

Sutherland Health & Safety Committee
Thursday, October 24, 2019
Room B3347
Sutherland Campus

MINUTES

Sutherland H&S Committee				Minutes and Agendas are now located on the H&S Website	
Co-Chairs					
P	Elane Kalavrias (EK) Co-Chair		C	Mike Peart (MP) Co-Chair	
	Members			Resources	
P	Candace Gainer (CG)		P	Kim English (KE) R*	
R	Joanne Tully (JT)		P	Kim Fleming (KF) R*	
P	Heather Cuthbert (HC)		P	Christopher Smith (CS) R*	
R	Tracy Partridge (TP)		P	Ryan Bukalo (RB) R*	
P	Travis Grant (TG)		P	Ken Turnbull (KT) R*	
R	Mary Walke (MWA)				
P	Tina Benincasa (TB)				
R	Tammy Douglas (TD)				
P	Mary MacLeod (MM)				
				Marriah Wickert (MW) – Minutes	
C-Chair		P-Present		R-Regrets	
G-Guest		R*-Resource			
At Fleming College, we: <ul style="list-style-type: none">- 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		November 28, 2019		December 19, 2019	
		March 26, 2020		April 23, 2020	
				January 23, 2020	
				February 27, 2020	
				May 28, 2020	

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.0	Call to Order Meeting was called to order at 9:00am by Co-Chair Peart.	Quorum was met and those in attendance were welcomed. Round table introduction completed.	Introduction of new non-voting resource members RB and KT.

2.0	Approval of Agenda <u>Motion 1:</u>	It was moved by TB and seconded by TG, that the Agenda be approved as circulated.	
3.0	Approval of May Minutes <u>Motion 2:</u>	It was moved by EK and seconded by TG, that the minutes from May's meeting be approved.	
4.0	Accident Reports 4.1 Student Accident Reports: 4.2 Staff Accident Reports:	All reports are from May-October. Student - 22 Staff – 5	CMT member TP working to mitigate incidents that occurred in the Spa. 1 reportable to MOL as potential CI
5.0	Inspection Reports 5.1 Review of Inspection Schedule	Inspection of Zone A to be inspected by HC and TD on October 30, 2019. CMT members advised of process if there are conflicts with inspection schedule.	HC requested that PPE requirements be flagged so appropriate arrangements can be made prior to inspection date. MM advised CMT that PPE is available for loan if arranged prior to scheduled inspection date. MW recommended that CMT should coordinate with other members if there is a conflict and need to change inspection months.
6.0	New Business: 6.1 Inspection of High Hazard Labs	CMT discussed JHSC's role in regards to high hazard labs inspections.	KE reminded CMT that lab technicians are responsible for completing monthly inspections of the labs. JHSC inspectors are responsible for checking the newly installed H&S boards to see if the inspection checklist for the month has been completed and that the information on the boards are up to date. EK mentioned to CMT that the JHSC Terms of Reference (TOR) states that inspections of HHLs are to be completed monthly by JHSC. MP, EK, KE and Frost and Haliburton chairs to take away and discuss possibility of amending wording in TOR. EK asked if monthly H&S inspections completed in HHLs, by technicians, can be reported to the JHSC. EK recommended tracking these inspections within TraX to standardize the process. KE confirmed the possibility of tracking these inspections through TraX; however, this would take some time to develop and train staff. EK mentioned that it would be a great goal to work towards over the next couple years. KE and MW to takeaway and discuss tracking options for HHL checklists/inspections.

	6.2 CMT Photo for Website	CMT discussed photos options for H&S website. CMT to send MW head shot and short message.	EK reminded CMT that photos will be tied to initial H&S communication that will be distributed to College community. Short message to be 2-3 sentences outlining job title and why you chose to be on the JHSC. To be sent to MW some time in the next two weeks.
7.0	Work in Progress		
8.0	Next Meeting:	November 28, 2019	
	Adjournment of Meeting – 9:44 am Next Meeting November 28, 2019	Motion to adjourn meeting at 9:44 am, moved by TB and seconded by MM.	

Mike Peart
Co-Chair, Management

Elane Kalavarias
Co-Chair, Workers

Date

Date