

## MINUTES


Haliburton H&S Committee				Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>
Co-Chairs				
P	Erin Lynch (EL) Co-Chair	C	Shelley Schell (SS) Co-Chair	
	Members		Resources	
P	Jennifer Bain (JB)	P	Kim English (KE) R*	
P	Barb Winn (BW)			
P	Rick Teasdale (RT)			
-	Jillian Diezel (JD) – on leave			
				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		October 28, 2021		December 16, 2021

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	<b>Call to Order</b> Meeting called to order by Co-Chair Schell at 1:02pm.	Quorum was met and those in attendance were welcomed.	EL welcomed as new worker co-chair.
2.	<b>Approval of Agenda Motion 1:</b>	It was moved by EL and seconded by BW that the agenda be approved as amended.	
3.	<b>Approval of Minutes Motion 2:</b>	It was moved by BW and seconded by EL that the April minutes be approved.	

4.	<b>Accident Reports</b> 4.1 Student Accident Reports:  4.2 Staff Accident Reports:	Student – 0  Staff – 0	
5.	<b>Inspection Reports</b>  5.1 Inspection Review        5.2 H&S Inspection Notes	Zone B – Cottage (SS, EL)      Peel Building and Grounds Inspection   The CMT discussed how to differentiate between maintenance WO requests and H&S items that could have the potential for creating a risk/hazard while completing inspections.	Inspection completed by EL and SS. MW to add Cabin #1 and storage to missing inspection template.  MW to review solutions for completing inspections at offline locations.  SS noted the Peel building has scheduled activities July 5-9 through to July 12-16, but otherwise open availability for inspection completion.  KE noted that if there is an item that could cause harm to someone or equipment then it should be noted; however, if there is a general maintenance item it would be captured in a general WO request. MW advised CMT, if there is doubt record it within the inspection and it can be actioned accordingly.  RT to notify MW of spaces that are offline so adjustments can be made to the inspection schedule.
6.	<b>New Business</b> 6.1 Porus Materials	The CMT discussed protocols when using porous materials during COVID-19.	KE noted less emphasis on sanitizing shared surfaces and more focus on hand hygiene, distancing, and masking.  Disinfecting still occurs depending on scenarios. KE noted that with use of yarns or felts, all entering the space are masked and will practice hand hygiene before and after class.  EL asked about having bins of fabric in the Fibres course, KE agree this was fine as per the mitigation mentioned above, but the piece to watch is the congregation and always ensuring proper distancing.
7.0	<b>Work in Progress</b>		

	7.1 Room Numbering for eBase Inspections	CMT discussed eBase room numbering.	MW noted room re-numbering in-progress.
	7.5 Safety Footwear for Inspections	CMT discussed inspection safety footwear	MW to send 1 Small pair of steel toe covers to Haliburton for BW.
<b>8.0</b>	<b>Next Meeting</b>	KE noted Frost and Sutherland committees on hiatus until September Joint, Joint meeting.	CMT agreed to summer hiatus and will reconvene in September at Joint, Joint meeting.
	<b>Adjournment of Meeting</b>	Motion to adjourn meeting at 1:32pm, moved by RT and seconded by EL.	

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**Shelley Schell,**  
*Co-Chair, Management*

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**Erin Lynch**  
*Co-Chair, Workers*

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 Sept 13, 2021

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**Date**

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**Date**