

**Joint Health & Safety Committee**

March 14, 2024

**WebEx Meeting**

**Sutherland Campus**



**MINUTES**

<b>Sutherland H&amp;S Committee</b>					
<b><u>Worker Members</u></b>		<b><u>Management Members</u></b>		<b><u>Resources</u></b>	
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	Candace Gainer (CG)	VP	Randy Prentice (RP)		
VP	Cheryl Wardell (CW)	R	Marc Patenaude (MPA)		
VP	Joanne Tully (JT)				
R	David Vasey (DV)				
R	Susan Brown (SBR)				
R	James Cowan (JC)			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	April 11, 2024	May 9, 2024	June 13, 2024		



Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By EK at: 09:00a.m.	
1.1	<b>Quorum Confirmed</b>	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	<b>Adoption of Agenda</b>	CMT discussed adoption of agenda as meeting guide.	It was moved by HC and seconded by MM that the agenda be approved.
1.3	<b>Review of Minutes and Approval</b>	February 2024 minutes.	It was moved by MM and seconded by HC that the minutes be approved.
2.0	<b>Regular Reports</b>  2.1 <b>Accident Reports</b>  2.1.1 Review of lists  2.1.2 Review of Near Miss  2.2 <b>Inspection Reports</b>  Zone L – High Hazard Labs  Zone D – D Wing  2.2.1 Construction /Renovation Projects	Student <input type="text" value="15"/> Staff <input type="text" value="2"/>  All <input type="text" value="1"/>  Inspection partners SBR/RP.  Inspection partners HC/MPA.  CMT discussed role in viewing active or recently completed construction and renovation projects during monthly inspections.  All active construction and renovation projects, the CMT discussed that access into the site is not permitted and CMT will observe from the site boundaries only.	Inspection completed.  Inspection in progress.  DM to share active or recently completed construction and renovation projects with monthly inspection notifications.  Any concerns regarding signage, hoarding, housekeeping or unsafe works (that are observed), CMT members will action as required.

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	2.2.2 H&S Information Boards	CMT reviewed H&S Information Boards and required postings to review during high hazard lab inspections.	HR students to shadow CMT inspections in March and April. DM to coordinate.
	2.2.3 HR Student Guests	CMT discussed HR placement students attending March and April CMT inspections.	
<b>2.3</b>	<b>IAQ Reports</b>	CMT discussed facility issues and various testing completed in B2 120.	Action plan includes, but is not limited to, temporary relocation of occupants of affected space and remedial work. EK to complete walkthrough of space with DM.
		CMT discussed health and safety updates in relation to town hall meetings.	
<b>2.4</b>	<b>H&amp;S Program Review</b>	CMT discussed monthly health and safety spotlight topics.	MM to send suggestions to CMT. DM to post bulletins on the H&S website.
<b>3.0</b>	<b>New Business</b>		
<b>3.1</b>	<b>Standing Item Proposal – Reviewing Inspection Notes</b>	CMT discussed reviewing notes from previous month’s inspection as a standing agenda item.	CMT to review notes from previous month’s inspection as a standing agenda item moving forwards.
<b>3.2</b>	<b>Stand Item Proposal – Reviewing Risk Index Information</b>	CMT discussed reviewing risk index and public health notices posted on the H&S website as a standing agenda item.	CMT to review risk index and public health notices posted on the H&S website as a standing agenda item.
<b>3.3</b>	<b>National Day of Mourning</b>	CMT discussed National Day of Mourning on April 28 <sup>th</sup> and CMT initiatives.	DM to share potential initiative resources to the CMT.
<b>3.4</b>	<b>Asbestos Awareness Training</b>	Asbestos awareness training to be held on March 22 <sup>nd</sup> and MW noted that there is an open spot for a CMT member to join.	Interested CMT members to connect with DM.
<b>4.0</b>	<b>Outstanding Items</b>		
<b>4.1</b>	<b>TOR Review</b>	CMT discussed unsigned Terms of Reference.	Item closed.

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<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	April 11, 2024	
<b>5.2</b>	Adjournment of Meeting	Motion to adjourn meeting at 10:04a.m., moved by HC and seconded by JT.	

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

**Bianca Sclipa**  
Co-Chair, Management

Click or tap to enter a date.

**Date**

*May 8 / 24*

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

**Elane Kalavrias**  
Co-Chair, Workers

Click or tap to enter a date.

May 8th 2024

**Date**