

Joint Health & Safety Committee

December 12, 2024

Teams Meeting

Sutherland Campus



MINUTES

Sutherland H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
VP	Elane Kalavrias (EK) Co-Chair	C	Bianca Scippa (BS) Co-Chair	VP	Marriah Wickert (MW) R*
VP	Heather Cuthbert (HC)	VP	Mary MacLeod (MM)		
VP	Candace Gainer (CG)	R	Randy Prentice (RP)		
VP	Cheryl Wardell (CW)	VP	Marc Patenaude (MPA)		
VP	David Vasey (DV)				
VP	Joanne Tully (JT)				
R	Susan Brown (SBR)				
VP	Liam Pearce (LP)			VP	Angela Hounam (AH) – 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	Jan 9, 2025	Feb 13, 2025	Mar 13, 2025	Apr 10, 2025	
	May 8, 2025	Jun 12, 2025			



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By BS at: 09:05a.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 the agenda as meeting guide.	Moved by HC and seconded by JT. All in favor.
1.3	Review of Minutes and Approval	September, October, and November 2024 minutes.	Moved by DV and seconded by MPA that the minutes be approved. All in favor.
2.0	Report Review		
2.1	Accident Reports		
	2.1.1 Review of lists	<p>CMT Discussed Incident Reports and the increase in slips and falls due to inclement weather.</p> <p>Student: 11 Staff: 3</p> <p>BS recommends leaving an extra snow brush/scrapper at the Info Booth</p> <p>DV recommends the Accident/Incident Report forms include the room number.</p> <p>CMT discussed class cancellations due to inclement weather and the process used to notify students and employees.</p>	<p>MW will review with College Services team.</p> <p>H&S will add it as a non-mandatory field, so people won't be delayed in completing the form, if they don't know the room number.</p> <p>EK recommends that the class cancellation process is reviewed to prevent delays in posting notifications.</p>

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	2.1.2 Review of Near Miss	All: 2	
2.2	Inspection Report	AH reminded the CMT to include a detailed description and picture for all action items identified during Inspections.	
2.3	IAQ Reports		
	2.3.1 Review of lists	MW shared with the CMT that the Non-Viable Mould Air Sampling Report done within Residence Building #2 at Sutherland Residence Village, from T-Harris, dated October 25, 2024, was within normal limits.	
	2.3.2 Rename standing item – H&S Assessment	MW recommends renaming item 2.3 to H&S Assessments.	All in favor.
2.4	Policy and Procedure Review	CMT discussed the Hazardous Substances tab on the H&S affinity webpage, which includes: Create New SDS, Hazardous Materials Pickups, Safety Data Sheets, and eBinder, which is a great tool for inspecting high hazard labs. BS asked the CMT if the eBinder includes expiry dates. HC recommends having a QR code available at each location to access the specific eBinder locations.	MW said expiry dates can be added as an option for products in the eBinder. MW said H&S will work on getting QR codes for the eBinder posted in each HHL space on the H&S information stations.



<p>2.5</p>	<p>H&S Management System</p>	<p>MW discussed the H&S Management System and shared the JHSC view.</p>	
<p>3.0</p>	<p>New Business</p>		
<p>3.1</p>	<p>Asbestos Re-Assessment</p>	<p>MW discussed that Pinchin will be onsite at Sutherland and Frost on January 2nd and 3rd 2025, for Asbestos Re-Assessment. The report will be ready late February or early March.</p> <p>MW advised the CMT that as asbestos abatement continues, overall asbestos containing materials within our facilities is consistently reducing.</p> <p>MW discussed the roofing inspection that was done in November. The hazards identified will be tackled in a phased approach, starting with high hazards.</p>	<p>H&S will share the HMIS system to the CMT when its ready.</p> <p>EK asked CMT if the decrease in funding will impact abatement efforts.</p> <p>MW said the expectation is that construction projects always include an appropriate abatement plan as determined in conjunction with H&S.</p>

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4.0	Outstanding Items		
4.1	TOR Review	In progress.	
4.4	CAMITT	In progress.	
4.5	Roofing Inspection	Completed.	
4.6	IHSA Basics of Supervisor Training	H&S connected with VPA in HR and shared the training with the Learning & Development team to see how it will be pushed out.	
4.7	Fleming Safe Toolkit	<p>Completed.</p> <p>The CMT discussed First Aid kits.</p> <p>DV recommends that First Aid kits are stocked and inspected more often.</p> <p>MW advised the CMT that Fleming has a new Manager of Security & Emergency Services. His name is Charles Boshaw and he is looking at processes around First Aid kits.</p> <p>Work Orders can be submitted in eBase for First Aid kits to be replenished. Security will action these requests.</p>	<p>MW will arrange for Charles to join the January JHSC Meeting for an introduction to the CMT.</p>



5.0	Next Meeting		
5.1	Date	January 9, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:05 a.m.	Moved by DV and seconded by CG. All in favor.

Bianca Sclipa

Elane Kalavrias

Bianca Sclipa
 Co-Chair, Management

Elane Kalavrias
 Co-Chair, Workers

Click or tap to enter a date.
 January 8, 2025

Click or tap to enter a date.
 January 9th 2025

Date

Date