

Haliburton Joint Occupational Health & Safety Committee

October 16, 2019

MINUTES

Members		Attendance		Copy
				Brian Baker, VP Finance & Admin
CC	Shelley Schell	P		Liz Mathewson, OPSEU 352
HS	John Currie	P		Randy Prentice, Co-Chair, Frost
HS	Erin Lynch	P		Bev Wiseman, Co-Chair, Frost
CC	Jennifer Bain	P		Kathy Hokum, OPSEU 351
HS	Jillian Diezel	P		Melissa Martin, Phy. Res. /Security
				Denyse Kovac-Brown, HR Consultant
				At Fleming College, we:
R	Kim English	P		<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
RR	Sheila Rowell	P		

HS – H&S Rep

C – Chair

CC – Co-Chair

RR – Recorder

R – Resource **G** – Guest

P – Present

A – Absent

T – Telephone

1. **Approval of Agenda** - Moved and seconded by J. Bain and J. Currie that the agenda be APPROVED, as circulated.
CARRIED

2. **Approval of Minutes** - Minutes of the March 19, 2018 JHSC meeting were APPROVED by J. Bain and seconded by J. Diezel as distributed.

3. **Business arising from previous minutes**
 - 3.1 **Walking safety update** – Jennifer Bain and Wendy Ladurantaye communicated with the students about walking and bike safety on the roads. K. English suggested that students should have reflective clothing and flashing lights when walking/biking on Haliburton roads.
 - 3.2 **Glaze room exhaust** – The exhaust has been replaced
 - 3.3 **Jennifer Bain – level II training** - Completed
 - 3.4 **Push button doors for main campus and peel** – Installed at the Haliburton Campus, they do not have to be installed at the Peel Building of EI office because they are rental properties.
 - 3.5 **Patio stones at accessibility door** – These need to be replaced. J. Bain will research, possibly process through Capital.

4. **Accident reports** – E. Lynch provided an overview of the submitted reports. Staff reports that were submitted were related to previous conditions. There was an incident related to a dog that had bit a faculty member in the summer. K. English will send up some 'No Dog' sign to be posted around the campus.

5. **Inspection reports** – J. Bain provided an overview of the Inspection reports. These are done monthly, on a rotation between the Campus - Interior, Campus – Grounds, Crew office, Peel building and the Cabins. K. English requested that the Inspection schedule be posted on the Health & Safety website. K. English suggested that a process be created for inspection work orders similar to the process at the Sutherland Campus (Inspection > Review state >

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Work order > Dispatch > Local Resources/Capital > Work Completed) Currently the worker notifies the Dean, Dean notifies maintenance, maintenance connects with a contractor if the required work can not be completed by Fleming Staff. It was suggested that the Haliburton Campus acquire an iPad from the H&S budget for inspections.

6. Off-campus inspections ie. summer school

- 6.1 frequency and manageability of inspections** – H&S inspections for the High School/JDH Elementary were discussed but not implemented for 2019. A H&S check list will be created and posted in each classroom/studio (best practice process) in the future. Gathering course/media specific details will become part of the instructor requirements review. Mobile boards will be created for summer 2020.
- 6.2 template posted in each classroom** – Hazard awareness signs will be posted starting summer 2020

7. Experience anecdotes – With J. Currie's impending retirement on October 25th, J. Bain has been shadowing John for the last year. J. Currie had a conflict of interest between inspecting the college and having to do the work, so he stepped down and J. Bain has taken over this duty. J. Bain would like to have a partner with her when doing the inspections for a second set of eyes and assistance. This will also serve to raise H&S awareness among the staff. We will have more rigorous safety procedures in the summer (lead based paints, etc.) There are concerns about the roof and siding repairs being completed before winter arrives. A training log/check list will be created to track staff certifications, expiry dates, etc.

8. Committee vacancy resulting from John's retirement – J. Bain will contact Marcia Steeves (union rep), J. Diezel has her Level I and II training, E. Lynch should proceed with training in the next year.

9. New Business

- 9.1 New Health and Safety Studio Boards** – E. Lynch (Campus Senior Technologist) visited a few other arts organization to research studio organization and handling of health and safety. Erin came back with some great ideas. One was the set up of a centrally located first aid station in each specialized studio. (coincidentally, this occurred at the same time as Peterborough). Plywood boards were set up for each high risk studio with all relevant studio related health and safety (i.e. safety manual, masks, gloves, first aid, etc.). This new initiative was completed over the summer and is being finalized this month.
- 9.2 Epi Pens** – Nothing to report at this time
- 9.3 Naloxone Kits** – J. Bain, E. Lynch and S. Schell had a telephone meeting with Mark Gray, Manager Student Experience, Diversity & Inclusion, on August 28 to discuss staff training and the availability of Naloxone kits on campus. Mark indicated that policy and procedures are in the discussion stage with local Health Units, with college staff distributing Naloxone kits to the general public being a sticking point. He was preparing a briefing report for Sandra Dupret to take to SMT, with an anticipated September 17 meeting agenda inclusion. October 9 update/extraction from Mark Gray email: it has now been determined that the college cannot distribute kits to eligible students we can send specific staff for training on 'administering' naloxone in a crisis situation. Training logistics to be determined through upcoming meetings.
- 9.4 Campus updates since last meeting** - First aid kits - Purging old supplies and ensuring refill storage is easily accessible. Setting up a stocked first aid "station" in the office cupboard, so front desk staff can locate and provide support easily. Air Quality testing came back clear (Winter 2019) – Spray booth was flagged and has been updated for proper air filtration. Studio 1 (air quality complaint area) - Glass furnaces and glory holes were repositioned under ventilation to help with air circulation – it seems to be working better to this point. New management in Haliburton. Shelley Schell is now co-chairing the Haliburton JOH&S committee

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and our next meeting is being scheduled for October 2019. S. Schell recently completed the Management Safety Training. There are five locations that require inspection in Haliburton. There is an inspection completed each month. Security/safety Cameras at Peel – Request for cameras was approved approximately three years ago by Rob Williams' team, but we have yet to have them installed. A number of updates have been completed campus wide over several months, reducing a number of general safety concerns (cabin deck replacement, roof repairs, etc.)

- 9.5 Staff First Aid training** – First Aid training has been set up in December 2019 for staff that require their re-certification. All other staff that are interested in taking the full course can sign up for the November 1 & 2 session.
- 9.6 Near Miss Reporting** – Can be found on the H&S website - this relates to situations that can potentially cause harm
- 9.7 Emergency Plan/Protocol** – K. English will send up new posters. It is highly recommended that all staff and students watch the video regarding violence protocol, etc. to familiarize themselves with procedures.
- 9.8 Fleming Safe App** – K. English suggested that everyone download the app, it is a great communication tool, not only relating to campus security and safety but also campus closures. It was suggested that Wendy Ladurantaye add this information into the student packages.

10. Next Meeting – Winter 2020

Adjourned at: 11:55 am by E. Lynch, seconded by J. Diezel

Shelley Schell
Co-Chair, Management

Jennifer Bain
Co-Chair, Workers

Date

Date