

Joint Health & Safety Committee

January 9, 2025

Teams Meeting

Sutherland Campus



MINUTES

Sutherland H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Elane Kalavrias (EK) Co-Chair	VP	Bianca Scippa (BS) Co-Chair	R	Marriah Wickert (MW) R*
VP	Heather Cuthbert (HC)	VP	Mary MacLeod (MM)		
VP	Candace Gainer (CG)	R	Randy Prentice (RP)		
VP	Cheryl Wardell (CW)	VP	Marc Patenaude (MPA)		
VP	David Vasey (DV)				
VP	Joanne Tully (JT)				
VP	Susan Brown (SBR)				
VP	Liam Pearce (LP)			VP	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	Feb 13, 2025	Mar 13, 2025	Apr 10, 2025	May 8, 2025	
	Jun 12, 2025				

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By EK at: 09:06a.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	CMT discussed adoption of the agenda as meeting guide.	Moved by MPA and seconded by HC.
1.3	Review of Minutes and Approval	December 2024	December 2024 and January 2025 Minutes will be approved at the February meeting.
2.0	Report Review		
2.1	Accident Reports		
	2.1.1 Review of lists	Student:0 Staff: 1	
	2.1.2 Review of Near Miss	All: 2	
		CMT Discussed Accident/Incident and Near Miss Reports.	
		HC wants to flag the contractor who installed the incorrect electrical receptacles in the KTTC, so we don't use them again.	
		CMT discussed contractor onboarding.	

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2.3	H&S Assessments 2.3.1 Review Reports 2.3.2 Upcoming Assessments 2.3.3 Assessment Enhancements/ Redundancies	Nothing new to review. To be reviewed next meeting. To be reviewed next meeting.	
2.4	H&S Project Enhancements	To be reviewed next meeting.	
3.0	New Business		
3.1	SSM/AU/LINC Inspections	EK discussed the need for JHSC volunteers to inspect the SSM/AU/LINK locations.	SBR and HC volunteered.
4.0	Outstanding Items		
4.1	TOR Review	In progress.	
4.4	CAMITT	In progress.	MPA will connect with AH offline to set up.
4.8	Inclement Weather Supplies	To be reviewed next meeting.	
4.9	Accident/Incident Reporting Form Update	Completed.	
4.10	eBinder Update	In progress.	
4.11	eBinder QR Codes	In progress.	



4.12	HMIS System	In progress.	
4.13	Security Introduction	<p>In progress.</p> <p>EK asked the CMT if they have any other topics they want to discuss.</p> <p>HC shared that QR codes can be created by using Adobe Express.</p> <p>The CMT discussed complaints about hot and cold temperature fluctuations in various areas of the campus.</p> <p>BS asked the CMT what point temperature becomes a H&S issue.</p>	<p>EK advised the temperature should be no less than 18°C. This information can be found by visiting the H&S webpage – Library of Resources – Safety Policy Manual (Section 8).</p>

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5.0	Next Meeting		
5.1	Date	February 13, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 9:38 a.m.	Moved by HC and seconded by SB.

Elane Kalavrias

Bianca Sclipa
Co-Chair, Management

Elane Kalavrias
Co-Chair, Workers

Click or tap to enter a date.

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February 12th 2025

Date

Date