Haliburton Health & Safety Committee Thursday, January 28th, 2022 Room N/A, Webex Meeting Haliburton Campus



MINUTES

Haliburton H&S Committee						
	Co-Chairs					d Agenda are located on the H&S Website
С	Erin Lynch (EL) Co-Chair		Р	Shelley Schell (SS) Co- Chair		
	Membe	ers		Resources		
Р	Jennifer Bain (JB	5)	Р	Kim English (KE) R*		
Р	Barb Winn (BW)					
Р	P Rick Teasdale (RT)					
Р	McKenzie Jenkins (MJ)					
-	Jillian Diezel (JD)) – on leave				
					Marriah Wick	cert (MW) – Minutes
C-C	C-Chair P-Present			R-Regrets	G-Guest	R*-Resource

At Fleming College, we:

- 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	March 31, 2022	May 26, 2022	July 28, 2022	
	Sept 29, 2022	Nov 24, 2022		

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	Call to Order Meeting called to order by Co-Chair Lynch at 1:00pm.	Quorum was met and those in attendance were welcomed.	EL welcomed MJ to CMT as H&S rep for Haliburton CREW during Jillian Diezel's LOA.
2.	Approval of Agenda Motion 1:	It was moved by SS and seconded by BW that the agenda be approved as amended.	
3.	Approval of Minutes Motion 2:	It was moved by SS and seconded by RT that the October minutes be approved.	

4.	Accident Reports		
4.	4.1 Student Accident Reports:	Student – 2	KE noted that instruction regarding outside activities should be tied to SWP/lab manual.
			RT to post signage by stairs/sculpture forest noting "This area is not maintained, please use at your own
	4.2 Staff Accident Reports:	Staff – 1	risk"
5.	Inspection Reports		
	5.1 Zone D Inspection – Main Campus	Zone D - December Inspection to completed by inspector's BW and RT	
	5.2 Zone B Inspection – Cabins and Grounds	Zone B – Cabins and Grounds to be completed by JB/SS.	RT to email SS list of open cabins. KE suggested that cabins be bookable space added into Booklt.
			CMT discussed access to cabin basements during winter months and decided that cabin basements should be inspected during summer months.
	5.3 Zone A Inspection – Peel Building and Grounds	Zone A – February Inspection to completed by inspector's EL and RT	
	5.4 Haliburton CREW Inspections	Monthly CREW inspections released on 1 st of each month.	
6.	New Business 6.1 General COVID-19 Update	CMT discussed HVAC/IAQ filters, garage doors and rapid antigen tests.	KE noted that opening the garage doors for increased air flow is fine for immediate need; however, reminder to be mindful of temperature control. Garage doors to remain as standing item for March agenda.
		The CMT discussed masking.	Additional masking information found on toolkit.
			KE confirmed that procedural masks are appropriate for Jewellery studio and cloth mask or procedural masks with shield overtop are appropriate for the blacksmithing studio.
	6.2 First Aid Kits	The CMT discussed first aid kit process including inventory and restocking.	Security to maintain, restock and update location list of first aid kits at Haliburton. Any specialized kits for program or field activities are supplied and stocked by the program. Security Process at HAL -TBD

		The CMT discussed first aid supplies needed for start-up activities.	EL/SS to send immediate supply needs list to KE so RT can deliver to campus. EL to purchase specialized supplies from local drug store using visa and request accounting codes for charge back.
		The CMT discussed accident/incident reporting.	
	6.3 Biohazardous Waste/Sharps	The CMT discussed sharp containers.	MW sent containers for studio spaces to Haliburton, RT to follow-up. EL asked if the washroom should contain a container? KE confirmed yes and MW to send wall mounting container to Haliburton.
			SS request H&S audit of campus. KE along with Supervisor, Security and Emergency Services to attend campus
		The CMT discussed hazardous waste process.	EL to review program storage area and designate a spot for used items that will be disposed via hazmat pickup. KE reminded that SDS contains important storage details. RT to install racking and spill kit in PRD area for disposal of approved inventoried waste only.
	6.4 Overhead Lights	The CMT discussed overhead light socket concern and next steps.	RT noted that the ballasts in the lights need to be replaced and PRD is working to get contractors in now. SS asked about an interim mitigation measure until resolved. RT to identify if there are any loose ballasts. KE and RT to take offline and seek solution. Item to remain as standing item on agenda.
	6.5 Naloxone	CMT discussed Naloxone kits.	No kits on campus and if there is an emergency situation call 911.
7.0	Work in Progress		
8.0	Next Meeting	March 31, 2021	
	Adjournment of Meeting	Motion to adjourn meeting moved by JB and seconded by SS.	

Shelley Schell,	Tin Lynch Erin Lynch,
Co-Chair, Management	Co-Chair, Workers
March 21, 2022	March 28, 2022
Date	Date