



MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
R	Jennifer Downham (JD) Co-Chair		Erin Lynch (EL) Co-Chair	VP	Marriah Wickert (MW) – R*
VP	Barb Winn (BW)	VP	Randy Prentice (RP)		
R	Sarah Bell (SBE)				
VP	Tom Oliver (TO) Co-Chair				
R	Jennifer Gill (JG)				
				VP	Vacant (-) – Secretary
Minutes and Agenda are located on the H&S Website					
VP- Virtual Presence	C- Chair	P-Present	R-Regrets	G-Guest	R*-Resource
<p>At Fleming College</p> <p>Our Vision:</p> <p>Creating prosperity and transforming communities through education and innovation.</p> <p>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.</p> <p>Our Values:</p> <ul style="list-style-type: none"> ■ Responsiveness ■ Innovation ■ Collaboration ■ Inclusiveness ■ Accountability 					
Upcoming Meetings	November 28, 2024	January 30, 2025	March 27, 2025	May 29, 2025	



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By EL at: 1:05pm	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	There was a delay in meeting quorum, so the group returned to voting items once last member joined meeting. The agenda was used as a guide until quorum was met.
1.2	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by TO and seconded by BW that the agenda be approved.
1.3	Review of Minutes and Approval	JJHSC June 2024 minutes.	It was moved by RP and seconded by TO that the minutes be approved.
2.0	Regular Reports 2.1 Accident Reports 2.1.1 Review of lists	Student <input type="checkbox"/> Staff <input type="checkbox"/> All <input type="checkbox"/> CMT discussed incident resultant from summer school programming.	EL commented on a list of unofficial incidents that occurred over the summer; however, no reports are on file, due to prior H&S Coordinator's transition from this role. These will be reviewed as soon as this role has been filled and will be reviewed at the next meeting. Discussion followed regarding the staff incident and issue with taking the large tent down. H&S advised CMT of plans going forward regarding safe



<p>2.2</p>	<p>Inspection Reports</p> <p>2.2.1 Zone C Inspection Parking Lots, Grounds, Outbuildings</p> <p>2.2.2 Zone D Inspection Main Building</p>	<p>Inspection partners SBE/EL</p> <p>Inspection partners SBE/EL.</p> <p>CMT discussed outstanding code compliance report.</p>	<p>setup and take down of these large tents. TO raised the question of who is responsible to setup and take down the tent? Should the techs be helping or not? MW advised safe setup plan will detail this moving forward.</p> <p>Inspection complete.</p> <p>Inspection complete.</p> <p>Still waiting on code compliance report from Arencon regarding the GBL ventilation issues – will be shared with group once it comes in.</p>
<p>2.3</p>	<p>IAQ Reports</p>	<p>CMT reviewed updated risk index information on the H&S website.</p>	<p>Reminder to staff that we are still required to report to the college if there is a possibility that COVID was contracted through the workplace. Employees reach out to their manager and students reach out to their faculty. The self- assessment tool is available through the Fleming Safe Toolkit.</p>
<p>2.4</p>	<p>H&S Program Review</p>	<p>MW presented the Fleming Safe Toolkit to the CMT.</p>	



3.0	New Business		
3.1	TOR Review	CMT discussed Terms of Reference review including S.2.4(d) and 2.5(b).	CMT members are to review TOR and send any recommendations to the co-chairs, cc'ing safety. Further review with the CMT will take place once the co-chairs have discussed recommendations.
3.2	Inspection Schedule	<p>CMT discussed 2024-2025 inspection schedule.</p> <p>CMT discussed addition of faculty house to inspection zones and schedule.</p>	<p>EL to request that SEB update the 2024-2025 schedule for the Haliburton Campus.</p> <p>EL questioned if our faculty house should be inspected and it was determined through conversation and review that this is current practice.</p>
3.3	JHSC Secretariate Responsibilities	CMT discussed H&S Coordinator position vacancy and necessary support.	BW to complete minutes for Sept. meeting.
3.4	Access Protocols	<p>CMT discussed access protocols as related to classroom and studio safety.</p> <p>The CMT discussed the need for general access requests/concerns to be addressed outside of the JHSC.</p>	MW noted that exterior doors should be locked and not propped open. Interior doors do not need to be locked, except for high hazard labs or areas that require enhanced security.
4.0	Outstanding Items		



5.0	Next Meeting		
5.1	Date	November 28, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 1:35pm, moved by BW and seconded by TO.	

A handwritten signature in blue ink, appearing to read "Erin Lynch".

Erin Lynch
Co-Chair, Management

A handwritten signature in blue ink, appearing to read "Jennifer Downham".

Jennifer Downham
Co-Chair, Worker

Click or tap to enter a date.

Jan 30/25
Date

Click or tap to enter a date.

Jan 30, 2025
Date