

**Joint Health & Safety Committee**

April 11, 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>	
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	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	May 9, 2024	June 27, 2024			



Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By BS at: 09:04a.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 JT and seconded by EK that the agenda be approved.
1.3	<b>Review of Minutes and Approval</b>	March 2024 minutes incomplete.	March 2024 minutes to be reviewed at May meeting.
2.0	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of lists	Student <input type="text" value="3"/> Staff <input type="text" value="3"/>	
		CMT discussed employee incident resulting from hoisting and rigging.	Action items include but are not limited to, root cause analysis to prevent recurrence. CMT to discuss updates in May meeting.
	2.1.2 Review of Near Miss	All <input type="text" value="2"/>	
2.2	<b>Inspection Reports</b>		
	Zone D – D Wing	Inspection partners HC/MPA.	Inspection in progress.
	Zone R – Residence Buildings 1, 2, 3	Inspection partners HC/BS.	Inspection in progress.
	Zone R – Residence Buildings 4, 5, 6	Inspection partners CG/MM.	Inspection in progress.
	2.2.1 Inspection Review	CMT reviewed notes from February 2024 inspection: Zone L High Hazard Labs.	

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<b>2.3</b>	<b>IAQ Reports</b>	CMT discussed sampling completed for ACM in executive suite.	DM to share report with CMT once received.
	2.3.1 ACM Reassessment and HMIS	CMT reviewed Sutherland main building and farmhouse 2024 ACM reassessment reports and the Hazardous Material Inventory System.	
<b>2.4</b>	<b>H&amp;S Program Review</b>	CMT discussed monthly health and safety spotlight topics.  CMT discussed use of Microsoft teams versus Webex for CMT communications.	DM to establish power automation to send email notification to members when a message is sent in Teams.
<b>2.5</b>	<b>Risk Index Information Review</b>	CMT reviewed updated risk index information on the H&S website.	
<b>3.0</b>	<b>New Business</b>		
<b>3.1</b>	<b>JJHSC Meeting</b>	CMT discussed upcoming Joint-Joint Health and Safety Committee meeting in June.	DM to update CMT with meeting details at May meeting.
<b>3.2</b>	<b>Call for Agenda Items/Roundtable</b>	CMT discussed sharing items to be added to agendas prior to meetings and conducted a roundtable.  CMT discussed tripping hazards in classrooms created by laptop cords.  CMT discussed heavy traffic flow through the main building.	DM to continue to send a call for agenda items prior to meetings.  MW to share discussion with Facilities team and EK to share discussion with ITS team.  Item noted as inconclusive.
<b>4.0</b>	<b>Outstanding Items</b>		
<b>4.2</b>	<b>National Day of Mourning</b>	CMT discussed National Day of Mourning on April 28 <sup>th</sup> and CMT initiatives.	Item closed.

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<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	May 9, 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 Sclippa".

**Bianca Sclippa**  
Co-Chair, Management

Click or tap to enter a date.

May 9/24  
**Date**

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**