

## MINUTES

| Haliburton H&S Committee   |                                |                           |                          |                  |                                |
|--|--------------------------------|---------------------------|--------------------------|------------------|--------------------------------|
| <u>Worker Members</u>  |                                | <u>Management Members</u> |                          | <u>Resources</u> |                                |
| VP   | Jennifer Downham (JD) Co-Chair | C                         | Erin Lynch (EL) Co-Chair | VP               | Marriah Wickert (MW) – R*      |
| VP   | Barb Winn (BW)                 | VP                        | Randy Prentice (RP)      |                  |                                |
| VP   | Sarah Bell (SBE)               | G                         | Charles Boshaw           |                  |                                |
| VP   | Jennifer Gill (JG)             |                           |                          |                  |                                |
|  |                                |                           |                          |                  |                                |
|  |                                |                           |                          | VP               | Angela Hounam (AH) – Secretary |
| Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>  |                                |                           |                          |                  |                                |
| VP- Virtual Presence   | C- Chair                       | P-Present                 | R-Regrets                | G-Guest          | R*-Resource                    |
| <b>At Fleming College</b><br><br><b>Our Vision:</b><br><br>Creating prosperity and transforming communities through education and innovation.<br><br><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.<br><br><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  | March 27, 2025                 | May 29, 2025              |                          |                  |                                |
|  |                                |                           |                          |                  |                                |

| Item | Agenda Topic                   | Discussion   | Action By/Decision   |
|------|--------------------------------|--|--|
| 1.0  | Meeting Called to Order        | By EL at: 1:01pm   |  |
| 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 JD and seconded by BW.  |
| 1.3  | Review of Minutes and Approval | September and November 2024 Minutes.   | Approved by SBE and seconded by JG.  |
| 1.4  | Guest Member                   | <p>Charles Boshaw (CB), Manager, Security and emergency preparedness introduced himself to the CMT.</p> <p>JD asked CB if his portfolio includes the Haliburton Campus and new residence.</p> <p>CB said yes, the hope is to eventually have security guards at the Haliburton Campus and residence.</p> |  |
| 2.0  | Regular Reports                |  |  |
| 2.1  | Accident Reports               |  |  |
|      | 2.1.1 Review of lists          | Student: 2      Staff: 0   |  |
|      | 2.1.2 Review of Near Miss      | All: 0   |  |
|      |                                | The CMT reviewed the Accident Reports.   | EL noted that the pottery wheel responsible for the electrical shock has been taken offline. |

|                   |  |   |   |
|-------------------|--|---|---|
| <p><b>2.3</b></p> | <p><b>IAQ Reports</b></p> <p>2.3.1 Review Reports</p> <p>2.3.2 Renaming standing item – H&amp;S Assessment</p> | <p>EL noted nothing is outstanding.</p> <p>The CMT voted to change standing item 2.3 to H&amp;S Assessment.</p>   | <p>All in favor.</p>  |
| <p><b>2.4</b></p> | <p><b>Policy and Procedure Review</b></p>  | <p>MW discussed the Hazardous Substances tab on the Health &amp; Safety Department website, which includes Hazardous Material Pickups, Safety Data Sheets and eBinder.</p> <p>JD noted that it may be easier to have a physical copy of the Safety Data Sheets in the event of an emergency.</p> <p>MW advised that the eBinder can also be accessed through an app, which is very user friendly.</p> <p>EL asked the CMT if products that are no longer being used should be removed from the eBinder.</p> | <p>H&amp;S is working toward having a WHMIS specific poster for the HHL locations in the eBinder via QR code.</p> <p>MW confirmed that products that are no longer being used should be removed from the eBinder.</p> <p>The CMT discussed that the eBinder should be updated semi annually.</p>  |
| <p><b>3.0</b></p> | <p><b>New Business</b></p>   | <p><b>3.1 Inspection Focus Items</b></p>  | <p>CMT discussed H&amp;S Focus Item, by having 3-4 items a year like MLITSD Blitz during inspections.</p> <p>The H&amp;S department will be introducing four H&amp;S Inspection Focus Items to the CMT. They will be shared in the form of a newsletter and include a focus item and safety talk. They will be found on the JHSC Member Site. The topic selection will be based on incident data.</p> |

**Joint Health & Safety Committee**  
January 30, 2025  
**Teams Meeting**  
**Haliburton Campus**



|            |   |  |  |
|------------|---|--|--|
| <b>4.0</b> | <b>Outstanding Items</b>                    |  |  |
| <b>4.1</b> | <b>TOR Review</b>                           | In progress  |  |
| <b>4.2</b> | <b>Inspection Schedule</b>                  | SBE completed - closed   |  |
| <b>4.3</b> | <b>Accident/Incident Report Spreadsheet</b> | AH completed - closed  |  |
| <b>4.4</b> | <b>H&amp;S Board</b>                        | AH completed - closed  |  |
| <b>5.0</b> | <b>Next Meeting</b>                         |  |  |
| <b>5.1</b> | <b>Date</b>                                 | March 27, 2025   |  |
| <b>5.2</b> | <b>Adjournment of Meeting</b>               | Motion to adjourn meeting at 1:30pm, moved by JD and seconded by JG. |  |

  
**Erin Lynch**  
Co-Chair, Management

  
**Jennifer Downham**  
Co-Chair, Worker

March 27/25  
Date

March 27/25  
Date