

**Sutherland Health & Safety Committee**  
**Thursday, January 24, 2019**  
**Room B3330**  
**Sutherland Campus**

## MINUTES

Sutherland H&S Committee				Minutes and Agenda are now located on the H&S Website	
Co-Chairs					
C	Elane Kalavrias (EK) Co-Chair		R	Mike Peart (MP) Co-Chair	
	Members			Resources	
P	Wes Stewart (WS)		P	Kim English (KE) R*	
P	Joanne Tully (JT)		P	Kim Fleming (KF) R*	
P	Kari Draker-Fortis (KDF)		R	Christopher Smith (CS) R*	
R	Tracy Partridge (TP)				
P	Travis Grant (TG)			TBA, Employment Ontario Peterborough	
P	Mary Walke (MWA)				
P	Maxine Mann (MM)				
R	Tina Benincasa (TB)				
P	Tammy Douglas (TD)				
				Marriah Wickert (MW) – Minutes	
C-Chair		P-Present		R-Regrets	
				G-Guest	
				R*-Resource	
At Fleming College, we: <ul style="list-style-type: none"><li>- Put student learning first</li><li>- Value people and community</li><li>- Commit to our environment</li><li>- Waste nothing – not time, talent or resources</li><li>- Take inspiration from Sir Sandford Fleming: innovate with vision, then implement with excellence</li></ul>					
Upcoming Meetings		Feb 28 <sup>th</sup> , 2019		Mar 28 <sup>th</sup> , 2019	
				Apr 25 <sup>th</sup> , 2019	
				May 23 <sup>rd</sup> , 2019	

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	<b>Call to Order</b> Meeting was called to order by Co-Chair Kalavrias at 9:04am	Quorum was met and those in attendance were welcomed.  New member TD taking over from Drew Simon who left College late 2018.	The CMT completed a round table introduction.

4.	<b>Approval of Agenda <u>Motion 1:</u></b>	It was moved by KDF and seconded by JT, that the Agenda be approved as amended.	KE proposed that new business 6.1 – housekeeping video, be circulated and CMT watch video on their own to accommodate for fire drill.
5.	<b>Approval of December Minutes <u>Motion 2:</u></b>	It was moved by JT that the Minutes from December's meeting be approved.	
6.	<b>Accident Reports 4.1 Student Accident Reports:</b>  <b>Staff Accident Reports:</b>	Student - 5 total  Staff – 7, 3 accidents from team building exercise.	EK noted that most incidents required preventions by the individual. As inclement weather season continues, appropriate footwear is necessary to prevent slips/trips and falls.  PRD working continuously to ensure walkways are clear.
5.	<b>Inspection Reports</b> 5.1 Review of Inspection Progress  5.2 Draft Template – Inspection Zones	January Inspection Zone D in progress  CMT reviewed inspection zone draft       CMT discussed options to bring better awareness to CMT and its members.	KDF and MW to complete inspection of Zone D  EK reminded CMT that inspections are biggest PR area and that CMT is allotted up to 7hrs release time/mnth for CMT related duties. As building is very large, it was suggested that inspections zones be broken up into smaller chunks to cut down inspections time to 1-1.5 hrs in length.  EK let CMT know that PRD has added the WO stickers to areas that have already been flagged as issues and this will also cut down time for inspections.  MM supports idea of cutting up inspections as it would allow time for inspectors to hear staff concerns and that would bring more awareness to the CMT.  KE asked CMT if name tags, saying JHSC member, would help.  MM agreed that name tags would be worth while as during her inspection staff were angry about concerns that were perceived to be H&S issues, and MM and EK were able to advise that some issues were not actually H&S issues.  JT recommended that the CMT create tee shirts for inspectors to wear on days they complete the inspection to increase awareness. WS pointed out the construction vests available to the JHSC and suggested that logos be added to the

	5.3 New Tablets for Inspections	KE purchased bigger tablets for CMT to use during inspections.	<p>vests. JT recommended that the CMT make time to brainstorm ideas at next meeting.</p> <p>KE advised CMT that two tablets can be used during the inspection process, as one inspector can be taking pictures while the other is adding items/notes.</p> <p>MM voiced concern that inspection system is not user friendly.</p> <p>KE reminded CMT of hardcopy in inspection backpack and that all issues identified could be added after inspection was completed.</p> <p>EK asked if step by step instructions were available to ease inspection process. MW showed CMT laminated step by step directions that are found in the inspection backpack.</p>
	5.4 WO through TraX (eBase)	CMT discussed WO system through TraX (eBase)	<p>WS voiced that when creating a WO through the online link, found on the Physical Resources website, there is no way to add a picture.</p> <p>KE mentioned that this issue will be resolved during the 3<sup>rd</sup> phase of the TraX (eBase) implementation. This phase is to establish single sign on and all staff will be able to create WO.</p>
6.	<b>New Business:</b> 6.1 Honeywell	Honeywell system failures continue to be safety concern.	<p>EK noticed in KTTTC that all locks are on the Honeywell system. Walking through D Wing many doors are propped open to accommodate systems failures.</p> <p>MM spoke to CMT about the Honeywell system breaking down regularly and staff/students are unable to get in or out of classrooms as there is no master key available.</p> <p>KE advised CMT that some entrances are fire rated and some are not, but to ensure consistency, all doors are required to be kept closed. Recently additional issues have IT, management and Honeywell suppliers working through these together. As challenges continue they have now reached higher levels of management to discuss where our future holds in regards to the Honeywell system.</p> <p>EK suggested that from a H&amp;S standpoint we continue to keep this an open item and</p>

	6.2 JHSC Recruitment Opportunity	<p>KDF asked if there is space for JHSC recruitment</p> <p>EK spoke to CMT about availability for OHS training for members not yet certified</p>	<p>follow the life cycle until this issue is resolved.</p> <p>EK advised CMT that there is recruitment for support staff as member, LG, has relinquished her membership due to a scheduling conflict. Three support staff have reached out with interest and EK has responded and sent information to those who have shown interest.</p> <p>EK reiterated to CMT that the wish is those interested in pursuing this training give long-time commitment to CMT as the training is an investment of funds and time. In future there could be potential for Fleming to host OHS training through PHSA.</p>
<b>7.0</b>	<b>Work in Progress</b>		
	7.3 Inspection Inquiry for Cobourg	EK mentioned continuous struggle to find H&S rep for Cobourg	Rep to join Sutherland meeting through Webex to cut travel time.
	7.14 Scent Concerns	EK to continue working on communication to be distributed by subcommittee.	EK updated CMT on progress for initial communication
<b>8.0</b>	<b>Next Meeting</b>	Thurs, Feb 28 <sup>th</sup> , 2019	Meeting returns to regular location, B3347
	<b>Adjournment of Meeting -</b>  <b>Next Meeting Feb 28<sup>th</sup>, room B3347</b>	Motion to adjourn meeting at 9:47 am, moved by KDF and seconded by MM.	

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**Mike Peart**  
*Co-Chair, Management*

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**Elane Kalavarias**  
*Co-Chair, Workers*

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**Date**

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**Date**