

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

MINUTES

Sutherland H&S Committee				Minutes and Agendas are now located on the H&S Website	
Co-Chairs					
C	Elane Kalavrias (EK) Co-Chair		P	Mike Peart (MP) Co-Chair	
	Members			Resources	
P	Candace Gainer (CG)		P	Kim English (KE) R*	
P	Joanne Tully (JT)		P	Kim Fleming (KF) R*	
P	Heather Cuthbert (HC)		P	Christopher Smith (CS) R*	
P	Tracy Partridge (TP)		R	Ryan Bukalo (RB) R*	
R	Travis Grant (TG)		R	Ken Turnbull (KT) R*	
P	Mary Walke (MWA)				
P	Tina Benincasa (TB)				
P	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		December 19, 2019		January 23, 2020	
		March 26, 2020		April 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 9:01am by Co-Chair Kalavrias.	Quorum was met and those in attendance were welcomed. Round table introduction completed.	

2.0	Approval of Agenda <u>Motion 1:</u>	It was moved by TB and seconded by HC, that the Agenda be approved as amended.	EK proposed that new business 6.1 - Communication Plan, be moved to next item addressed before 3.0 – Approval of May Minutes.
3.0	Approval of October Minutes <u>Motion 2:</u>	Minutes not review/approved.	Minutes to be reviewed at December's meeting on December 19, 2019.
4.0	Accident Reports 4.1 Student Accident Reports: 4.2 Staff Accident Reports:	Student - 22 CMT discussed relevance of student incidents reported to JHSC. Staff – 3 CMT questioned how staff incident included on report of feeling sick to stomach, is related to OHS. EK reviewed slip and trips caused by carpets and floors at this time of year.	Incidents that are related to risk management are tracked differently and do not need to be reported to the JHSC; however, if there is an incident that occurs during a program that could happen to general college public (staff and guests) then these should be reported to JHSC for review. KE will work with human resource contact to ensure incidents reported will only be OHS related and bring value for JHSC to review. PRD and BSP do checks but CMT reminded to promote IRS.
5.0	Inspection Reports 5.1 Review of Inspection Schedule	Inspections of Zones A, B and B2. Inspections of Zone C Level 0&1, C2 and C – Café and Steele Centre	All open inspections submitted and in working stage. December inspections to open December 1, 2019.
6.0	New Business: 6.1 Proposed Communication Plan	CMT discussed proposed communication plan.	JT presented draft communication plan to CMT. Communications would be included in College communication emails and on TV screen in main foyer. Communication to include monthly message and tip. KE suggested that H&S department would build a spot on the H&S website specifically for these communications. EK to connect with HB at Frost in regards to tip and message for December. JT mentioned that communications were drafted generically to be able to include Frost, Haliburton and CREW in distribution. KE recommended that if resource members (CS, KT, RB) find that tips/messages pertain to their student/employee group they are encouraged to distribute communications to their user groups.

	6.2 Hand Soap and Sanitizer	<p>CMT discussed broken/malfunctioning dispensers.</p> <p>CMT reminded of reporting avenues for all safety related concerns.</p>	<p>MW to post plan in share drive and if anyone has ideas they should send an email to MW. MW will ensure ideas are added to the dashboard.</p> <p>KE asks for final message and tips be sent to her for review. Once reviewed KE will send to communications officer for distribution.</p> <p>JT suggested that CMT start with tip distribution and then once MW has created web page for CMT members the message introducing JHSC can be the first message sent out.</p> <p>CMT was advised to submit a WO or contact KE if they notice dispensers are not functioning properly.</p> <p>KE recommended that all safety issues should be reported to KE, MW, MP, info booth ext. 8000 or security ext. 4444.</p>
7.0	Work in Progress		
	7.6 High Hazard Lab Inspection	Review of TOR in reference to high hazard lab inspections.	MP, EK, KE, and other co-chairs to recommend amendments to high hazard lab inspections requirements in TOR.
8.0	Next Meeting:	December 19, 2019	
	Adjournment of Meeting – 9:51 am Next Meeting December 19, 2019	Motion to adjourn meeting at 9:51 am, moved by TD and seconded by HC.	

Mike Peart
Co-Chair, Management

Elane Kalavarias
Co-Chair, Workers

Date

Date