

AGENDA

September 25, 2025

9:00a.m. – 10:30a.m.

Virtual

Meeting Chair: Bianca

1.0 Meeting Called to Order

1.1 Quorum Confirmed

1.2 Adoption of Agenda

1.3 Review of Minutes and Approval – June 2025 (*Postponed*)

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](#) - *Postponed*

2.2.2 Inspection schedule 2025-2026

2.3 H&S Assessments ☒ Yes ☐ No

2.3.1 Review Reports – [Industrial Hygiene Results](#)

2.4 Policy and Procedure Review ☐ Yes ☒ No

2.5 [H&S Management System](#) ☐ Yes ☒ No

	Item	Explanation of Item	Completed
4.1	TOR Review	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 safety@flamingcollege.ca 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. EK presented recommendation to change TOR language of "Certified member" from inspections. Further reviews required by other co-chairs, before TOR changes adopted. EK recommends getting release time for members available in writing. MW recommends having release time specific to JHSC roles added back into the TOR.	<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.	<div><input checked="" type="checkbox"/></div>
*4.3	New faculty and H&S	EK to draft recommendation letter to Employer outlining H&S concerns.	<div><input checked="" type="checkbox"/></div>
*4.4	JHSC Member Attendance at Meetings	EK to continue investigation and discussions with HR and Union leaders	<div><input checked="" type="checkbox"/></div>

*4.5	CAMITT	MPA to arrange a tour of CAMITT for the JHSC members.	<input checked="" type="checkbox"/>
		HC recommends connecting with other universities and employees within Fleming, that have done ongoing research, regarding H&S protocols.	<input checked="" type="checkbox"/>
*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	<p>The JHSC will be moved from the second Thursday of each month to the last Thursday of each month, starting in September 2025.</p> <p>JHSC communications (agendas, minutes, inspection schedules, etc.) through the Sutherland JHSC Teams Channel.</p>	<input type="checkbox"/> <input type="checkbox"/>