

Frost Health & Safety Committee
Monday, December 16, 2019
Room 230A/B2349
Frost Campus

MINUTES

Frost H&S Committee					Minutes and Agenda are now located on the H&S Website	
Co-Chairs						
R	Heather Broadbent (HB) Co-Chair		C	Mike Peart (MP) Co-Chair		
	Members			Resources		
P	Brendan Molloy (BRM)		P	Kim English (KE) R*		
R	Talbot Hurren (TH)		P	Shannon Beaudoin (SB) R*		
R	Rob Marsh (RM)		R	Shari Lain (SL) R*		
P	Betty McNeely (BM)					
P	Michael Benedict (MB)					
P	David Belsey (DB)					
P	Tania Clerac (TC)					
					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		Jan 20, 2020		Feb 24, 2020	Mar 16, 2020	
		Apr 20, 2020		May 18, 2020		

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	Call to Order Meeting called to order at 10:30am by Co-Chair Peart	Quorum was met and those in attendance were welcomed.	

2.	Approval of Agenda Motion 1:	It was moved by MB and seconded by BM, that the Agenda be approved as circulated.	
3.	Approval of Minutes from November's Meeting Motion 2:	It was moved by BM and seconded by BRM, that the minutes from November's meeting be approved. .	
4.	Accident Reports 4.1 Student Accident Reports: Staff Accident Reports:	Student – 0 Staff – 0	
5.	Inspection Reports 5.1 Review of Inspection Zone B 5.2 Review of Inspection Zone C	BM and RM completed inspection of Zone B. HB and DB to complete inspection of Zone C.	4 Issues found and WO created. Inspection scheduled to be completed Jan 17/20.
6.0	New Business: 6.1 Introduction Shannon Beaudoin 6.2 Introduction Tania Clerac 6.3 Communication Plan 6.4 Additional Smudging	CMT introduced to new resource member. CMT introduced to new administrative member. Communication plan discussed with CMT. KE informed CMT about additional smudging that will occasionally occur outside designated areas.	SB assuming position previously covered by KF. Tania invited to join CMT as a link for communicating H&S information to techs at Frost campus. First communication drafted by Sutherland member JT was reviewed and approved by co-chairs and sent for distribution. Other communications drafted to be reviewed by HB and shared with CMT. Any changes/additions we will review at next meeting. KE working with group to ensure policy/procedure is aligned and appropriate infrastructure is in place. If smudging is scheduled signage will be posted of when and where it will take place.

7.0	Work in Progress 7.6 High Hazard Lab Inspections	CMT discussed gaps around HHL and H&S boards. DB asked time frame to have all H&S boards complete.	HB and another tech (TBD) to work closely with MW to get H&S board up to par. These boards will be samples boards for other techs to review and mirror their boards after. Once boards are engaged CMT will be inspection boards in HHLs. TC to connect with HB and other tech to see what is reasonable and will schedule workshops with other techs around what is determined.
	7.7 May Minutes for Review	May minutes in need of co-chair signatures.	May minutes sent to HB for signatures.
	7.8 Unlabelled Items in 295	CMT discussed rm 295 concern.	KE to speak with Dave Preslie about items.
	7.9 H&S Policies to be Updated	KE to ensure H&S policy is updated.	Update by end of fiscal year 2019-2020
	7.10 Review of Potential use of 134	CMT discussed hazardous waste pickups in loading dock area.	Potential use of 134 still under review
	7.12 Gas Cylinders	Discuss gas cylinders relocation.	
8.0	Next Meeting	Monday, January 20, 2020	
	Adjournment of Meeting - Next Meeting January 20th, room 230A and B2349	It was moved by MB and seconded by BM to adjourn meeting at 10:52am.	

Mike Peart
Co-Chair, Management

Heather Broadbent
Co-Chair, Workers

Date

Date