



MINUTES

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Michael Benedict (MB) Co-Chair	R	Jennifer Andersen (JA) Co-Chair	Marriah Wickert (MW) R*	
P	Talbot Hurren (TH)	P	Jake Sandison (JS)		
P	Marikka Williams (MLW)	R	Marc Patenaude (MPA)		
R	Heather Broadbent (HB)				
R	Brendan Molloy (BM)				
				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 16, 2023	November 20, 2023	December 18, 2023	January 15, 2024	
February 12, 2024	March 18, 2024	April 15, 2024	May 20, 2024	June 17, 2024	

Frost Joint Health & Safety Committee

September 18, 2023

Room 253A, WebEx Meeting

Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By MB at: 10:37a.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 TH and seconded by MLW that the agenda be approved.
1.3	Review of Minutes and Approval	May 2023 minutes.	It was moved by MB and seconded by MLW that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="5"/> Staff <input type="text" value="3"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="0"/>	
2.2	Inspection Reports		
	2.2.1 Zone G Inspection RDB, HE, Arb	Inspection partners TH/JS.	Inspection outstanding. Inspection to replace September Zone G inspection by HB/JA.
	2.2.2 Zone F Inspection Grounds, Out-buildings, Timber Tech Area	Inspection partners MB/JA.	Inspection complete.
	2.2.3 Zone L Inspection High Hazard Labs	Inspection partners BM/MPA.	Inspection in-progress. BM to add remaining notes to inspection.
	2.2.4 Zone A Inspection Main Building Upper Level	Inspection by MB.	Inspection complete.



<p>2.3</p>	<p>IAQ Reports</p>	<p>CMT discussed IAQ completed from May-September. TH explained plumbing work completed in residence buildings 1 and 2. MB asked if there is asbestos in the residence buildings. MW confirmed that there is not.</p>	
<p>2.4</p>	<p>Policy and Procedure Review</p>	<p>MW updated CMT on the progress of the contractor safety management program.</p>	
<p>3.0</p>	<p>New Business</p>		
<p>3.1</p>	<p>TOR Review</p>	<p>CMT reviewed and discussed the JHSC Terms of Reference. No recommendations for changes were made. MB noted that the TOR have not been signed.</p>	<p>MW to share TOR with employer representative and union presidents for signatures.</p>
<p>3.2</p>	<p>Inspection Schedule</p>	<p>CMT discussed inspection schedule for 2023-2024. MB asked if there were any thoughts on adjusting inspection zones. CMT discussed segregating Zone G Heavy Equipment and Resource Drilling & Blasting buildings.</p>	<p>MB to review inspection schedule and zones. New inspection schedule to be established at October meeting.</p>
<p>3.3</p>	<p>HSE Students and JHSC Inspections</p>	<p>MB requested that select students in the Health, Safety, and Environmental Compliance program accompany CMT members on inspections. MW noted that students should avoid any hazardous situations or environments.</p>	<p>CMT members to let MB know when inspections are being completed and if students may accompany them throughout the year.</p>
<p>3.4</p>	<p>Updated Floor Plans for Inspections</p>	<p>DM noted that updated floor plans for CMT inspections have been added to eBase.</p>	
<p>3.5</p>	<p>Key List for Inspections</p>	<p>DM noted that a legend for keys has been added to the updated floor plans.</p>	
<p>3.6</p>	<p>Inspection Backpack</p>	<p>CMT discussed establishing a central storage location for the inspection backpack. MB suggested the security office.</p>	<p>DM to contact security team for storing backpack in office.</p>

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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.	
4.0	Outstanding Items		
4.1	Policy and Procedure #3-353 Sexual Violence Prevention	SB to provide further clarification on who would receive off-campus incident information and action accordingly. MB asked if a student involved in an incident of workplace violence in April 2023 was returning to the school this fall. MW informed the CMT that the student was not returning.	DM to request information from SB to share at the next meeting.
4.2	Southeast Smoking Area	MW advised that the southeast smoking area is in the process of being removed. TH noted that smoking areas will still be present at the front of the main building, windmill, HE, and RDB buildings. MB noted that the smoking area in front of RDB is within 9m of the building.	
5.0	Next Meeting		
5.1	Date	October 16, 2023	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 11:09a.m., moved by TH and seconded by MLW.	

Jennifer Andersen
Co-Chair, Management

Michael Benedict
Co-Chair, Workers

October 16, 2023

Click or tap to enter a date.

Frost Joint Health & Safety Committee
September 18, 2023
Room 253A, WebEx Meeting
Frost Campus



Date

Date