

**Sutherland Health & Safety Committee**  
**Thursday, March 28, 2019**  
**Room B3347**  
**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	
R	Wes Stewart (WS)		R	Kim English (KE) R*	
P	Joanne Tully (JT)		R	Kim Fleming (KF) R*	
P	Kari Draker-Fortis (KDF)		P	Christopher Smith (CS) R*	
P	Tracy Partridge (TP)				
P	Travis Grant (TG)			TBA, Employment Ontario Peterborough	
P	Mary Walke (MWA)				
P	Maxine Mann (MM)				
P	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		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 9:07am	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.



<p><b>5.</b></p>	<p><b>Inspection Reports</b>  5.1 Inspection of Zone E - CREW   5.2 Inspection of Zone F – Farmhouse   5.3 Inspection of Zone H – Drive Shed   5.4 Inspection Missing Locations   5.5 Draft Template – Inspection Zones           5.6 New CREW Schedule</p>	<p>March inspection for CREW completed   February inspection for Farmhouse completed   March inspection for Drive Shed incomplete   March inspection for Missing Locations complete   CMT to review Inspection Schedule for 2019/2020 and vote on implementation           CREW space to be inspected monthly</p>	<p>TG to complete inspection with MP           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.   MWA to complete monthly inspections at CREW.</p>
<p><b>6.</b></p>	<p><b>New Business:</b>  6.1 Safety Policy Review   6.2 Lab Safety Refresh   6.3 Joint, Joint Meeting   6.4 C-Wing Concern - Report Update   6.5 New LED Lighting Concern</p>	<p>Safety Policy overdue for review   KE to address this topic at April's meeting   CMT discussed possible changes to Joint, Joint Meeting date   CMT was updated on final reports submitted after testing completed in C-Wing   CMT discussed concerns regarding new LED lighting installed throughout College</p>	<p>KE has committed to review the policy this year as a deliverable.     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.   The report from the Building Science Review and the executive summary from the Environmental Site Assessment have been posted on the H&amp;S website. Members were encouraged to review the information. Radon results will be available shortly.   Feedback received regarding new LED lights causing concern with some employees. KE to follow up.</p>

<b>7.0</b>	<b>Work in Progress</b> 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.
<b>8.0</b>	<b>Next Meeting</b>	Thurs, April 25 <sup>th</sup> , 2019	
	<b>Adjournment of Meeting –</b>  <b>Next Meeting April 25<sup>th</sup>, room B3347</b>	Motion to adjourn meeting at 10:07 am, moved by TP and seconded by TB.	

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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**