

Frost Joint Health & Safety Committee

February 10, 2025

Room 252**Meeting Frost Campus****MINUTES**

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Heather Broadbent (HB) (Interim Co-Chair)	C	Jennifer Andersen (JA) Co-Chair	P	Marriah Wickert (MW) R*
P	Brendan Molloy (BM)	P	Marc Patenaude (MPA)		
P	Michlynn Short (MS)	P	Jennifer Hermer (JH)		
R	Jordan Dysart (JD)				
P	Michael Benedict (MB)			P	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	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	Meeting Called to Order	By JA at: 10:34a.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 agenda as meeting guide.	Moved by MPA, seconded by HB.
1.3	Review of Minutes and Approval	October 2024 and January 2025 minutes.	October minutes approved by HB and seconded by MS. January 2025 minutes to be approved next meeting.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student: 2 Staff: 1	
	2.1.2 Review of Near Miss	All: 2 CMT discussed the Accident/Incident and Near Miss Reports. MPA discussed the incident at the academic hatchery and provided an update on the sawmill investigation by explaining that barricades and signage will be added to the sawmill area and SOP is being developed.	
2.2	Inspection Report	CMT discussed Incident Reports and how to handle employee complaints during an inspection.	Employees should follow the IRS by speaking to their manager/supervisor. CMT was advised by MW to ask employees reporting H&S concern whether they have reported it to their manager/supervisor.

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		CMT discussed inspections and the importance of including detailed note and pictures.	AH will assign incomplete inspection items back to the JHSC for further discussion and action. CMT to review noted items of concern and determine action/escalation pathway appropriate. This includes but is not limited to the issuance of formal recommendation letter(s) to the employer.
3.0 New Business 3.1 ET Program Investigation		HB discussed the ET program capacity concerns. The concern was based on the number of students vs the faculty/technologists in ENVR18. The CMT discussed that the number of students vs faculty/technologists should be determined through a risk analysis of the work that is being done in the program.	The SENRS Leaders and program technologists and faculty should work collaboratively on the risk analysis.
4.0 Outstanding Items 4.4 CAWT Enviro Building 4.5 Guest Member 4.6 H&S Focus Item 4.7 Meeting Delivery		In progress. In progress. Complete Complete.	H&S will check signage today. Moved to March 2025 due to guest's availability. H&S Focus Item for the winter semester has been sent out to CMT members. The CMT determined that they want to continue to meet in person

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5.0	Next Meeting		
5.1	Date	March 17, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 11:57a.m. All in favor.	

A handwritten signature in black ink, appearing to read "Jennifer Andersen".

Jennifer Andersen
Co-Chair, Management

May 02, 2025

Date

A handwritten signature in black ink, appearing to read "Heather Broadbent".

Heather Broadbent
(Interim) Co-Chair, Workers

May 02/25

Date