

Sutherland Health & Safety Committee Thursday, March 28, 2019 Room B3347 Sutherland Campus

MINUTES

Sutherland H&S Committee						
Co-Chairs					nda are now located &S Website	
С	Elane Kalavrias (E Chair	K) Co-	R	Mike Peart (MP) Co-Chair		
	Members			Resources		
R	Wes Stewart (WS)		R	Kim English (KE) R*		
Р	Joanne Tully (JT)		R	Kim Fleming (KF) R*		
Р	Kari Draker-Fortis	(KDF)	Р	Christopher Smith (CS) R*		
Р	Tracy Partridge (T	P)				
Р	Travis Grant (TG)				TBA, Employment 0	Ontario Peterborough
Р	Mary Walke (MWA	۸)				
Р	Maxine Mann (MM	1)				
Р	P Tina Benincasa (TB)					
Р	Tammy Douglas (TD)				
					Marriah Wickert (M)	N) – Minutes
C-Chair P-Prese		nt	R-Regrets	G-Guest	R*-Resource	

At Fleming College, we:

- Put student learning first
- Value people and community
- Commit to our environment
- Waste nothing not time, talent or resources
- Take inspiration from Sir Sandford Fleming: innovate with vision, then implement with excellence

Upcoming Meetings	Apr 25 th , 2019	May 23 rd , 2019	

Item #	Agenda Topic -	Decision	Follow-up/Status
	Discussion		
1.	Call to Order		
	Meeting was called to order by Co-Chair Kalavrias at 9:07am	Quorum was met and those in attendance were welcomed.	
		EK informed CMT that member KDF will be leaving CMT at year end.	EK will reach out to OPSEU 352 President to see if there is any interest in membership.

4.	Approval of Agenda <u>Motion 1:</u>	It was moved by KDF and seconded by TB, that the Agenda be approved as circulated.	
5.	Approval of January Minutes Motion 2:	CMT to approve January minutes at next meeting.	
6.	Accident Reports 4.1 Student Accident Reports:	Student - 32 total	Slips and falls due to ice and temperature change. EK encouraged due diligence from the IRS to ensure that if there are hazards noted that they be reported to the appropriate departments as soon as possible. MM informed CMT of water pooling problem by KTTC parking lot by the sidewalk. CMT discussed that only medical issues resulting from pre-existing conditions should be exempt from the accident/incident report for students.
	Staff Accident Reports:	Staff – 11 total, 1 Critical Injury, 1 Serious Injury	CMT was informed of a Critical Injury (CI) at Sutherland campus on March 22, 2019. Employee was exiting building at A2 North Exit. There were rubber mats on the outside of the entrance. The wind had bunched the mats together. Camera footage was reviewed. Employee tripped over the mats which resulted in broken elbow and wrist. KE will complete a CI report and submit to
			the MOL. Two field report from MOL have been posted on H&S website and H&S bulletin board. There were no orders issued from this report; however, there was a recommendation that the outside mats be placed perpendicular to the building as opposed to parallel. CMT discussed the need to create a
			procedure that would outline process involved during a CI.
			CMT was also informed of another serious injury where the transom above a door in A Wing fell and hit an employee in the head and shoulder.
			EK informed CMT that the following remedial measures were taken: classes were removed from the area, PRD completed a sweep of the entire area and that extra screws were added to other Transoms located in A Wing.

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5.	Inspection Reports 5.1 Inspection of Zone E - CREW	March inspection for CREW completed	
	5.2 Inspection of Zone F – Farmhouse	February inspection for Farmhouse completed	
	5.3 Inspection of Zone H – Drive Shed	March inspection for Drive Shed incomplete	TG to complete inspection with MP
	5.4 Inspection Missing Locations	March inspection for Missing Locations complete	
	5.5 Draft Template – Inspection Zones	CMT to review Inspection Schedule for 2019/2020 and vote on implementation	CMT reviewed proposed draft inspection schedule for 2019/2020. Motion to adopt: MM and all in favour.
			CMT discussed hazards in office space. CMT determined that the communication subcommittee should distribute housekeeping communication, "Spring Cleaning" as a topic.
			JT to contact Enactus and Communication Officer to send communication out to employees in regards to textbook disposal. TG also informed CMT that the Library will sometimes take old textbooks.
	5.6 New CREW Schedule	CREW space to be inspected monthly	MWA to complete monthly inspections at CREW.
6.	New Business: 6.1 Safety Policy Review	Safety Policy overdue for review	KE has committed to review the policy this year as a deliverable.
	6.2 Lab Safety Refresh	KE to address this topic at April's meeting	
	6.3 Joint, Joint Meeting	CMT discussed possible changes to Joint, Joint Meeting date	CMT discussed potential for May Joint, Joint meeting. Members to be advised of dates once confirmed. CMT to contact KE with speaker suggestions for the Joint, Joint meeting.
	6.4 C-Wing Concern - Report Update	CMT was updated on final reports submitted after testing completed in C-Wing	The report from the Building Science Review and the executive summary from the Environmental Site Assessment have been posted on the H&S website. Members were encouraged to review the information. Radon results will be available shortly.
	6.5 New LED Lighting Concern	CMT discussed concerns regarding new LED lighting installed throughout College	Feedback received regarding new LED lights causing concern with some employees. KE to follow up.

7.0	Work in Progress 7.19 Honeywell System Failures	CMT discussed Honeywell System	CMT continues to monitor Honeywell issues and will ask that KE give update at April's meeting.
8.0	Next Meeting	Thurs, April 25 th , 2019	
	Adjournment of Meeting –	Motion to adjourn meeting at 10:07 am, moved by TP and seconded by TB.	
	Next Meeting April 25 th , room B3347		
	Mike Peart		Elane Kalavarias
	Co-Chair, Management		Co-Chair, Workers

Date

Date