



MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Jennifer Downham (JD) Co-Chair	VP	Erin Lynch (EL) Co-Chair	R	Marriah Wickert (MW) – R*
VP	Barb Winn (BW)	VP	Randy Prentice (RP)		
R	Sarah Bell (SBE)				
VP	Jennifer Gill (JG)				
				VP	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	May 29, 2025				

Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By JD at: 1:04pm	
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 BW and seconded by RP.
1.3	Review of Minutes and Approval	January Minutes	Approved by RP and seconded by BW.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student: 3 Staff: 4	
	2.1.2 Review of Near Miss	All: 1	
		The CMT reviewed the Accident Reports.	
		The CMT discussed floor cleaning protocols for the ceramic's studio	EL shared that managers are meeting next Monday to discuss ceramic's studio housekeeping.
		The CMT discussed the reports related to snow clearing.	RP noted that changes are being made the snow clearing contract to better accommodate the needs next year.



		The CMT discussed the flex shaft incident in the jewelry studio.	EL followed up with the jewelry studio tech about the importance of students having all their hair tied back. JD is going to check if signage is posted in the jewelry labs stating hair tied back is a requirement, then follow-up with H&S.
		The CMT discussed the incident in the Great Hall.	EL noted that a WO was submitted to address the staples sticking out of the stage in the Great Hall. RP noted that the WO was completed on March 19, 2025.
		The CMT discussed the Near Miss report related to washroom cleaning.	The CMT would like to know what follow-up took place. H&S to provide an update at the next meeting.
2.2	Inspection Report		
	2.2.1 Review eBase Inspection Process	The CMT discussed the eBase Inspection Process. The CMT discussed challenges with completing inspections in eBase using the tablet.	AH will arrange a visit to the Haliburton campus to check the tablet and provide in-person support to any interested JHSC members.

2.3	H&S Assessments		
	2.3.1 Review Reports	No new reports.	
	2.3.2 Review Air Quality Testing Request for the Crew Office	The CMT discussed that H&S is working with an industrial hygiene vendor to support a request for air quality testing at the Crew Office.	H&S will follow up with the H&S representative and manager of the workers upon scheduling and once the results are provided.
3.0	New Business		
	3.1 Meeting Delivery Format	<p>The CMT discussed the options for JHSC meeting delivery format.</p> <p>The CMT discussed the benefit of having the H&S team onsite more for in-person discussions and assistance.</p> <p>The CMT discussed holding every other meeting in-person if the H&S team does not have financial travel limitations.</p>	<p>JD asked the CMT about financial limitations for the H&S team to travel to Haliburton.</p> <p>AH will follow-up with MW to determine if the H&S team has any financial limitations for travel to Haliburton.</p> <p>Moved by EL seconded by BW.</p>
	3.2 Snow Removal	The CMT discussed routes of egress blocked with snow due to the inclement weather on February 18, 2025.	<p>JD asked the CMT how weather is monitored by the college.</p> <p>RP advised the Class Cancellation & Campus Closure Information can be</p>




			<p>found on the FSS and Security webpage.</p> <p>JD asked the CMT how they can determine which rooms are cleared and safe to use/schedule.</p> <p>RP said that rooms taken offline should be label as such, and that the snow removal contract for next year has been revised to better meet the needs of the college.</p> <p>JG asked the CMT who is responsible for clearing routes of egress at the Crew office.</p> <p>RP advised that the landlord is responsible for clearing the snow, but it was not done within the required time frame.</p> <p>RP requested to meet with H&S next week to discuss routes of egress at the Crew Office.</p> <p>AH to schedule a meeting with RP and MW next week to discuss routes of egress at the Crew Office.</p> <p>RP will follow-up with the Crew office landlord about the noted concerns.</p>
3.3	Incident Reporting	<p>The CMT discussed that snow was not cleared from routes of egress at the Haliburton Crew office and that a garbage bin may be blocking the route.</p> <p>The CMT discussed housekeeping protocols for HHLs.</p>	

3.4	Inspection Items	The CMT discussed the importance of including a detailed description and photos in inspection notes.	AH will assign incomplete inspection notes back to the CMT to be discussed and actioned at the following meeting.
4.0	Outstanding Items		
4.1	TOR Review	In progress	JD will follow-up.
4.5	eBinder	In progress	
4.6	Inspection Focus Item	Closed	
5.0	Next Meeting		
5.1	Date	May 29, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 1:57pm, moved by BW and seconded by EL.	


 Erin Lynch
 Co-Chair, Management

May 22/25.
 Date


 Jennifer Downham
 Co-Chair, Worker

May 22/25.
 Date