



**MINUTES**

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Michael Benedict (MB) Co-Chair	C	Jennifer Andersen (JA) Co-Chair	P	Marriah Wickert (MW) R*
P	Marikka Williams (MLW)	R	Marc Patenaude (MPA)		
P	Brendan Molloy (BM)				
P	Michlyne Short (MS)				
R	Heather Broadbent (HB)			P	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 20, 2024	June 27, 2024			

**Frost Joint Health & Safety Committee**

April 15, 2024

Room 253A, WebEx Meeting

Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By JA at: 10:34a.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 BM and seconded by MLW 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="5"/> Staff <input type="text" value="2"/>	
		CMT discussed student incident that occurred behind the Heavy Equipment building.	MW to discuss incident offline with MPA.
		CMT discussed student incident in lecture theatre.	DM to ensure emergency stickers on safety phones are updated to be consistent with emergency procedures.
	2.1.2 Review of Near Miss	All <input type="text" value="0"/>	
2.2	<b>Inspection Reports</b>		
	Zone B – Main Building Lower Level	Inspection partners MS/MPA.	Inspection complete.
	Zone C – 300 Level, Field House, Residences	Inspection partners MLW/JA.	Inspection in progress.
	2.2.1 Inspection Review	CMT reviewed notes from March 2024 Inspection: Zone B Main Building Lower Level.	

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<p><b>2.3</b></p> <p><b>IAQ Reports</b></p> <p>2.3.1 ACM Reassessment and HMIS</p>	<p>CMT discussed Frost main building and Heavy Equipment 2024 ACM reassessment reports and the Hazardous Material Inventory System.</p>	<p>MW to share bore hole locations of testing completed in Heavy Equipment with CMT.</p>
<p><b>2.4</b></p> <p><b>H&amp;S Program Review</b></p>	<p>CMT discussed psychosocial hazards in the workplace.</p> <p>CMT discussed use of Microsoft teams versus Webex for CMT communications.</p>	<p>DM to establish power automation to send email notification to members when a message is sent in Teams.</p>
<p><b>2.5</b></p> <p><b>Risk Index Information Review</b></p>	<p>CMT reviewed updated risk index information on the H&amp;S website.</p>	
<p><b>3.0</b></p> <p><b>New Business</b></p> <p><b>3.1</b></p> <p><b>JJHSC Meeting</b></p> <p><b>3.2</b></p> <p><b>OEC</b></p> <p><b>3.3</b></p> <p><b>Call for Agenda Items/Roundtable</b></p>	<p>CMT discussed upcoming Joint-Joint Health and Safety Committee meeting in June. CMT discussed having a speaker on psychosocial hazards at the meeting.</p> <p>CMT discussed current closure of the outdoor education cabin.</p> <p>CMT discussed sharing items to be added to agendas prior to meetings and conducted a roundtable.</p> <p>CMT discussed ergonomic resources at the college.</p>	<p>DM to update CMT with meeting details at May meeting.</p> <p>Further assessment to be completed to determine next steps of the OEC.</p> <p>DM to continue to send a call for agenda items prior to meetings.</p> <p>DM to present ergonomic process at May meeting.</p>
<p><b>4.0</b></p> <p><b>Outstanding Items</b></p> <p><b>4.1</b></p> <p><b>National Day of Mourning</b></p>	<p>CMT discussed National Day of Mourning on April 28<sup>th</sup> and CMT initiatives.</p>	<p>Item closed.</p>

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April 15, 2024

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<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	May 20, 2024	
<b>5.2</b>	Adjournment of Meeting	Motion to adjourn meeting at 11:51a.m., moved by BM and seconded by MB.	

A handwritten signature in black ink, appearing to read "Jennifer Andersen".

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**Jennifer Andersen**  
*Co-Chair, Management*

May 10, 2024

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**Date**

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**Michael Benedict**  
*Co-Chair, Workers*

Click or tap to enter a date.

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**Date**