

## MINUTES

Frost H&S Committee				
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>
P	Heather Broadbent (HB) Co-Chair	C	Rick Teasdale (RT) Co-Chair	Kim English (KE) R*
R	Talbot Hurren (TH)	R	Jennifer Andersen (JA)	Shannon Beaudoin (SB) R*
P	Marikka Williams (MLW)	R	Marc Patenaude (MPA)	
P	Michael Benedict (MB)			Marriah Wickert (MW) – Secretary
R	Brendan Molloy (BM)			
Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>				
C-Chair	P-Present	R-Regrets	G-Guest	R*-Resource
<b>At Fleming College</b>  <b>Our Vision:</b>  Creating prosperity and transforming communities through education and innovation.  <b>Our Mission</b> is to empower our students with the innovative education, research and real-world experiences they need to build better lives, better communities and a better world.  <b>Our Values:</b> <ul style="list-style-type: none"> <li>■ Responsiveness</li> <li>■ Innovation</li> <li>■ Collaboration</li> <li>■ Inclusiveness</li> <li>■ Accountability</li> </ul>				
Upcoming Meetings	June 20, 2022	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
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Item #	Agenda Topic	Discussion	Action By/Decision
1.	<b>Meeting Called to Order</b>	By RT at: 10:33am Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.1	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by MLW and seconded by HB that the agenda be approved.
1.2	Approval of Minutes	Jan, Feb and Mar 2022 minutes.	It was moved by MLW and seconded by MB that the minutes be approved.

Item #	Agenda Topic	Discussion	Action By/Decision
2.	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b> 2.1.1 Review of Lists:	Student <input type="text" value="1"/> Staff <input type="text" value="1"/>	
	2.1.2 Near Miss Reports:	All <input type="text" value="0"/>	
2.2	<b>Inspection Reports</b> 2.2.3 Zone G Inspection	Heavy Building, Drilling Building, Law and ARB Building	BM/RT to schedule Zone G Week of May 16th.
3.	<b>New Business</b> 3.1 TOR	CMT reviewed revised TOR.	MLW flagged faculty union as not correct.
		CMT discussed “certified member”.	HB and MPA rolling out comprehensive field trip guides to the technician team.
	3.2 Safety Manual for Field Activities	CMT discussed Safety Manual for Field Activities.	
		MB noted providing Narcan was discussed at a coordinators meeting.	KE noted rule of thumb – never administer something to someone else. Medical intake forms should be completed prior to trip to capture specific medical needs. Then follow-up with the individual to see that they had the medication on hand.
		CMT discussed First Aid Kit Items.	HB noted First aid kits were to be standard St. Johns ambulance kits and programs to decide what to bring above standard (i.e. arb would carry items for chainsaw injuries).
			MB noted Katrina Van Osch-Saxon as reference.
		CMT discussed minimum levels of First Aid	HB noted the recommendation will be that at least one worker would be training in First Aid. Required level of first aid training to be determined based on several factors/risk assessment.
	3.3 Safety Board Audit	CMT discussed recent H&S audit of SENRS safety information boards.	KE requested this be added to next meeting.

Item #	Agenda Topic	Discussion	Action By/Decision
4.	<b>Outstanding Items</b> 4.7 Smoking area outside the Library  4.10 Zone D Inspection	CMT discussed smoking area update.  CMT discussed transfer of inspection findings into eBase.	KE and RT to look at master plan and investigate problem further. HB noted issue has been outstanding for years.  RT confirmed transfer is complete.
5.	<b>Next Meeting</b>		
5.1	Date	June 20, 2022	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:58am, moved by MLW and seconded by RT.	

*H Broadbent*

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**Name, Rick Teasdale**  
*Co-Chair, Management*

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**Name, Heather Broadbent**  
*Co-Chair, Workers*

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**Date**

\_\_\_\_\_  
 June 7/2022

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**Date**