

**Joint Health & Safety Committee**

April 10, 2025

**Teams Meeting****Sutherland Campus****MINUTES**

<b>Sutherland H&amp;S Committee</b>					
<b><u>Worker Members</u></b>		<b><u>Management Members</u></b>		<b><u>Resources</u></b>	
C	Elane Kalavrias (EK) Co-Chair	VP	Bianca Sclipa (BS) Co-Chair	VP	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
<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	May 8, 2025				

Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By BS at: 09:00a.m.  <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.1	<b>Quorum Confirmed</b>	Quorum Met:	
1.2	<b>Adoption of Agenda</b>	CMT discussed adoption of the agenda as meeting guide.  EK motioned to amend the agenda and add item 3.2 JHSC Organization.	Moved by JT and seconded by MM.  Moved by HC and seconded by DV.
1.3	<b>Review of Minutes and Approval</b>	February 2025 minutes.  Approval of March and April minutes will be moved to May meeting.	Approved by SBR and seconded by MM.
2.0	<b>Report Review</b>		
2.1	<b>Accident Reports</b>		
	2.1.1 Review of lists	Student: 13                  Staff: 5	
	2.1.2 Review of Near Miss	All: 5  The CMT discussed the importance of IRS and Incident Reporting.  The CMT discussed the incident reports related to a longboarding incident.  CMT discussed the Near Miss reports from D0122.1.	MM and DV to investigate getting signage for the carpentry shop regarding potential magnetic fields due to large voltage machinery.

## Joint Health & Safety Committee

April 10, 2025

### Teams Meeting

### Sutherland Campus



<b>2.2</b>	<b>Inspection Report</b>	The CMT discussed the inspection schedule.	DV offered to assist HC with inspecting D zone.
<b>2.3</b>	<b>H&amp;S Assessment</b>		
	2.3.1 IAQ for B2120	CMT discussed the IAQ results from B2120.	Mould abatement completed in B2120. The space is still restricted, and the cause of the leak has not been identified.  MW noted continued FSS efforts in regards to building envelop review and assessments in support of facility and infrastructure planning.
	2.3.2 Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment	The CMT discussed the Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment, which includes recommendations to mitigate hazards.  The CMT discussed the importance having proper guardrails and working alone procedures for workers that are required to work on the roofs.	MW noted as part of every supervisor's role and responsibilities they must provide their workers with PPE, written instructions on measures and procedures for their protection, and make them aware of any workplace hazards.  H&S will follow-up with FSS leaders to confirm that the new HVAC worker has been provided with the report, detailing hazards, by their supervisor.
<b>2.4</b>	<b>Policy and Procedure Review</b>		
	2.4.1 Contractor Management Program	The CMT discussed the Contractor Management Program.	MW advised the CMT that safety concerns related to contractors should be reported to Safety. Safety will review and where required

# Joint Health & Safety Committee

April 10, 2025

## Teams Meeting

### Sutherland Campus



		The CMT discussed the Near Miss with the roofers working on the B-wing roof.	send a notice of violation to the Contractor Authority.
<b>3.0</b>	<b>New Business</b>		
<b>3.1</b>	<b>Wellness Webinars</b>	MW shared that Wellness Webinars are available on the PSHSA website and the JHSC Members Site.	
<b>3.2</b>	<b>JHSC Organization</b>	<p>The CMT discussed the importance of keeping organized.</p> <p>The CMT discussed the following changes:</p> <ul style="list-style-type: none"><li>- Moving the JHSC meeting from the second Thursday of each month to the last Thursday of each month, starting in September 2025.</li><li>- Sending all JHSC communications (agendas, minutes, inspection schedules, etc.) through the Sutherland JHSC Teams Channel.</li></ul>	<ul style="list-style-type: none"><li>- Meeting agendas should be sent out 7 days ahead of each meeting.</li><li>- The meeting minutes should be signed and out in advance of the meeting.</li><li>- Members must attend meetings.</li></ul> <p>All in favor.</p> <p>All in favor.</p>

**Joint Health & Safety Committee**

April 10, 2025

**Teams Meeting**

**Sutherland Campus**



<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	Date	May 8, 2025	
<b>5.2</b>	Adjournment of Meeting	Motion to adjourn meeting at 10:27a.m.	Moved by DV and seconded by HC.

---

**Bianca Sclipa**

*Co-Chair, Management*

*Elane Kalavrias*

---

**Elane Kalavrias**

*Co-Chair, Workers*

---

**Date**

May 2nd 2025

---

**Date**