

**Joint-Joint Health & Safety Committee**  
**September 26, 2022**  
**Room 285, Webex Meeting**  
**Frost Campus**



**MINUTES**

All JH&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Elane Kalavrias (EK) Co-Chair	P	Mike Peart (MP) Co-Chair	Marriah Wickert (MW) R*	
VP	Joanne Tully (JT)	VP	Bianca Sclippa (BA)	Dan Matsushita (DM) – Secretary	
P	Candace Gainer (CG)	VP	Mary MacLeod (MM)		
VP	Heather Cuthbert (HC)	P	Rick Teasdale (RT) Co-Chair		
VP	Cheryl Wardell (CW)	R	Jennifer Andersen (JA)		
R	Susan Brown (SBR)	VP	Marc Patenaude		
R	David Vasey (DV)				
P	Heather Broadbent (HB) Co-Chair				
P	Talbot Hurren (TH)				
P	Michael Benedict (MB)				
P	Brendan Molloy (BM)				
R	Marikka Williams (MLW)				
P	Erin Lynch (EL) Co-Chair				
P	Jennifer Bain (JB)				
P	Barb Winn (BW)				
R	Jillian Diezel (JD)				
Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>					
C-Chair	P-Present	VP- Virtual Presence	R-Regrets	G-Guest	R*-Resource
At Fleming College					
Our Vision: Creating prosperity and transforming communities through education and innovation.					
Our Mission 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.					
Our Values:					
<ul style="list-style-type: none"><li>▪ Responsiveness</li><li>▪ Innovation</li><li>▪ Collaboration</li><li>▪ Inclusiveness</li><li>▪ Accountability</li></ul>					

Item #	Agenda Topic	Discussion	Action By/Decision
1.	Presentation by MB	Origin of the OHSA and purpose of the IRS.	
2.	TOR Review and Adoption	<p>Motions to modify ToR by EK including:</p> <ul style="list-style-type: none"> <li>▪ That on page 3, Terry Williams be changed to Murray Rodd, Interim Director</li> <li>▪ That on page 4, (Section 1: Committee Composition) option G become option I. Option G now reads as following: g) Workers members must be given 1 hour preparation time prior to joint health and safety committee meetings. Sec. 9 Sub. 34(a) h) Co-chairs are provided 2 hours per week, and general members 1.5 hours per week to carry out duties, to inspect the workplace, investigate accidents, represent workers during refusals, witness tests and accompany inspectors. Sec. 9 Sub. 34 (a) (b) (c) Sec. 43, Sub 13; Sec. 54 Sub. 3,4,5</li> <li>▪ That on page 6, 2.5 Meeting Guests a) Is changed to Supervisor, Health and Safety may, at the discretion of the committee</li> </ul> <p>Motion to approve ToR as amended.</p>	<p>MB suggested wording be changed to “employer representative” It was moved by EK and seconded by TH.</p> <p>MW advised that Fleming College outlines allocated time for CMT members, the OHSA does not prescribe time. EK moved to add the outline of allocated hours for members to the ToR and seconded by MB.</p> <p>MB suggested wording be changed to “health and safety representative”. It was moved by EK and seconded by EL.</p> <p>All approved.</p>

3.	<b>Co-Chairs Presentation</b>	<p>4 JHSC Objectives outlined: Understanding the IRS</p> <p>Site Wide H&amp;S Gap Analysis</p> <p>Education</p> <p>High Hazard Labs</p>	<p>Each CMT to discuss how to meet IRS objectives in future meetings.</p> <p>MW and DM to review green boards and collaborate with school operation managers.</p> <p>MW and DM to utilize central location for SOPs.</p> <p>All members to review past inspections throughout the year to ensure identified issues are resolved.</p> <p>MW and DM to improve H&amp;S onboarding for new employees.</p> <p>Future discussion by CMTs on increasing HHL inspection frequency and collaborating with according techs.</p>
4.	<b>H&amp;S Metrics for 2021-2022 Presentation</b>	<p>MW reviewed incident statistics.</p> <p>MW outlined ergonomic process.</p>	<p>MW and DM working on QR code deployment for hazard reporting form.</p> <p>MW and DM developing further ergonomic resources.</p>
5.	<b>Round-table Discussion</b>	<p>EK proposed scheduling future JJHSC meetings in June.</p> <p>CG inquired about JHSC certification and refresher courses.</p>	<p>Future JJHSC meetings to be scheduled in June.</p> <p>Future goal for the CMT to increase member certification.</p>