

## MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
VP	Tom Oliver (TO) Co-Chair	C	Erin Lynch (EL) Co-Chair	Marriah Wickert (MW) R*	
VP	Barb Winn (BW)	VP	Rick Teasdale (RT)	Shannon Beaudoin (SB) R*	
VP	Sarah Bell (SBE)				
R	Jennifer Bain (JB)			Dan Matsushita (DM) – Secretary	
Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>					
VP- Virtual Presence	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	TBD				

Item #	Agenda Topic	Discussion	Action By/Decision
1.	Meeting Called to Order	By EL at: 01:04 pm	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by TO and seconded by BW that the agenda be approved.

Item #	Agenda Topic	Discussion	Action By/Decision
1.3	Approval of Minutes	February 2023 minutes.	It was moved by TO and seconded by BW that the minutes be approved.
2.	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of Lists:	Student <input type="text" value="3"/> Staff <input type="text" value="0"/>	
	2.1.2 Near Miss Reports:	All <input type="text" value="0"/>	
		CMT discussed communications to staff and students regarding need to report incidents.	
2.2	<b>Inspection Reports</b>	Inspections complete.  RT joined meeting at 01:10 p.m.	
2.3	<b>IAQ Reports</b>	CMT discussed silica assessment completed.	
2.4	<b>Policy and Program Reports</b>	CMT reviewed Policy and Procedure 3-343 Sexual Violence Prevention.	
3.	<b>New Business</b>		
3.1	<b>Coke Storage Building</b>	CMT discussed gables of coke storage building. EL noted that in the past, the floor rotted and wasps build nests inside.	Building to be reviewed over the summer by Facilities team.
3.2	<b>eBinder Tutorial</b>	DM presented the SDS eBinder to the CMT and noted that a desktop icon has been added to every staff and student computer to access the website.	
3.3	<b>JHSC Members Site Updates</b>	CMT discussed updates to the JHSC Members Site. DM noted that any suggestions or requested changes to the website are welcome.	
3.4	<b>Ventilation in Photo Lab</b>	CMT discussed ventilation in the photo lab. MW advised that the ventilation in the lab is not operating properly. EL noted that no activities will be running in the lab until the fall semester.	MW and EL to take offline and coordinate next steps to fix ventilation over the summer.

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3.5	<b>Flameworking and Ventilation in Glass Studio</b>	CMT discussed flameworking and ventilation concerns in the glass studio. TO noted discussion with Facilities staff on needing to manually open windows in the space. TO advised CMT of a smell similar to gas or burned propane in the jewelry studio.	Discussion to continue.
3.5.1	<b>Use of Epoxy</b>	CMT discussed use of epoxy. TO advised that the SDS for the epoxy used does not suggest use of a respirator. TO noted that if epoxy is heated, more off-gassing may occur, but this is not a standard practice. EL noted that elephant trunks should be used as ventilation for work with epoxy.	
3.6	<b>Fit Testing Introduction Course</b>	<p>CMT discussed fit testing introduction course. TO advised that a second fit testing kit was brought to the Peel building. TO shared positive feedback from staff and students regarding respirator usage and fit testing improvements.</p> <p>MW joined meeting at 01:38 p.m.</p> <p>TO asked about fit testing someone with facial hair. DM and MW confirmed that facial hair automatically indicates a failed fit test.</p>	
4.	<b>Outstanding Items</b>		
4.1	<b>Snow Removal and Icicles</b>	CMT discussed concerns regarding snow removal and icicles on back deck and fire exits of studios.	CMT to review as needed next winter.
4.2	<b>Pressure Testing</b>	CMT discussed pressure testing and concerns of propane smells. RT advised that the smell may be off gassing from connecting and reconnecting. TO noted that the smell is observed when kilns and glory holes are operating, potentially due to the fan system not operating properly. TO noted that the jewelry storage closest to the glass studio has the most intense smell, and that when kilns are not operating, there is no smell. BW noted that it can also be	

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		smelled in the hallway. MW advised that when the ventilation audit was completed, the fan was verified as functioning as intended.	RT to discussed issue with Facilities staff.  MW advised that further air quality testing should be done in relation to this situation and results from the silica assessment.
5.	Next Meeting		
5.1	Date	TBD	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 01:50pm, moved by BW and seconded by TO.	

  
**Erin Lynch**  
 Co-Chair, Management

  
**Tom Oliver**  
 Co-Chair, Workers

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28/04/23  
**Date**

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28/04/23  
**Date**