

## AGENDA

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March 13<sup>th</sup>, 2025

9:00a.m. – 10:30a.m.

Room D1129.5

Meeting Chair:

Elane Kalavrias & Bianca Sclipa

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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 – [February 2025](#)

### 2.0 Report Review

2.1 [Accident Report](#)  Yes  No

2.1.1 List Available for Independent Review

2.1.2 Near Miss Reports Available for Independent Review

2.2 Inspection Report  Yes  No

2.3 H&S Assessment  Yes  No

2.3.1 Review Reports

2.3.2 Upcoming Assessments

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	Thank you, letter.	CMT to review letter from MW.	EK/BS
3.2	Reflection Activity	CMT to participate in a JHSC Personal Growth & Contribution Reflection Activity.	EK/BS
3.3	JHSC Resource Materials	CMT to review the following documents: PSHSA - Introduction to the JHSC, JHSC Guidance: H&S Concerns Reported by an Employee, JHSC TOR.	EK/BS
3.4	Recommendations	CMT to review the Recommendation form for Emergency Exits.	EK/BS

### 4.0 Outstanding Items \*Outstanding items to be reviewed in April meeting.

	Item	Explanation of Item	Completed
4.1	TOR Review	<p>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.</p> <p>EK presented recommendation to change TOR language of "Certified member" from inspections. Further reviews required by other co-chairs, before TOR changes adopted.</p> <p>EK recommends getting release time for members available in writing. MW recommends having release time specific to JHSC roles added back into the TOR.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <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	Incident 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 checked="" type="checkbox"/>
4.14	H&S Incident Reporting	H&S is working on further data analysis spreadsheets to showcase the increase in incidents, which will be shared with the CMT once available.	<input type="checkbox"/>
4.15	Inspection Reports	AH to assign incomplete inspection items back to the JHSC for further discussion.	<input type="checkbox"/>

4.16	Inspection Bag	H&S to review the items in the H&S Inspection bag.	<input type="checkbox"/>
4.17	Abatement of mold and asbestos in B2120	Post construction IAQ will be completed prior to hoarding being removed.	<input type="checkbox"/>
4.18	Employer Recommendation	EK to review files for drafted recommendation to the employer to recommend they include H&S standing item for all meeting agendas.	<input type="checkbox"/>