

Joint Health & Safety Committee

November 9, 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	VP	Marriah Wickert (MW) R*
VP	Candace Gainer (CG)	VP	Mary MacLeod (MM)	R	Shannon Beaudoin (SB) R*
VP	Susan Brown (SBR)	VP	Molly Westland (MWE)		
VP	Cheryl Wardell (CW)	VP	Randy Prentice		
VP	Heather Cuthbert (HC)				
R	David Vasey (DV)				
R	Joanne Tully			VP	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	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: 09:02a.m.	
		RP was welcomed to the CMT.	
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 SBR and seconded by CG that the agenda be approved.
1.3	Review of Minutes and Approval	October 2023 minutes.	It was moved by HC and seconded by SBR that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="4"/> Staff <input type="text" value="1"/>	DM to update incident reporting to ask if a student is employed by the college.
	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	MW and DM to work with security team to develop Standard Operating Procedure for responding to found hazardous substances.
2.2	Inspection Reports		
	2.2.1 Zone B – B Wing Level 3	Inspection partners CW/MM.	Inspection in progress.
2.3	IAQ Reports	None to review.	
2.4	H&S Program Review	CMT discussed mandatory employee and student worker health and safety training.	H&S to send reminders to leaders that anyone working at heights must complete proper training and should review material annually.

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			DM to ask HR if ladder safety training can be added to Evolve.
3.0	New Business		
3.1	COOSHA Update	MW shared updates from the recent Colleges of Ontario Occupational Safety and Health Administrators meeting with the CMT.	
3.2	iPad Review	BS and HC noted that the new iPad for CMT inspections worked well.	
4.0	Outstanding Items		
4.1	TOR Review	CMT to review Terms of Reference once signed.	EK to connect offline with Frost JHSC worker co-chair to check on status of signatures.
4.2	CMT Member Allocated Time	CMT discussed various JHSC initiatives. EK asked MW to share updated information regarding blade air purification units. MW advised that the units complement existing infrastructure if used appropriately and must be turned on and at a high speed to be effective. MW advised that units have been supplied as they are requested. MW noted that best layers of protection include vaccines, masking, and proper hand hygiene.	SBR, EK, and HC to develop health and safety bulletins by November 17th and share with DM. H&S hosted a COVID-19 vaccination clinic on November 8 th . H&S sent a Respiratory Virus Season communication to all staff and students on October 6 th .
5.0	Next Meeting		
5.1	Date	December 14, 2023	

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5.2	Adjournment of Meeting	Motion to adjourn meeting at 9:49a.m., moved by HC and seconded by SBR.	
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Handwritten signature of Bianca Sclipa in blue ink.

Bianca Sclipa
Co-Chair, Management

Click or tap to enter a date.

Date

Handwritten signature of Elane Kalavrias in black ink.

Elane Kalavrias
Co-Chair, Workers

Click or tap to enter a date.

December 8th 2023

Date