

**Sutherland Health & Safety Committee**  
**Thursday, December 17, 2020**  
**Room N/A, Webex Meeting**  
**Sutherland Campus**

## MINUTES

Sutherland H&S Committee				Minutes and Agenda are now located on the <a href="#">H&amp;S Website</a>			
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)	P	Shannon Beaudoin (SB) R*				
P	Heather Cuthbert (HC)	P	Chauncey McCarrell (CM) R*				
P	Tracy Partridge (TP)						
R	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"><li>- Put student learning first</li><li>- Value people and community</li><li>- Commit to our environment</li><li>- Waste nothing – not time, talent or resources</li><li>- Take inspiration from Sir Sandford Fleming: innovate with vision, then implement with excellence</li></ul>							
Upcoming Meetings		January 28, 2021		February 25, 2021		March 25, 2021	
		April 22, 2021		May 27, 2021		June 24, 2021	

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	<b>Call to Order</b> Meeting called to order by Co-Chair Kalavrias at 9:02am.	Quorum was met and those in attendance were welcomed.	

2.	<b>Approval of Agenda Motion 1:</b>	It was moved by HC and seconded by TB that the Agenda be approved.	
3.	<b>Approval of Minutes from November's Meeting Motion 2:</b>	It was moved by HC and seconded by JT that the November minutes be approved.	
4.	<b>Accident Reports</b> 4.1 Student Accident Reports:  4.2 Staff Accident Reports:	Student – 2  Staff – 0	
5.	<b>Inspection Reports</b> 5.1 Inspection Update  5.2 New Year Inspection Schedule	MW provided the CMT with an update on inspections.  MW to finalize inspection schedule for 2021.	Lower D-Wing and Residence buildings are only outstanding inspections. Lower D-Wing to be complete Dec 22, 2020 and Residence to be complete in early January.
6.0	<b>New Business:</b>  6.1 SAC Update  6.2 Webex Teams Engagement  6.3 COVID-19 Update	SAC provided CMT with their COVID-19 SWP and protocol overview.  CMT discussed new Sutherland JHSC Webex Teams Forum/Message Board engagement and <a href="#">code of conduct</a> .  KE provided the CMT with a general COVID update.  KE updated the CMT on COVID Illness/Exposure reports involving College community members.  The CMT discussed Public Health contract tracing and case management roles.  CMT discussed the Return to Campus Training.	CMT encouraged to post concerns, questions, resources, etc. in this forum but also to be mindful and keep posting to regular working hours, if possible.  KE indicated that the Return to Campus Training deck is being updated for both Employees and Students. For students it will be a requirement to take the updated training and for employees not

		<p>CMT discussed Fleming Safe App enhancements, including new badge visual indicator and rebranding.</p> <p>CMT discussed PPE availability for staff.</p> <p>CMT discussed the new SWP template and requirements.</p>	<p>mandatory but recommended.</p> <p>KE indicated that there will be a communication sent about these enhancements.</p> <p>KE advised CMT that face shields are available to any staff member, especially those in roles that are public facing. Face shields and procedural masks will be gold standard moving forward.</p>
<b>7.0</b>	<b>Work in Progress</b> 7.6 JHSC Member Resignation	TG has resigned from the JHSC.	
<b>8.0</b>	<b>Next Meeting</b>	Thursday, January 28, 2021	
	<b>Adjournment of Meeting - Next Meeting January 28, 2021 - Webex Meeting.</b>	It was moved by HC and seconded by JT to adjourn the meeting at 10:31am.	

*Mike Peart*

**Mike Peart,**  
Co-Chair, Management

January 15, 2021

**Date**

*Elane Kalavrias*

**Elane Kalavrais**  
Co-Chair, Workers

January 14th 2021

**Date**