

Sutherland Health & Safety Committee
Thursday, October 22, 2020
Room N/A, Webex Meeting
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	P	Mike Peart (MP) Co-Chair		
	Members		Resources		
P	David Vasey (DV)	P	Kim English (KE) R*		
P	Joanne Tully (JT)	R	Shannon Beaudoin (SB) R*		
P	Heather Cuthbert (HC)	R	Ken Turnbull (KT) R*		
R	Tracy Partridge (TP)				
P	Travis Grant (TG)				
P	Deborah Leal (DL)				
R	Mary Walke (MWA)				
P	Tina Benincasa (TB)				
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 26, 2020		December 17, 2020	
		March 25, 2021		April 22, 2021	
				January 28, 2021	
				February 25, 2021	
				May 27, 2021	
				June 24, 2021	

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	Call to Order Meeting called to order by Co-Chair Kalavrias at 9:01am.	Quorum was met and those in attendance were welcomed.	

2.	Approval of Agenda Motion 1:	It was moved by TB and seconded by TG that the Agenda be approved.	
3.	Approval of Minutes from May's Meeting Motion 2:	It was moved by DV and seconded by HC that the May minutes be approved.	
4.	Accident Reports 4.1 Student Accident Reports: Staff Accident Reports:	Student – 0 Staff – 0	No student incidents to report. CMT discussed reporting criteria in regard to student incidents. KE to determine official JHSC HR contact.
5.	Inspection Reports 5.1 Inspection Resumption Action Plan	CMT discussed action plan for resumption of inspections during the COVID pandemic. CMT discussed inspection action plan next steps.	KE and MW to ensure inspection checklist is updated to include COVID specific checks. KE reminded the CMT that inspections do not have to be done after hours and that CMT members need to submit a building access request prior to coming onsite. KE confirmed that 1 form can be submitted for an inspection duo/team. CMT decided that a new updated schedule will be established with inspections starting in November. The CMT will aim to complete 2 inspection per month in both November and December. Inspections will be completed by Wings. MM volunteered for the first inspection. MW and KE to complete inspection schedule for next 2 months.
6.0	New Business: 6.1 Welcome New Member 6.2 Sub-Cmt COVID Update	CMT welcomed new member Deborah Leal. EK updated the CMT on work completed by the Sub-Cmt over the summer.	KE to review management vacancy on the CMT. The CMT discussed SWPs and identified that all approved SWPs can be found on the H&S website. MM has offered to do staff building orientation sessions for those who request it.

	6.3 General COVID-19 Update	<p>KE provided a general COVID update to the CMT.</p> <p>Masking directive as of October 3, 2020.</p> <p>The CMT discussed the requirements for masking while working behind an engineered barrier such as plexi-glass.</p>	<p>KE has linked with PHU and all Fleming documents are reviewed by PHU and our environmental partner.</p> <p>The CMT discussed that all persons are required to be masked while on campus and having occupancy in the building. KE indicated that there are designated eating spaces, and these are being expanded as well.</p> <p>KE acknowledged that if physical distancing is compromised masking is required, even behind an engineering barrier.</p> <p>KE identified that face shields are not a suitable masking replacement but represent eye protection. When there is sustained contact of 15mins or greater that is when the shift from masking to include eye protection is made.</p>
	6.4 Review of Outbreak Response Protocol	<p>CMT discussed Outbreak Protocol.</p> <p>CMT discussed need for JHSC College wide communication distribution.</p>	<p>PPH will be the governing body to deem an outbreak and in turn manage the response.</p> <p>EK recommended that the JHSC be notified of cases on campus. The JHSC can ensure lines of communication are open.</p> <p>JT to complete first draft and submit to EK for further revisions and review.</p>
	6.5 Prevention of Disease Transmission	<p>Discussion for this agenda item will be tabled next meeting.</p>	
7.0	Work in Progress		
8.0	Next Meeting	Monday, November 26, 2020	
	Adjournment of Meeting - Next Meeting November 26th, 2020 - Webex Meeting.	It was moved by JT and seconded by HC to adjourn the meeting at 10:32am.	

Mike Peart

Mike Peart

Co-Chair, Management

November 9, 2020

Date

Elane Kalavrias

Elane Kalavrias

Co-Chair, Workers

November 9th, 2020

Date