



**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)	Shannon Beaudoin (SB) R*	
P	Marikka Williams (MLW)	R	Marc Patenaude (MPA)		
P	Brendan Molloy (BM)				
R	Heather Broadbent				
				Dan Matsushita (DM) – Secretary	
<b>Minutes and Agenda are located on the <a href="#">H&amp;S Website</a></b>					
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	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**

October 16, 2023

Room 253A, WebEx Meeting

Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By MB at: 10:35a.m.	
1.1	<b>Quorum Confirmed</b>	Quorum Met: <input checked="" type="radio"/> <input type="radio"/> No	
1.2	<b>Adoption of Agenda</b>	CMT discussed adoption of agenda as meeting guide.	It was moved by TH and seconded by MLW that the agenda be approved.
1.3	<b>Review of Minutes and Approval</b>	May 2023 minutes.	It was moved by MLW and seconded by BM that the minutes be approved.
2.0	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of lists	Student <input type="text" value="9"/> Staff <input type="text" value="1"/>  MB asked if hardware left from a partially removed keyboard tray that caused a scraped knee is going to be removed. MW advised that Facilities team is working with Information Technology team to remedy the situation.	
2.2	2.1.2 Review of Near Miss	All <input type="text" value="0"/>	
2.3	<b>Inspection Reports</b>		
	2.2.1 Zone G Inspection RDB, HE, Arb	Inspection partners TH/JS.	Inspection outstanding.
	2.2.2 Zone B Main Building Lower Level	Inspection partners TH/MPA.	Inspection in-progress.
		DM advised CMT that the new tablet for inspections is ready to be used. CMT discussed storage of location backpack.	Inspection tablet and backpack to be stored in the FSS office (room 155B).



<p><b>2.4</b></p>	<p><b>IAQ Reports</b></p>	<p>MW informed CMT of indoor air quality testing taking place during reading week inside the main building in relation to various roof leaks. MB asked if the testing will be specific to mould. MW responded that the testing will be inclusive of various parameters, including but not limited to mould. TH advised that the leaks may be related to recently completed roofing work. MW noted that the roofing contractors will be returning to review the work. BM asked if testing will also be completed in the Heavy Equipment building. MW responded that this specific testing will only be in the main building.</p>	
<p><b>2.5</b></p>	<p><b>H&amp;S Program Review</b></p>	<p>DM updated CMT on the progress of the contractor safety management program.</p>	<p>CMT to review a new program aspect/policy at next meeting.</p>
<p><b>3.0</b></p>	<p><b>New Business</b></p>	<p><b>3.1 Inspection Schedule</b> CMT discussed proposed workplace inspection zones and schedule for 2023-2024.</p> <p><b>3.2 Roof Leaks</b> As discussed in item 2.4. MW advised that the Director of Facilities and EVP of Corporate Services are aware of the IAQ testing taking place and potential for areas to be taken offline if there are remediation recommendations. JS asked how long areas could be shutdown for. MW responded that it would depend on how bad potential damage is. JS asked what the requirement for remediation is. MB responded that this depends on the type of mould found and the quantity of it. MB explained that there are specific Occupational Exposure Limits that correspond with level of concern and dictate required action.</p>	<p>DM to establish inspection schedule with adjusted zones and distribute to CMT.</p>



		<p>CMT also discussed water damage to the main building front entrance. MW advised that A&amp;O Contracting Inc. has completed an engineering assessment of the entrance. MW noted that the engineering report said that the severity of the damage is not likely to endanger. MW and TH advised that work is to be completed to repair the damage.</p>	
<b>4.0</b>	<b>Outstanding Items</b>		
<b>4.1</b>	<b>Policy and Procedure #3-353 Sexual Violence Prevention</b>	<p>SB provided clarification on how off-campus incidents would be actioned. SB noted that incident information may be received in many ways and would filter to the appropriate department (Human Resources, Security, Student Rights and Responsibilities) as needed, but could be shared with other parties if required.</p>	
<b>4.2</b>	<b>Smoking Areas</b>	<p>CMT discussed moving the southeast smoking area and other potential locations. MW advised that further planning must be completed.</p> <p>MW noted that capital approval has been received to replace soundproofing tiles in the Heavy Equipment dyno lab. Work is to be completed.</p> <p>MW noted that MLW has been registered for Part 1 and Part 2 JHSC certification.</p>	
<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	November 20, 2023	

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**Frost Campus**



<b>5.2</b>	Adjournment of Meeting	Motion to adjourn meeting at 11:16a.m., moved by MB and seconded by JS.	
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A handwritten signature in black ink that reads "Jennifer Andersen".

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**Jennifer Andersen**  
*Co-Chair, Management*

October 17, 2023

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**Date**

A handwritten signature in black ink that reads "Michael Benedict".

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**Michael Benedict**  
*Co-Chair, Workers*

Click or tap to enter a date.

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**Date**