



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	VP	Marriah Wickert (MW) R*
VP	Heather Cuthbert (HC)	VP	Mary MacLeod (MM)		
VP	Susan Brown (SBR)	VP	Marc Patenaude (MPA)		
VP	Cheryl Wardell (CW)	R	Randy Prentice		
VP	Joanne Tully (JT)				
R	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	March 14, 2024	April 11, 2024	May 9, 2024	June 13, 2024	

Joint Health & Safety Committee

February 8, 2024

WebEx Meeting

Sutherland Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By BS at: 09:01a.m. BS welcomed MPA 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 EK that the agenda be approved.
1.3	Review of Minutes and Approval	January 2024 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 2.1.2 Review of Near Miss 2.2 Inspection Reports 2.2.1 Zone C – C Wing Levels 0 & 1 2.2.2 Zone C2 – C Wing Level 2 2.2.3 Zone L – High Hazard Labs	Student <input type="text" value="5"/> Staff <input type="text" value="2"/> All <input type="text" value="1"/> MM joined meeting at 09:09a.m. MPA joined meeting at 09:17a.m. CMT discussed near miss incident in CAMIIT lab. MPA informed CMT of upcoming work in lab. Inspection partners EK/BS. Inspection partners DV/MM. Inspection partners SBR/RP.	Upcoming work includes monthly safety audits and review of current policies and procedures. Lab to be added to CMT inspection list of high hazard labs. Inspection notes to be uploaded to eBase. Inspection in progress. Inspection in progress.



<p>2.3</p>	<p>IAQ Reports</p>	<p>CMT discussed IAQ testing completed in the executive suite. MW informed CMT of process of completing designated substance assessments in areas prior to construction or renovation work.</p>	
<p>2.4</p>	<p>H&S Program Review</p>	<p>DM informed CMT that QR codes have been added to construction project signage that links to the Projects website. DM informed CMT of daily construction logs being completed by the Projects team and in collaboration with Health and Safety. Observed safety violations or concerns will be noted in the daily logs and actioned accordingly.</p>	
<p>3.0</p>	<p>New Business</p>		
<p>3.1</p>	<p>Pest Prevention</p>	<p>CMT discussed pest prevention in office areas.</p>	<p>MW to discuss pest prevention and investigation further with FSS leadership.</p>
<p>3.2</p>	<p>Project Inspections</p>	<p>DM informed CMT of development of new space inspection checklist.</p> <p>BS asked if refuge station buttons are functioning and relevant. MW advised that refuge stations are inspected on a monthly basis.</p> <p>MM asked why fire alarms are held in the beginning of January. MW advised that fire drills are held at the beginning of semesters due to new student intakes.</p>	<p>DM to update CMT on this work at the March meeting.</p> <p>MW to discuss with BS further offline. MW advised that upgrades to the existing refuge stations are planned for next fiscal year.</p> <p>DM to invite Bryden Erdmann to March meeting to discuss fire drills.</p>
<p>4.0</p>	<p>Outstanding Items</p>		
<p>4.1</p>	<p>TOR Review</p>	<p>MW noted that the Terms of Reference is not a legislated compliance item and provides reference to the function of the college's CMTs. Faculty union</p>	<p>MW to connect with Liz Mathewson on signing TOR.</p>

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4.2	CMT Member Allocated Time	leadership signatures outstanding on TOR. CMT discussed producing a communication about pest prevention.	EK to create a bulletin on pest prevention. DM to post bulletin on Health and Safety website.
5.0	Next Meeting		
5.1	Date	March 14, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:04a.m., moved by EK and seconded by HC.	

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.
February 22nd 2024

Date