



MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Tom Oliver (TO) Co-Chair	C	Erin Lynch (EL) Co-Chair	P	Marriah Wickert (MW) – R*
P	Barb Winn (BW)	R	Randy Prentice (RP)		
R	Sarah Bell (SBE)				
R	Jennifer Gill (JG)				
				P	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	March 28, 2024	May 30, 2024			

Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By EL at: 01:04p.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 BW and seconded by TO that the agenda be approved.
1.3	Review of Minutes and Approval	November 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="2"/> Staff <input type="text" value="0"/>	
	2.1.2 Review of Near Miss	All <input type="text" value="0"/>	
		MW advised that security restocked first aid kits in studios and classrooms. MW reminded CMT that incident reports must be submitted so that first aid kit supplies can be restocked accordingly.	SB to purchase additional bandages for front counter, if needed.
2.2	Inspection Reports		
	2.2.1 Zone D Inspection Main Building	Inspection partners TO/EL.	Inspection in-progress.
2.3	IAQ Reports		
		CMT discussed ventilation inspection completed in main building. Report has not yet been received.	MW and EL to work on next steps offline.
		MW noted that the kiln room will require additional ventilation measurements.	

2.4	H&S Program Review	DM and MW discussed the Contractor Safety Management Program that is in-progress and the Facilities team's new pre-registration and check-in/out procedures for contractors working on site.	
3.0	New Business		
3.1	Faculty House Emergency Kit	DM informed CMT that an emergency kit including first aid supplies was delivered to the faculty house.	
3.2	Violence and Harassment Training	CMT discussed WSPS Violence & Harassment Prevention Situational Awareness & De-escalation training. CMT discussed risks of violence and harassment at the college.	MW/DM to coordinate completion of violence risk assessment at the Haliburton campus.
4.0	Outstanding Items		
4.1	Molten Glass Near Miss	CMT discussed molten glass near miss incident.	TO to contact other businesses to discuss similar procedures.
4.2	Fire Safety	CMT discussed campus fire safety.	RP to share Norwood fire fighting program coordinator contact with TO. DM to enter work order to ensure wayfinding is consistent in main building.
5.0	Next Meeting		
5.1	Date	March 28, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 02:15p.m., moved by TO and seconded by BW.	

Joint Health & Safety Committee
January 25, 2024
Room C110
Haliburton Campus



A handwritten signature in blue ink, appearing to read "Erin Lynch", written over a horizontal line.

Erin Lynch
Co-Chair, Management

A handwritten signature in blue ink, appearing to read "Tom Oliver", written over a horizontal line.

Tom Oliver
Co-Chair, Workers

Click or tap to enter a date.

Feb 13 / 24
Date

Click or tap to enter a date.

13 / 02 / 2024
Date