

Joint Health & Safety Committee

December 14, 2023

WebEx Meeting

Sutherland Campus



MINUTES

Sutherland H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
VP	Elane Kalavrias (EK) Co-Chair	C	Bianca Sclippa (BS) Co-Chair	R	Marriah Wickert (MW) R*
VP	David Vasey (DV)	VP	Mary MacLeod (MM)	R	Shannon Beaudoin (SB) R*
VP	Susan Brown (SBR)	R	Randy Prentice		
VP	Cheryl Wardell (CW)				
VP	James Cowan (JC)				
R	Candace Gainer (CG)				
R	Heather Cuthbert (HC)				
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	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 BS at: 09:01a.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 EK and seconded by SBR that the agenda be approved.
1.3	Review of Minutes and Approval	November 2023 minutes.	It was moved by CW and seconded by JC that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="8"/> Staff <input type="text" value="3"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	
2.2	Inspection Reports		
	2.2.1 Zone B – B Wing Level 3	Inspection partners CW/MM.	Inspection complete.
	2.2.2 Zone L – High Hazard Labs	Inspection partners CG/RP.	Inspection in progress.
	2.2.3 New Space Inspection Volunteers	DM asked for volunteers to complete an inspection of new spaces once construction is complete.	EK volunteered. DM to send reminder to CMT once inspection is scheduled.
2.3	IAQ Reports	CMT discussed octave band testing completed in room B3 320.	
2.4	H&S Program Review	CMT reviewed current HMIS and discussed upcoming annual asbestos reassessment.	

Joint Health & Safety Committee

December 14, 2023

WebEx Meeting

Sutherland Campus



		CMT discussed mandatory health and safety training for new employees.	MM noted that they have the responsibility of ensuring their student workers receive mandatory health and safety training, and this is the same requirement for all other managers.
3.0	New Business		
3.1	Guest Requests	<p>CMT discussed guest requests for upcoming JHSC meetings.</p> <p>CMT discussed recent fire alarm and how the CMT may assist in supporting safety protocols within the college.</p> <p>CMT discussed garbage and cigarette litter around D Wing. CMT discussed role in supporting cleanup and promoting campus cleanliness.</p>	<p>DM to invite representative from HR to February 2024 meeting to discuss college policies and procedures and reviewing processes.</p> <p>DM to invite representative from security to January 2024 meeting.</p>
4.0	Outstanding Items		
4.1	TOR Review	CMT to review Terms of Reference once signed.	
4.2	CMT Member Allocated Time	CMT discussed communication campaigns on H&S topics.	Item unresolved.
5.0	Next Meeting		
5.1	Date	January 11, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 9:58a.m., moved by SBR and seconded by DV.	

Joint Health & Safety Committee

December 14, 2023

WebEx Meeting

Sutherland Campus



Bianca Sclipa

Co-Chair, Management

Click or tap to enter a date.

Date

Elane Kalavrias

Elane Kalavrias

Co-Chair, Workers

Click or tap to enter a date.

December 21st 2023

Date