

Frost Health & Safety Committee
Monday, February 24, 2020
Room 230A/B2349
Frost Campus

MINUTES

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

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	Call to Order Meeting called to order at 10:36am by Co-Chair Peart	Quorum was met and those in attendance were welcomed.	

2.	Approval of Agenda Motion 1:	The Agenda was approved as circulated.	
3.	Approval of Minutes from November's Meeting Motion 2:	January's minutes to be reviewed/approved at next meeting.	
4.	Accident Reports 4.1 Student Accident Reports: Staff Accident Reports:	Student – 0 Staff – 1	
5.	Inspection Reports 5.1 Review of Inspection Zone D 5.2 Review of Inspection Zone E 5.2 Review of Inspection Zone P	TH and MP to complete inspection, date TBD. TH and MP to complete inspection, date TBD. Zone P combined with April inspection of Zone G	PRD & HE portables are the only remaining at Frost campus.
6.0	New Business: 6.1 Loading Dock Discussion 6.2 Communication Plan – Standing Item 6.4 Window Leaks causing Mould	CMT discussed location of hazardous waste pickup. Monthly H&S communications discussed with CMT. CMT discussed window leak in Shipping/Receiving Office Area.	MW and TH to work with the new facilities manager Rick Teasdale to shift hazardous waste drop-off/pick-up location an improve process. New space 136 to be reviewed as potential space for March 2, 2020 pickup and continuing moving forward for any subsequent pickups. CMT agreed that Sutherland JHSC can determine which communications are distributed to the College community each month. HB suggested that “3 Basic Rights” and “Incise of Injury” be a combined communication. MB offered to be a resource if CMT is looking for information on more specific H&S topics. Capital request current with SMT for compressed gas storage area outside dock. Replacement windows ordered for Frost.

7.0	Work in Progress 7.6 High Hazard Lab Inspections	HB provided HHL/Safety Board update to CMT	HB gave MW safety checklist to review. Safety boards need to be complete to ensure CMT can inspect HHLs.
	7.8 Unlabelled Items in 295	CMT discussed rm 295 concern.	TC to speak with DP.
	7.12 Gas cylinders, full and spent, hooked on railing on dock are a concern as there is a risk of them getting knocked over.	CMT discussed concern.	This concern has been added to the capital list, to be presented to senior management.
	7.14 Standardized Incident Report	Standardized reporting needed for incident reporting.	MW to forward SB report template created by HB.
8.0	Next Meeting	Monday, March 16, 2020	
	Adjournment of Meeting - Next Meeting March 16h, room 230A and B2349	Meeting adjourned at 10:55am.	

Mike Peart
Co-Chair, Management

Heather Broadbent
Co-Chair, Workers

Date

Date