



**MINUTES**

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Tom Oliver (TO) Co-Chair	R	Erin Lynch (EL) Co-Chair	VP	Marriah Wickert (MW) – R*
VP	Barb Winn (BW)	VP	Randy Prentice (RP)	R	Shannon Beaudoin (SB) – R*
VP	Sarah Bell (SBE)			VP	Bryden Erdmann (BE) – G
R	Jennifer Bain (JB)			VP	Kaitlin Dorman (KO) – G
R	Jennifer Gill (JG)				
				VP	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	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: 01:04p.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Guest Presentation – Security Team	BE informed the CMT of security's responsibilities in relation to first aid kits.  BE and KD exited the meeting.	
1.3	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by SBE and seconded by BW that the agenda be approved.
1.4	Review of Minutes and Approval	September 2023 minutes.	It was moved by TO and seconded by BW that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="1"/> Staff <input type="text" value="0"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="1"/>	
2.2	Inspection Reports		
	2.2.1 Zone C Inspection Parking Lots, Grounds, Out-buildings	Inspection partners SBE/EL	Inspection complete.
	2.2.2 Zone D Inspection Main Building	Inspection partners SBE/EL.	Inspection complete.
2.3	IAQ Reports	None to review.	



2.4	<b>H&amp;S Program Review</b>	CMT discussed mandatory employee and student worker health and safety training.  MW joined the meeting at 1:26p.m.	
3.0	<b>New Business</b>		
3.1	<b>COOSHA Update</b>	MW shared updates from the recent Colleges of Ontario Occupational Safety and Health Administrators meeting with the CMT.	
3.2	<b>iPad Review</b>	CMT discussed use of new inspection tablet.	
4.0	<b>Outstanding Items</b>		
4.1	<b>Ventilation in Photo Lab</b>	CMT discussed ventilation in the photo lab.  MW noted that further ventilation assessments are to be completed.	Item resolved.
4.2	<b>Molten Glass Near Miss</b>	CMT discussed molten glass near miss incident.  CMT discussed campus fire safety.	TO to contact other businesses to discuss similar procedures.  RP to share Norwood fire fighting program coordinator contact with TO.
5.0	<b>Next Meeting</b>		
5.1	<b>Date</b>	January 25, 2024	
5.2	<b>Adjournment of Meeting</b>	Motion to adjourn meeting at 01:40p.m., moved by TO and seconded by SBE.	

  
 Erin Lynch  
 Co-Chair, Management

  
 Tom Oliver  
 Co-Chair, Workers

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