

## AGENDA

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February 13<sup>th</sup>, 2025  
9:00a.m. – 10:30a.m.

[Teams Meeting](#)

Meeting Chair: Bianca  
Scippa

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### 1.0 Meeting Called to Order

1.1 Quorum Confirmed

1.2 Adoption of Agenda

1.3 Review of Minutes and Approval – [December 2024 and January 2025 Minutes](#)

1.4 Guest Member – Charles Boshaw, Manager, Security and Emergency Preparedness

### 2.0 Report Review

2.1 [Accident Report](#)  Yes  No

2.1.1 Review of lists

2.1.2 Review of Near Miss

2.2 Inspection Report  Yes  No

2.3 H&S Assessment  Yes  No

2.3.1 Review Reports

2.3.2 Upcoming Assessments – B2120

2.4 Policy and Procedure Review  Yes  No

2.5 [H&S Management System](#)  Yes  No

### 3.0 New Business

	Item	Explanation of Item	Presenter
3.1	C-Wing Update	MW to provide the CMT with an update on the C-Wing offices: C2139, C2141, C2143, C2145, C2147, C2149, C2150.	MW
3.2	<a href="#">IRS Review</a>	CMT to discuss Internal Responsibility System with room temperature Incidents as reference point.	BS
3.3	CMT Engagement	CMT to discuss in-person meeting for March 2025, which will include the opportunity for a CAMITT tour after the meeting.	BS
3.4	Dexterra Laundry	EK to provide CMT a Dexterra Laundry update.	EK

### 4.0 Outstanding Items

	Item	Explanation of Item	Completed
4.1	TOR Review	CMT to review the current Terms of Reference (TOR). Any recommendations, as per their individual review, are to be communicated via email to committee co-chairs. Please ensure <a href="mailto:safety@flamingcollege.ca">safety@flamingcollege.ca</a> is cc'd and that your review is completed prior to your subsequently scheduled JHSC meeting. All recommendations received, will be reviewed, and actioned collectively by JHSC co-chairs.	<input type="checkbox"/>
		EK presented recommendation to change TOR language of "Certified member" from inspections. Further reviews required by other co-chairs, before TOR changes adopted.	<input type="checkbox"/>
		EK recommends getting release time for members available in writing. MW recommends having release time specific to JHSC roles added back into the TOR.	<input type="checkbox"/>
4.2	Inspection Schedule	EK to establish the upcoming year's inspection schedule.	<input checked="" type="checkbox"/>
4.3	New faculty and H&S	EK to draft recommendation letter to Employer outlining H&S concerns.	<input checked="" type="checkbox"/>
4.4	JHSC Member Attendance at Meetings	EK to continue investigation and discussions with HR and Union leaders	<input checked="" type="checkbox"/>

4.4	CAMITT	MPA to arrange a tour of CAMITT for the JHSC members.	<input type="checkbox"/>
		HC recommends connecting with other universities and employees within Fleming, that have done ongoing research, regarding H&S protocols.	<input type="checkbox"/>
4.5	Roofing Inspection	A vendor specializing in roofing safety is attending to do a review at the end of November, which EK will participate in.	<input checked="" type="checkbox"/>
4.6	IHSA Basics of Supervisor Training	MW is organizing subsequent training sessions of the Basics of Supervisor Training for all campus leaders.	<input checked="" type="checkbox"/>
4.7	Fleming Safe Toolkit	MW and AH will update the risk dashboard in the Fleming Safe Tool Kit with the latest Public Health guidelines.	<input checked="" type="checkbox"/>
4.8	Inclement Weather Supplies	MW will consult with College Services to see if the Information Booth can stock a few extra snow brush/scrapers.	<input type="checkbox"/>
4.9	Accident/Incident Reporting Form Update	H&S will add room number as a non-mandatory field on the Accident/Incident Reporting forms, so people won't be hesitant to fill the forms out, if they don't know the room number.	<input checked="" type="checkbox"/>
4.10	eBinder Update	H&S will add expiry dates as an option for products in the eBinder.	<input type="checkbox"/>
4.11	eBinder QR Codes	H&S will work on making QR codes available in HHL's for the eBinder.	<input type="checkbox"/>
4.12	HMIS System	H&S will share the HMIS System with the CMT when it's ready.	<input type="checkbox"/>
4.13	Security Introduction	MW will arrange for the new Manager of Security & Emergency Preparedness, Charles Boshaw, to join the January JHSC Meeting for an introduction to the CMT.	<input type="checkbox"/>