

AGENDA

Thursday, May 26, 2022
Sutherland Campus, WebEx Meeting
Meeting Chair: Mike Peart

1 Meeting Called to Order

1.1 Quorum Confirmed

1.2 Slido Poll - Recommended pre-reading <https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives>

1.3 Adoption of Agenda

1.4 Review of Minutes and Approval – [April](#)

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

3.1 [Violence Policy and Operation Procedure](#)

Explanation of Item
Review of amended policy and motion to approve

Presenter
MP

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"/>

Item Topic	Discussion	Action By/Decision	Completed
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 safety@flemingcollege.ca noting the inspection zone/month that you are volunteering to complete and MW will update.	<input checked="" type="checkbox"/>
4.3 HHL Inspections*	CMT discussed HHL Inspections.	<p>MW to send CMT links to HHL Location Document and inspection checklist templates, including checklists created by CG.</p> <p>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)</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4.4 Focus/Initiative 2021-2022*	CMT discussed potential Focus/Initiative	<p>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.</p> <p>EK to connect with co-chairs and other JHSC to get their endorsement.</p>	<input checked="" type="checkbox"/> <input checked="" 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 safety@flemingcollege.ca .	<input checked="" 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 checked="" type="checkbox"/>
4.7 TOR Review – Standing Item*	CMT discussed TOR review.	<p>MB and worker co-chairs to complete proposed edits to TOR.</p> <p>EK to add September to 3.1(a) and adjust union reference.</p>	<input checked="" type="checkbox"/> <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/doodle polls to be added to folder in the JHSC SharePoint.	<input checked="" type="checkbox"/>

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4.9 Near Miss*	CMT discussed near miss in the Welding shop	DV, MM and MP to complete follow-up investigation.	<input checked="" type="checkbox"/>
4.10 JHSC Meeting Ideas	CMT discussed H&S Quiz/Polls	EK to connect with JT regarding fun polls for beginning of meetings.	<input checked="" type="checkbox"/>
		CW presented idea to include quizzes/polls across College to gain interest and raise awareness. EK to connect with marketing regarding possibility of nudge to link on H&S page.	<input type="checkbox"/>
	CMT discussed attendance incentives	KE noted small prize for those members who have perfect meeting attendance from May 2022 until April 2023	<input type="checkbox"/>
		MW to send email to CMT members with link to Timetable Restriction Form, reminding CMT members associated with Local 352 to include JHSC meeting dates in special timetabling requirement request.	<input checked="" type="checkbox"/>
		EK to connect with CMT co-chairs to flag this.	<input type="checkbox"/>