

## Sutherland Joint Health & Safety Committee

### AGENDA

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May 8<sup>th</sup>, 2025  
9:00a.m. – 10:30a.m.  
C2102.3  
Meeting Chair:  
Bianca Sclippa

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#### 1.0 Meeting Called to Order – Welcome Cameron Desormeaux

- 1.1 Quorum Confirmed
- 1.2 Guest Members - Capital Projects Team
- 1.3 Adoption of Agenda
- 1.4 Review of Minutes and Approval – [March & April 2025 Minutes](#)

#### 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
  - 2.2.1 Items noted for JHSC review
  - 2.2.2 Upcoming and Outstanding Inspections
- 2.3 H&S Assessment ☐ Yes ☒ No
- 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	JJHSC Meeting Format/ Worker Co-Chair Update	CMT to discuss the format of the June 2025 JJHSC meeting and an update from the Worker Co-Chair.	BS/EK
3.2	Emergency Preparedness Week	CMT to discuss the event taking place in the Sutherland foyer for Emergency Preparedness Week.	MW/AH

#### 4.0 Outstanding Items \*\*\*Starred items will not be discussed unless requested\*\*\*

	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@flemingcollege.ca">safety@flemingcollege.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>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
*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"/>
*4.5	CAMITT	<p>MPA to arrange a tour of CAMITT for the JHSC members.</p> <p>HC recommends connecting with other universities and employees within Fleming, that have done ongoing research, regarding H&amp;S protocols.</p>	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>

*4.6	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"/>
*4.7	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"/>
*4.8	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"/>
*4.9	Inclement Weather Supplies	MW will consult with College Services to see if the Information Booth can stock a few extra snow brush/scrapers.	<input checked="" type="checkbox"/>
*4.10	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"/>
4.11	eBinder Update	H&S will add expiry dates as an option for products in the eBinder.	<input type="checkbox"/>
4.12	eBinder QR Codes	H&S will work on making QR codes available in HHL's for the eBinder.	<input type="checkbox"/>
4.13	HMIS System	H&S will share the HMIS System with the CMT when it's ready.	<input type="checkbox"/>
*4.14	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"/>
4.15	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"/>
*4.16	Inspection Reports	AH to assign incomplete inspection items back to the JHSC for further discussion.	<input checked="" type="checkbox"/>
*4.17	Inspection Bag	H&S to review the items in the H&S Inspection bag.	<input checked="" type="checkbox"/>

*4.18	Abatement of mold and asbestos in B2120	Post construction IAQ will be completed prior to hoarding being removed.	<input checked="" type="checkbox"/>
4.19	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"/>
*4.20	Fume Hoods	AH to add the fume hood Near Miss in room A3135 to the Incident Reporting spreadsheet.	<input checked="" type="checkbox"/>
*4.21	Contractor Onboarding	H&S to advise the CMT what the current process is for contractor onboarding and escalation of safety concerns.	<input checked="" type="checkbox"/>
*4.22	A-wing Inspection	BS volunteered to assist EK with the A-wing inspection.	<input checked="" type="checkbox"/>
*4.23	Meeting Delivery	Every second Sutherland JHSC meeting will be moved from virtual to in-person.	<input checked="" type="checkbox"/>
*4.24	JHSC Member Certification	CMT to investigate getting every JHSC member certified.	<input checked="" type="checkbox"/>
4.25	JHSC HR Resource Member	CMT to investigate having a member of HR join the CMT on an ongoing basis as a resource member.	<input type="checkbox"/>
4.26	JHSC Meeting Minutes	EK to discuss with MW the possibility of having the JHSC meeting minutes reviewed by SMT/Board of Governors.	<input type="checkbox"/>
4.27	Potential magnetic fields signage	MM and DV to investigate getting signage for the carpentry shop regarding potential magnetic fields due to large voltage machinery.	<input type="checkbox"/>
4.28	Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment	H&S will follow-up with FSS leaders to confirm that the new HVAC worker has been provided with the report, detailing hazards.	<input type="checkbox"/>
4.29	JHSC Organization	The JHSC will be moved from the second Thursday of each month to the last Thursday of each month, starting in September 2025.	<input type="checkbox"/>
		JHSC communications (agendas, minutes, inspection schedules, etc.) through the Sutherland JHSC Teams Channel.	<input type="checkbox"/>