

Frost Joint Health & Safety Committee

November 18, 2024

Room 252

Meeting Frost Campus



MINUTES

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Marikka Williams (MLW) Co-Chair	C	Jennifer Andersen (JA) Co-Chair	P	Marriah Wickert (MW) R*
P	Brendan Molloy (BM)	P	Marc Patenaude (MPA)		
P	Michlyne Short (MS)	P	Jennifer Hermer (JH)		
P	Heather Broadbent (HB)				
				P	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	December 16, 2024	January 20, 2025	February 10, 2025	March 17, 2025	
	April 14, 2025	May 12, 2025			

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By JA at: 10:35a.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	JA discussed adoption of agenda as meeting guide.	All in favor.
1.3	Review of Minutes and Approval	September and October 2024 minutes incomplete.	September, October, and November 2024 minutes to be reviewed at December 2024 meeting.
2.0	Regular Reports		
2.1	Accident Reports	Student: 1 Staff: 0	
	2.1.1 Review of lists	MW discussed the Accident Report.	MW advised CMT the Accident Report is incomplete. H&S to update information.
	2.1.2 Review of Near Miss	MPA presented the sawmill w/edger layout and safety protocols associated with its use. MPA said an investigation is being done in response to Incident/Accident Report 211.	MPA said the sawmill won't be in use again until second half of the winter semester. MPA said the investigation report will be done by Christmas.
	2.1.3 Accident Investigation Report	MW said the school is using a system called Evolver which uses a risk assessment matrix.	

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<p>2.5</p>	<p>H&S Management System</p>	<p>MW presented items from the H&S Management System.</p> <p>MW reported that H&S is working with HR on a new employee Orientation Guide.</p> <p>MW discussed roofing concerns.</p> <p>MW discussed sound surveys for all areas identified as high-risk areas and the development of a hearing program.</p> <p>MW discussed the IHSA Supervisor Competency that took place onsite at Sutherland on November 7 and 8, 2024.</p>	<p>MW & AH will work on monthly update to methodology to ensure what is shared with the committee from the H&S Management System holds relevancy.</p> <p>On November 19, 2024, a company called Kee Safety assessed all exterior roof workspaces and will provide Fleming a detailed report of any issues and repair planning. The report will be shared with the JHSC.</p>
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3.0	New Business		
3.1	Bill 190	<p>MW discussed bill 190.</p> <p>MW discussed how the H&S Department is available to support the JHSC.</p> <p>MW discussed how the Space Planning Committee should be included in all requests for space, because it initiates H&S to inspect the space and Security to evaluate emergency procedures.</p>	<p>MW and AH will go through the Inspection Reports and send out email reminders on any current or lapsed Inspection reports.</p>
4.0	Outstanding Items		
5.0	Next Meeting		
5.1	Date	December 16, 2024	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 11:33a.m., All in favor.	

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

Jennifer Andersen
Co-Chair, Management

January 20, 2025

Date

A handwritten signature in black ink, appearing to read "H Broadbent".

Co-Chair, Workers

20/01/2025

Date