

Joint Health & Safety Committee

September 28, 2023

WebEx Meeting

Sutherland Campus



MINUTES

Sutherland H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>			<u>Resources</u>
C	Elane Kalavrias (EK) Co-Chair	VP	Bianca Sclippa (BS) Co-Chair		Marriah Wickert (MW) R*
VP	Candace Gainer (CG)	R	Mary MacLeod (MM)		Shannon Beaudoin (SB) R*
VP	David Vasey (DV)	R	Molly Westland (MWE)		
VP	Cheryl Wardell (CW)				
VP	Heather Cuthbert (HC)				
VP	Susan Brown (SBR)				
R	Joanne Tully				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	October 12, 2023	November 9, 2023	December 14, 2023	January 11, 2024	
February 8, 2024	March 14, 2024	April 11, 2024	May 9, 2024	June 13, 2024	



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By EK at: 09:01a.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
(3.5)	Prescription Eyeglasses	<p>EK motioned that agenda item 3.5 be moved to the beginning of the meeting.</p> <p>EK requested that DV exit the meeting for the discussion of prescription eyeglasses.</p> <p>CMT discussed briefing note prepared by EK regarding the CMT's recommendation that the School of Trades and Technology covers the cost of DV's prescription eyewear beyond the \$20.00 reimbursement as indicated in Article 13.2.1.2 Support Staff Collective Agreement.</p> <p>EK requested the CMT to vote on supporting this decision.</p>	<p>Motion approved by CMT.</p> <p>DV exited the meeting.</p> <p>Five members were in favour of supporting this decision. One member was opposed.</p>
1.2	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by HC and seconded by CG that the agenda be approved.
1.3	Review of Minutes and Approval	May 2023 minutes.	It was moved by CW and seconded by SBR that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	<p>Student <input type="text" value="22"/> Staff <input type="text" value="7"/></p> <p>EK asked what the injury category STF stands for. DM informed it stands for Slips, Trips, and Falls.</p>	



	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	
2.2	Inspection Reports	MW provided further details on the near miss incidents to the CMT, including action items resulting from incidents to prevent recurrences.	
	2.2.1 Zone G Inspection – Grounds	Inspection partners HC/MWE.	Inspection completed.
	2.2.2 Zone G Inspection – Grounds	Inspection partners JT/BS.	Inspection completed.
	2.2.3 Zone H Inspection – Driveshed	Inspection partners CW/MM.	Inspection completed.
	2.2.4 Zone F Inspection – Farmhouse	Inspection partners CG/BS.	Inspection completed.
	2.2.5 Zone R Inspection – Residence Buildings 1-6	Inspection partners DV/MM.	Inspection completed.
	2.2.6 Zone A Inspection – A Wing	Inspection partners HC/BS.	Inspection in progress.
2.3	IAQ Reports	CMT discussed various IAQ testing completed over the summer.	
2.4	H&S Program Review	MW updated CMT on the progress of the contractor safety management program.	
3.0	New Business		
3.1	TOR Review	CMT completed annual review of the JHSC’s Terms of Reference. EK noted that the TOR are not currently signed by union presidents and the employer representative. EK informed CMT that the unions have been requested to designate a Health and Safety Representative for	TOR is in the process of receiving appropriate signatures. CMT to review the TOR again once signatures are received.



3.2	Inspection Schedule	Peterborough Square and Norwood locations. CMT discussed inspection schedule for 2023-2024.	DM to establish new inspection schedule and distribute to the CMT.
3.3	Updated Floor Plans	DM informed the CMT that updated floor plans for inspections have been added to eBase.	
3.4	Forest Fires and Air Quality	<p>MW informed CMT of employee concerns about outdoor air quality during forest fires in June. Social media and email communications were distributed to the college community and various types of masks were offered. An outdoor air quality risk index page was added to the H&S Website and is updated weekly.</p> <p>MW also informed CMT that H&S met with Peterborough Public Health and other community partners to discuss fall strategic planning relating to respiratory illnesses. Vaccine clinics are being planned, masks are available, passive screening signs are placed at main entrances, screening through the Fleming Safe App remains, and rapid antigen tests are available. CG asked how staff could get a rapid antigen test. MW advised to email saafety@flemingcollege.ca for test requests. HC asked if there will be a flu clinic. MW advised that this is in the process of being planned.</p>	Item to be carried to October 2023 meeting for further discussion and input from MM.
3.6	PTBO SQ H&S Representation	Discussed in item 3.1.	
3.7	MLITSD Initiatives	MW updated CMT on the Ministry of Labour, Immigration, Training and Skills Development workplace compliance initiatives and campaigns in 2023-2024.	

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<p>4.0</p> <p>4.1</p>	<p>Outstanding Items</p> <p>CMT Member Allocated Time</p>	<p>CMT had previously discussed initiatives to increase awareness and presence of the CMT.</p> <p>HC noted space capacity issues during start-up. MW advised that Facilities and Academic Operations have been working together to rectify issues and prevent them in coming semesters. HC asked what staff should do if there is a room concern or lack of furniture. MW advised that staff should report issues to their manager and leaders will facilitate applicable solutions.</p> <p>BS reported that during the most recent fire drill, many students congregated at the front entrance. MW advised that the security team has contacted Peterborough Fire to provide education to students.</p>	<p>Item to be carried to October 2023 meeting.</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p>Next Meeting</p> <p>Date</p> <p>Adjournment of Meeting</p>	<p>October 12, 2023</p> <p>Motion to adjourn meeting at 10:16a.m., moved by BS and seconded by HC.</p>	

Bianca Sclipa

Bianca Sclipa
Co-Chair, Management

Click or tap to enter a date.

Date

Elane Kalavrias

Elane Kalavrias
Co-Chair, Workers

October 11th 2023

Date