



**MINUTES**

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
-	Co- Chair	R	Jennifer Andersen (JA) Co-Chair		Marriah Wickert (MW) R*
P	Marikka Williams (MLW)	VP	Marc Patenaude (MPA)		
P	Brendan Molloy (BM)	VP	Lori Blundon (LB)		
P	Michlyne Short (MS)				
C	Heather Broadbent (HB)				– Vacant 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	November 18, 2024	December 16, 2024	January 20, 2025	February 10, 2025	
	March 17, 2025	April 21, 2025	May 12, 2025	June 16, 2025	

**Frost Joint Health & Safety Committee**

October 21, 2024

Room 252

Meeting Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By HB 10.35 am	
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.	CMT accepted the agenda as their guide, all in favour.
1.3	<b>Review of Minutes and Approval</b>	September meeting minutes incomplete.	September minutes to be reviewed at November 2024 meeting
2.0	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of lists	Student: 6      Staff: 1	
	2.1.2 Review of Near Miss	The CMT discussed storage solutions in multiple locations (FSA foodbank, hatchery, HE) being used include not in alignment with current Fleming standards.	MW should be consulted on purchases; suggest a work order may be a mechanism to initiate project.
2.2	<b>Inspection Reports</b>	HB and MP completed RDB building.	BM, MS and LB to complete HE building.
2.3	<b>IAQ Reports</b>	N/A	
2.4	<b>Policy and Procedure Review</b>	MW reported on Regulation 1101: WSIB First Aid Regulations.	
		CMT discussed first aid response protocols in regard to on campus and off campus work.	MW noted that Frost has many employees that are trained in advanced/wilderness first aid due to high-risk off



			<p>campus activities. However, as per Fleming's emergency procedures, in the event First Aid or an ambulance is required while on campus at Frost, call:</p> <ol style="list-style-type: none"> <li>1. If serious, immediately call <b>911 (if you do not require an ambulance please skip to #2)</b></li> <li>2. <b>Dial 4444</b> from any campus phone and request First Aid assistance or Use the <b>Fleming Safe App</b> on your phone</li> <li>3. Security will send a First Aid Responder to your location immediately.</li> </ol>
<p><b>3.0</b></p>	<p><b>New Business</b></p>		
<p><b>3.1</b></p>	<p><b>Worker Co-Chair</b></p>	<p>CMT discussed worker co-chair vacancy.</p>	<p>MLM was nominated and agreed to act as worker co-chair for the Frost committee. All members in favour.</p> <p>Local 352 vacancy remains outstanding.</p>
<p><b>3.2</b></p>	<p><b>H&amp;S Frost Priority Queue</b></p>	<p>MW presented the Health and Safety Management system.</p>	<p>MW will add this to the standing items in the agenda. All members in favour.</p>

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<b>3.3</b>	<b>Inspection Schedule</b>	MS discussed inspection schedule with the CMT.	
<b>3.4</b>	<b>Insectary FR319</b>	CMT discussed insectary H&S complaint reported on Oct 11, 24.	The area is designated as an office space, that space was chosen due to its visual profile to display room contents.  Items that cause an offensive odor should be moved to FR130. MW noted that all space planning request are to be directed to the space planning mailbox.
<b>3.5</b>	<b>Seed Initiative FR155A</b>	CMT discussed combustibles in large quantity that are present in 155A, but the current volume is acceptable for the space as per the CoKL Fire Prevention Office.	MPA noted that seed cleaning equipment have been proposed in upcoming grant asks. MW noted that larger projects should move forward with support of FSS as this will require space that is designed to support this work.
<b>3.6</b>	<b>Construction work on front entrance disrupting class</b>	CMT discussed construction noise concern due to jackhammering.	MW advised CMT that incidents of this nature must be reported so controls can be implemented.
<b>3.7</b>	<b>Room Occupancy</b>	CMT discussed capacity as it relates to worker safety.	
<b>3.8</b>	<b>Batteries</b>	CMT discussed battery disposal containers.	MW will send CMT a note on where these containers are located across the campus.

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4.0	<b>Outstanding Items</b>		
5.0	<b>Next Meeting</b>		
5.1	Date	November 18, 2024	
5.2	Adjournment of Meeting	Meeting adjourned at 11:58am, all members in favour.	

Handwritten signature of Jennifer Andersen in black ink.

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

February 07, 2025

**Date**

Handwritten signature of Heather Broadbent in black ink.

**Heather Broadbent**  
*(Acting Interim Co-Chair)*  
*Co-Chair, Workers*

Feb 7/25

**Date**