



**MINUTES**

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Jennifer Downham (JD) Co-Chair	VP	Erin Lynch (EL) Co-Chair	VP	Marriah Wickert (MW) – R*
VP	Barb Winn (BW)	VP	Randy Prentice (RP)		
VP	Sarah Bell (SBE)				
				VP	Angela Hounam (AH) – 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
<p><b>At Fleming College</b></p> <p><b>Our Vision:</b></p> <p>Creating prosperity and transforming communities through education and innovation.</p> <p><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.</p> <p><b>Our Values:</b></p> <ul style="list-style-type: none"> <li>■ Responsiveness</li> <li>■ Innovation</li> <li>■ Collaboration</li> <li>■ Inclusiveness</li> <li>■ Accountability</li> </ul>					
Upcoming Meetings	January 30, 2025	March 27, 2025	May 29, 2025		



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By JD at: 1:01pm	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	It was moved by BW and seconded by SB that the agenda be approved.
1.3	Review of Minutes and Approval	September Minutes.	September and November 2024 minutes will be approved during the January 2025 meeting.
2.0	Regular Reports		
2.1	Accident Reports	Mar.-Sept.	
	2.1.1 Review of lists	Student: 3      Staff: 2	
	2.1.2 Review of Near Miss	All: 1	
2.2	Accident Reports	Sept.-Nov.	
	2.2.1 Review of lists	Student: 2      Staff: 0	
	2.2.2 Review of Near Miss	All: 0	
		MW shared the incident reports with the CMT.	AH will update the Accident/Incident Report spreadsheet.





<p><b>2.3</b></p>	<p><b>Inspection Reports</b></p>	<p>MW discussed the inspection process, inspection schedule, and how the JHSC can log into eBASE for inspections.</p>	
	<p><b>2.5</b></p>	<p><b>Policy and Procedure Review</b></p> <p>MW discussed Regulation 1101 First Aid Requirements.</p> <p>JD asked who stocks the First Aid kits.</p> <p>CMT discussed the process for using the First Aid kits and it was noted that the H&amp;S board need to be updated.</p>	<p>MW advised that Security stocks the First Aid kits.</p> <p>AH will update the JHSC membership list on the H&amp;S board.</p>
<p><b>3.0</b></p>	<p><b>New Business</b></p>	<p><b>3.1</b></p>	<p><b>JHSC Mandate and IRS</b></p> <p>MW discussed JHSC roles and the IRS System. Workers have the responsibility of reporting hazards to their supervisor.</p> <p>CMT discussed that Incident Reports are sent to managers/supervisors.</p> <p>JD asked the CMT at what point should an employee bring a concern about a hazard forward to the JHSC.</p> <p>RP said employees can notify the JHSC of any concerns they have.</p> <p>MW agreed and advised the CMT that the first point of contact for an employee should be their manager/supervisor.</p>
	<p><b>3.2</b></p>	<p><b>Studio Temperature</b></p> <p>SB advised they receive a fair number of complaints about the about studio temperature.</p>	<p>RP advised the studio wing is heated by in floor only and they had a few control issues lately. Facilities is working on replacing it.</p>




3.3	Lock Out Tag Out	<p>MW shared the Lock Out Tag Out process with the CMT for awareness. Managers/Supervisors can send the names of the individuals they want trained on Lock out Tag Out to Safety and Safety will arrange the training.</p> <p>JD asked if its possible to override a Lock Out if that person is away and someone can repair it.</p>	<p>MW said the person who Locks Out is the only person that can action next steps</p>
4.0	Outstanding Items		
4.1	TOR Review	In progress.	
4.2	Inspection Schedule	CMT discussed the Inspection Schedule and training opportunities.	
5.0	Next Meeting		
5.1	Date	January 30, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 1:46pm, moved by BW and seconded by EL.	

  
 Erin Lynch  
 Co-Chair, Management

  
 Jennifer Downham  
 Co-Chair, Worker

  
 Date

  
 Date