvert and trail construction underway, subject to operator availability.	
CN Hill Tower - not easily accessible. Accessibility needed to ensure reliable communication. Some work has been started but needs to be completed.	
<i>Nov 21, 2023: work to be done when ground is thawed again</i>	
Responsible party: Bryan	Date complete: Oct. 20, 2023
Item # 2023-7	Date initiated: September 2023



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Item details: Incident Investigation Team Composition

Recommendations: HSE commitment that the designated JOHSC will be active participants in future incident investigations, not simply review.

Multiple incident investigation teams have been assembled without participation of employee representatives of JOHSC. Further discussion required prior to forming recommendation.

28. (1) Subject to section 29, an employer shall ensure that an accident causing serious bodily injury or a dangerous occurrence is investigated as soon as is reasonably possible (a) by the Committee and employer or by the representative and the employer; or (b) if no Committee or representative is available, by the employer.

From the Collective Agreement:

32.02(b)(i)(V) Powers of Committee

“A safety and health committee shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the committee on such matters;”

Of note, an incident investigation was completed in Whati that did not include any employee representative from Hydro-JOHSC, nor was any input or questions collected from Hydro-JOHSC prior to the investigation being closed.

Nov 21, 2023: Region in which incident occurs should be the region doing the investigation ... pending input on discussions from safety from Bryan.

Responsible party: Bryan

Date complete:

NEW ITEM:

Item #	Date initiated:
Item details: Pine Point First Aid kit – no inspections listed on label.	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:



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Standing Items

(Corrective Action Registers, Incident Report Reviews, Incident Investigation Reviews, WSCC Inspections)

Standing Item 1

Corrective Actions Review

Item details: Review Incident Report and Concern Report Corrective Actions Registers

Recommendations: none

Reviewed corrective actions that are now available and tracked in K2. No actions required.

Standing Item 2

Incident and Concern Report Review

Item details: Review Incident Report and Concern Reports

Recommendations: none

Reviewed incident and concern reports.

Standing Item 3

Incident Investigation Reviews

Item details: Review Incident Investigations

Recommendations: n/a

None for Oct. 2023

Standing Item 4

WSCC Inspection Reviews – no new WSCC inspections completed since last meeting.

Item details: Review WSCC Inspections.

Recommendations: n/a

None



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Standing Item 5

Employee Recognition for Contribution to Workplace Safety

Employee #1: Geza Rosta : bridge and toe boards – also identified flammable goods storage and cabinet use. And building a ramp safe barrel movement.

Employee #2: Josh Plowman – Cleanup of Taltson’s boneyard! Also mentioned placing grating over head gate holes.



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Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
2023-1	Recommendations: Boiler inspections – make inspections accessible	February 21, 2023	April 25, 2023

Hydro JOHSC Site Safety Inspection Checklist

Inspection Schedule				
Quarter	Site	Manager in Charge	Status	Comment
Q3 2023 (Oct-Dec)	Jackfish - Plants	Dean	Complete	Dean/Christina Oct. 19, 2023
	Jackfish - Buildings	Dean	Complete	Dean/Christina Oct. 19, 2023
	Bluefish - Plants	TBD	Incomplete	
	Bluefish - Buildings	TBD	Incomplete	
	Snare - Plants	TBD	Incomplete	Sergio
	Snare - Buildings	TBD	Incomplete	
	Frank Channel	TBD	Incomplete	
	Ft. Smith	TBD	Incomplete	Russell – Rob
	Taltson	TBD	Scheduled	Russell – Anthony (Nov 8-10) needs to be rescheduled
	Pine Point	TBD	Completed	Russell (Oct 30 – Nov 4) - completed
	Ft. Resolution	TBD	Incomplete	Russell – week of nov 20 or next week
	Lutsel Ke	TBD	Incomplete	
	Whati	TBD	Incomplete	
	Gameti	TBD	Incomplete	

Next Meeting Details

Date: November-16-23

Time: 1:30 pm

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

Escalation of items

If an item is on the minutes longer than 3 meetings (3 months), it can be elevated to the next committee up.

[Group H&S Meetings > JOHSC > Central JOHSC > Director HSE > Senior Management]

Items that will take more than 3 months to complete can be entered onto a Concern Report and submitted.