

Frost Joint Health & Safety Committee

March 17, 2025

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

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Heather Broadbent (HB) (Interim Co-Chair)	P	Jennifer Andersen (JA) Co-Chair	P	Marriah Wickert (MW) R*
P	Brendan Molloy (BM)	P	Marc Patenaude (MPA)		
R	Michlynne Short (MS)				
P	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	April 14, 2025	May 12, 2025	June 16, 2025		

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Room 252

Meeting Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By JA at: 10:32a.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 MB, seconded by BM.
1.3	Review of Minutes and Approval	February Minutes. CMT discussed amendment to the February minutes to include the following:	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.AH to amend the February 2025 minutes.
1.4	Guest Member	The CMT welcomed guest member Jordan Trudell (JT), Supervisor, Security and Emergency Services. The CMT inquired about lock up procedures at Frost Campus. The CMT discussed First Aid procedures and the importance of reporting any on campus emergencies.	JT noted labs will be locked by staff responsible for the area in the evening and classrooms will remain open. JT reminded CMT members that anyone requiring first aid on campus, must be reported to Security using the emergency line x4444.

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March 17, 2025

Room 252

Meeting Frost Campus



		<p>The CMT discussed the importance of department leaders and security connecting to ensure that exterior zones are clearly identified to assist with emergency response plans.</p> <p>The CMT discussed the new employee onboarding process through HR, which provides information about Security and Emergency Procedures.</p> <p>The CMT discussed concerns around emergency response at Frost, specifically regarding the power outage that occurred during February 2025.</p> <p>The CMT discussed how they can help endorse the need for an established Emergency Response Plan.</p>	<p>HB noted H&S concerns from power outage had been articulated and asked who she could send them to. JT advised HB to send via email to Manager, Security and Emergency Preparedness.</p> <p>Co-Chairs with support from MB to review concerns and work towards drafting a recommendation to the employer.</p>
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Room 252

Meeting Frost Campus



2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student: 3 Staff: 9	
	2.1.2 Review of Near Miss	All: 1 CMT discussed the Accident/Incident and Near Miss Reports. The CMT discussed the fume hood incident and that contractors should be wearing appropriate PPE when entering HHL's. The CMT discussed their powers to address contractors working unsafely.	MW advised CMT that any person entering a HHL without PPE, should be reported through incident reporting mechanism.
2.2	Inspection Report	The CMT deferred item due to time constraints, item will be reviewed during the April meeting.	

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March 17, 2025

Room 252

Meeting Frost Campus



3.0	New Business		
3.1	College Closure on February 18, 2025	<p>The CMT discussed the college closure on February 18, 2025 due to obstructed routes of egress.</p> <p>The CMT discussed that HE and CIAP still have blocked routes of egress.</p> <p>CMT discussed Campus Closure Protocol and possible H&S concerns related to impacted levels of services and support from FSS.</p> <p>The CMT discussed the importance of submitting Incident/Near Miss reports, and the process of writing a recommendation to the employer.</p>	<p>MB noted that reoccurring issues should be captured in a recommendation to the employer and that an employer recommendation should highlight the issue and include a recommendation to resolve the issue.</p>
3.2	ET ENVR 18 Room Capacity Update	<p>HB provided an update to the CMT on ET ENVR 18 room capacity concern.</p>	<p>Item resolved as academic delivery was relocated to space with increased capacity and risk assessment was completed by SENRS leaders.</p>
4.0	Outstanding Items	<p>Outstanding Items deferred to the April 2025.</p>	

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March 17, 2025

Room 252

Meeting Frost Campus



5.0	Next Meeting		
5.1	Date	April 14, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 12:02p.m.	Moved by BM, seconded by JA.

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