

**Frost Joint Health & Safety Committee**

January 20, 2025

Room 252

Meeting Frost Campus



**MINUTES**

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

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By HB at: 10:37a.m.	
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.	Moved by JA, seconded by BM.
1.3	<b>Review of Minutes and Approval</b>	September and November 2024 minutes.	Approved by JA and BM.
		October 2024 minutes.	HB to review and send draft to AH.
2.0	<b>Regular Reports</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of lists	Student: 1      Staff: 2	
	2.1.2 Review of Near Miss	All: 1	
		CMT discussed the Accident and Near Miss Reports.	CMT co-chairs to attend a H&S investigation at the CAWT Minden location.
2.3	<b>IAQ Reports</b>		
	2.3.1 Review Reports		
	2.3.2 Renaming standing item – H&S Assessment	CMT discussed renaming standing Item 2.3 to H&S Assessment	All in Favor.



<p><b>2.4</b></p>	<p><b>Policy and Procedure Review</b></p>	<p>CMT reviewed hazardous substance and chemical management protocols.</p> <p>CMT discussed that chemical management is available online through the eBinder.</p> <p>CMT discussed QR Code enhancement to the Safety Information Boards.</p>	<p>CMT to ensure eBinder is checked by location during HHL inspections.</p> <p>eBinder app to be added to the JHSC tablets.</p> <p>H&amp;S looking to add QR code to each HHL Safety Information Board to lead employees directly to the lab's eBinder location.</p>
<p><b>3.0</b></p>	<p><b>New Business</b></p>	<p><b>3.1 Asbestos Re-Assessment</b></p> <p>CMT discussed the assessment done by Pinchin Environmental on January 2<sup>nd</sup> and 3<sup>rd</sup> 2025.</p> <p>CMT discussed the incident that took place at the Enviro Building over the Christmas break.</p> <p><b>3.2 Guest Member</b></p> <p>The CMT discussed that Charles Boshaw, Manager, Security &amp; Emergency Preparedness, will be invited to the next Frost JHSC meeting.</p> <p><b>3.3 Inspection Focus Items</b></p> <p>CMT discussed H&amp;S Focus Item, by having 3-4 items a year similar to</p>	<p><b>3.1 Asbestos Re-Assessment</b></p> <p>H&amp;S will share the reports with the CMT once they're ready.</p> <p>CAWT Enviro Building access is restricted with authorized access only. FSS will provide signage and further communication.</p> <p><b>3.2 Guest Member</b></p> <p>CMT to prepare questions for Charles in advance of the next Meeting. H&amp;S will request the questions when the call for Agenda items is sent out.</p> <p><b>3.3 Inspection Focus Items</b></p> <p>H&amp;S will provide item and information to focus on for the Spring inspections. The item</p>



<p><b>3.4 Meeting Delivery</b></p>		<p>MLTSD Blitz during inspections.</p> <p>The CMT discussed delivery options for Frost JHSC meetings. It was noted that the Sutherland and Haliburton JHSC meetings are virtual.</p> <p>The CMT will discuss having a hybrid meeting for the March 2025 Frost JHSC meeting and investigate using room 288.</p>	<p>will be selected based in incident data.</p> <p>The February 2025 Frost JHSC meeting will be in-person.</p> <p>To be discussed further at the February 2025 Frost JHSC meeting.</p>
<p><b>3.5 PPE Provision as per CA</b></p>		<p>CMT discussed clothing requirements for outdoor fieldwork, such as steel toe boots, snow pants, bibs, and gloves.</p> <p>JA asked the CMT if they have a recommendation on how frequently PPE should be replaced.</p>	<p>The CMT advised the following:</p> <ul style="list-style-type: none"> <li>- Workers should bring PPE requests to their manager.</li> <li>- The manger should be preforming job analysis to determine the safe replacement duration of PPE.</li> <li>- If the manager is not supporting a reasonable request, the CMT can step in to assess and support.</li> </ul>

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<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	February 10, 2025	
<b>5.2</b>	Adjournment of Meeting	Motion to adjourn meeting at 11:59a.m. All in favor.	

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

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**Date**

*H Broadbent*

\_\_\_\_\_  
**Heather Broadbent**  
*(Interim)*  
*Co-Chair, Workers*

Feb 10/25

\_\_\_\_\_  
**Date**