



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	Heather Cuthbert (HC)	VP	Mary MacLeod (MM)	VP	Tyler Dooley (TD) G
VP	Susan Brown (SBR)	R	Randy Prentice		
VP	Cheryl Wardell (CW)				
VP	Joanne Tully (JT)				
VP	Candace Gainer (CG)				
R	David Vasey (DV)				
R	James Cowan (JC)			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	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: 09:00a.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 HC and seconded by CG that the agenda be approved.
1.3	Review of Minutes and Approval	December 2023 minutes.	It was moved by BS and seconded by MM that the minutes be approved.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student <input type="text" value="0"/> Staff <input type="text" value="1"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	
2.2	Inspection Reports		
	2.2.1 Zone L – High Hazard Labs	Inspection partners CG/RP.	Inspection complete.
	2.2.2 Zone C – C Wing Levels 0 & 1	Inspection partners EK/BS.	Inspection in progress.
2.3	IAQ Reports	CMT discussed IAQ testing completed in the executive suite.	
2.4	H&S Program Review	DM and MW discussed the Facilities team’s new pre-registration and check-in/out procedures for contractors working on site.	EK asked if other department’s will be using the contractor pre-registration process. MW advised that this is only an FSS process at this time.



<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>New Business</p> <p>Guest Presentation – Tyler Dooley, Capital Projects – Update</p> <p>College Closures</p>	<p>TD shared updates on various construction projects in progress at the Sutherland campus. CMT discussed notifications of active projects to the college community.</p> <p>CMT discussed members completing inspections of new spaces.</p> <p>TD left the meeting at 09:10a.m.</p> <p>MW presented City of Greater Sudbury legal case and how decisions of the case impact construction projects at the college.</p> <p>CMT discussed college closure on January 9th, 2024 due to adverse weather conditions. CMT members reported unawareness that the college had closed and the need to have a more defined process on how college closures are executed and notifications to the college community are sent.</p> <p>CMT discussed concerns regarding gaps in the distribution of communications to the college community.</p>	<p>DM and TD to discuss using QR codes on construction notice signage offline.</p> <p>MW and BS to discuss hazardous waste disposal for the hair salon offline.</p> <p>DM to notify CMT members completing monthly inspections of active or recently completed projects to inspect.</p> <p>MW advised CMT that the college will ensure general contractors will be held accountable for work and appropriate audits and inspections of projects will be completed.</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>Outstanding Items</p> <p>TOR Review</p> <p>CMT Member Allocated Time</p>	<p>CMT to review Terms of Reference once signed.</p> <p>CMT discussed communication campaigns on H&S topics.</p>	<p>Item unresolved.</p> <p>Item unresolved.</p>

Joint Health & Safety Committee

January 11, 2024

WebEx Meeting

Sutherland Campus



5.0	Next Meeting		
5.1	Date	January 11, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 9:34a.m., moved by BS and seconded by MM.	

A handwritten signature in blue ink that reads "B. Sclipa".

Bianca Sclipa
Co-Chair, Management

Click or tap to enter a date.

_____ **Date**

A handwritten signature in black ink that reads "Elane Kalavrias".

Elane Kalavrias
Co-Chair, Workers

Click or tap to enter a date.

_____ **Date**