

## AGENDA

Thursday, April 28, 2022  
Sutherland Campus, WebEx Meeting  
Meeting Chair: Mike Peart

### 1 Meeting Called to Order

1.1 Quorum Confirmed

1.2 Adoption of Agenda

1.3 Review of Minutes and Approval – [Mar](#)

### 2 Report Review

2.1 [Accident Report](#) ☒Yes ☐No

2.1.1 Review of lists

2.1.2 Review of Near Miss

2.2 [Inspection Report](#) ☒Yes ☐No

### 3 New Business

	Explanation of Item	Presenter
3.1 TOR	CMT to review and vote for approval of revised TOR	EK
3.2 National Day of Mourning	Presentation	EK

### 4 Outstanding Items \*\*\*starred items will not be discussed unless requested \*\*\*\*

Item Topic	Discussion	Action By/Decision	Completed
4.1 Staff Accident Report - October*	CMT discussed EE incident.	MW to request additional information from HR and report at Nov meeting. Follow-up: HR noted, no further information available	<input checked="" type="checkbox"/>
4.2 Inspection Schedule*	CMT discussed Inspection Zones and establishing a schedule.	MW to share a link with CMT members, they can sign up for inspections within the document. Or CMT members can email <a href="mailto:safety@flemingcollege.ca">safety@flemingcollege.ca</a> noting the inspection zone/month that you are volunteering to complete and MW will update.	<input checked="" type="checkbox"/>

<b>Item Topic</b>	<b>Discussion</b>	<b>Action By/Decision</b>	<b>Completed</b>
4.3 HHL Inspections*	CMT discussed HHL Inspections.	MW to send CMT links to HHL Location Document and inspection checklist templates, including checklists created by CG.  MW to create HHL Inspection Zone that denoted inspection process. Follow-up: Inspection templated created and inspection scheduled for Jan 22/Inspection released to SBR and BS for inspection zone C2 – Café Inspection (March 22)	<input type="checkbox"/>  <input type="checkbox"/>
4.4 Focus/Initiative 2021-2022*	CMT discussed potential Focus/Initiative	EK to take off-line, draft JHSC Recommendation in collaboration with other campus JHSCs: Mandatory H&S Standing Item for all Department/School meeting agendas. MW sent existing JHSC recommendation template to EK.  EK to connect with co-chairs and other JHSC to get their endorsement.	<input type="checkbox"/>  <input type="checkbox"/>
4.5 JHSC Certification*	CMT discussed professional development options for Mental Health Focus/Initiative	Members noted interest in receiving JHSC certification. MW asked members to send requests for JHSC certification to <a href="mailto:safety@flemingcollege.ca">safety@flemingcollege.ca</a> .	<input type="checkbox"/>
4.6 Inspection Schedule*	CMT discussed upcoming inspections.	MW to update Inspection schedule, as determined at the December meeting and post to H&S website.	<input type="checkbox"/>
4.7 TOR Review – Standing Item*	CMT discussed TOR review.	MB and worker co-chairs to complete proposed edits to TOR.	<input type="checkbox"/>
4.8 COVID-19 Communications*	CMT discussed COVID related communications.	CMT to disperse communications received to their departments/schools. Any communication suggestions/doodlepolls to be added to folder in the JHSC SharePoint.	<input type="checkbox"/>
4.9 Near Miss*	CMT discussed near miss in the Welding shop	DV, MM and MP to complete follow-up investigation.	<input type="checkbox"/>