



MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Tom Oliver (TO) Co-Chair	VP	Erin Lynch (EL) Co-Chair	Marriah Wickert (MW) R*	
VP	Barb Winn (BW)	VP	Randy Prentice (RP)	Shannon Beaudoin (SB) R*	
VP	Sarah Bell (SBE)				
R	Jennifer Bain (JB)				
VP	Jennifer Gill (JG)				
				Dan Matsushita (DM) – Secretary	
Minutes and Agenda are located on the H&S Website					
VP- Virtual Presence	C- Chair	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 30, 2023	January 25, 2024	March 28, 2024	May 30, 2024	




Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By TO at: 01:05p.m.	
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 EL and seconded by SBE that the agenda be approved.
1.3	Review of Minutes and Approval	April 2023 minutes.	It was moved by BW and seconded by EL that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="0"/> Staff <input type="text" value="0"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	
2.2	Inspection Reports	CMT discussed near miss incident involving molten glass on the floor.	EL to establish SOP for this process to prevent future incidences.
	2.2.1 Zone C Inspection Parking Lots, Grounds, Out-buildings	Inspection partners TO/BW.	Inspection complete.
	2.2.2 Zone A Inspection Peel Building	Inspection partners SBE/EL.	Inspection complete.
	2.2.3 Zone D Inspection Main Building	Inspection outstanding.	
	2.2.4 Zone D Inspection Main Building	Inspection partners SBE/EL. None to review/explanation.	Inspection complete.

2.3	IAQ Reports	CMT discussed IAQ testing completed over the summer. MW noted that no further recommendations were included in the IAQ reports. MW advised CMT that one report regarding frameworking ventilation is yet to be received.	
2.4	H&S Program Review	RP joined meeting at 01:17p.m. DM updated CMT on the progress of the contractor safety management program. EL asked if all contractors will be required to read the program. MW advised that the program largely pertains to college staff for projects where the college is considered the constructor.	
3.0	New Business		
3.1	TOR Review	CMT completed annual review of the JHSC's Terms of Reference.	No recommendations made.
3.2	Inspection Schedule	CMT discussed inspection schedule for 2023-2024.	DM to establish new inspection schedule and distribute to the CMT.
3.3	MLITSD Initiatives	MW updated CMT on the Ministry of Labour, Immigration, Training and Skills Development workplace compliance initiatives and campaigns in 2023-2024.	
4.0	Outstanding Items		
4.1	Ventilation in Photo Lab	CMT discussed concerns of ventilation in the photo lab. TO noted that some chemicals in the photo lab have shelf lives and should not be kept past their expiry date. MW cautioned not to store any expired chemicals in unsafe areas. MW noted that the next hazardous waste pickup is scheduled for November 16 th . TO noted that they recently gave a safety talk to students on proper	RP, EL, and MW to discuss further offline. TO to go through storage cabinet and review if any chemicals need to be disposed of.




		disposal and storage of oil rags. EL advised TO that there is a disposal can that should be used.	
4.2	Coke Storage Building	EL advised CMT that they discussed this with MW. Condition of storage building is to be the program's responsibility, not Facilities. CMT discussed safer potential alternatives for future coke delivery and handling.	
4.3	Flameworking and Ventilation in Glass Studio	As discussed in review of IAQ reports. MW advised CMT that report regarding ventilation is yet to be received, but testing as been completed.	
5.0	Next Meeting		
5.1	Date	November 30, 2023	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 01:37p.m., moved by EL and seconded by BW.	



Erin Lynch
 Co-Chair, Management

Click or tap to enter a date.
 04/10/23

Date



Tom Oliver
 Co-Chair, Workers

Click or tap to enter a date.
 04/10/23

Date