

M I N U T E S

Sutherland H&S Committee				
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>
C	Elane Kalavrias (EK) Co-Chair	VP	Mike Peart (MP) Co-Chair	Marriah Wickert (MW) R*
P	Joanne Tully (JT)	R	Bianca Sclipa (BS)	
P	Candace Gainer (CG)	R	Mary MacLeod (MM)	
VP	David Vasey (DV)			
P	Heather Cuthbert (HC)			
P	Cheryl Wardell (CW)			
VP	Susan Brown (SBR)			Dan Matsushita (DM) – Secretary
Minutes and Agenda are located on the H&S Website				
VP- Virtual Presence		P-Present	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"> ■ Responsiveness ■ Innovation ■ Collaboration ■ Inclusiveness ■ Accountability 				
Upcoming Meetings	November 24, 2022	December 15, 2022	January 26, 2023	February 23, 2023
	March 23, 2023	April 27, 2023	May 25, 2023	June 22, 2023

Item #	Agenda Topic	Discussion	Action By/Decision
1.	Meeting Called to Order	By EK at: 09:06am Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	

Item #	Agenda Topic	Discussion	Action By/Decision
1.1	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by HC and seconded by JT that the agenda be approved.
1.2	Approval of Minutes	Sept 2022 minutes.	It was moved by JT and seconded by CW that the minutes be approved.
2.	Regular Reports		
2.1	Accident Reports 2.1.1 Review of Lists:	Student 15 Staff 10	
	2.1.2 Near Miss Reports:	All 3	
2.2	Inspection Reports	Inspection schedule and zones discussed.	DM to assign 2022-2023 inspection schedule and present to CMT before November meeting.
	2.2.1 Inspection Schedule	CMT discussed their role in HHL inspections.	MW advised that when scheduled, CMTs should inspect HHLs with technicians, review green boards, and ensure monthly inspections are completed by lab technicians.
2.3	IAQ Reports	CMT discussed IAQ testing procedures and involvement.	
2.4	Policy and Program Reports	CMT discussed involvement with review of health and safety policies.	As per TOR, CMT to review policy or program component relating to H&S, prior to each future meeting. DM will link a policy in November meeting agenda.
3.	New Business		
3.1	Inspection Schedule	CMT discussed inspection zones and schedule.	DM to modify and assign inspection schedule. Proposed schedule to be presented at November meeting.
3.2	COVID-19 Update	CMT discussed COVID-19 updates and available resources.	
3.3	June Minutes	Outstanding minutes.	MW and EK to collaborate and complete for November meeting.
3.4	JHSC Objectives	CMT discussed how to meet IRS objectives.	EK suggested that communication from leaders to staff needs to be improved. MW reiterated H&S should be a standing item in leader meetings. DM and MW can provide H&S topics for their discussion.

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3.5	JHSC Training	CMT discussed JHSC training and interests.	EK suggested external speakers to present to CMT throughout year. DM to coordinate with counselling services regarding mental health in the workplace.
3.6	Guest Resources	CMT discussed guests to speak on specific issues at future meetings.	MW and DM to coordinate and invite guest for November meeting.
5.	Next Meeting		
5.1	Date	November 24, 2022	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:29am, moved by JT and seconded by HC.	

Mike Peart

Mike Peart

Co-Chair, Management

Click or tap to enter a date.

November 4, 2022

Date

Elane Kalavrias

Elane Kalavrias

Co-Chair, Workers

Click or tap to enter a date.

November 2nd 2022

Date