

AGENDA

October 23, 2025
9:00a.m. – 10:30a.m.
Teams
Meeting Chair: Elane

1.0 Meeting Called to Order

- 1.1 Quorum Confirmed
- 1.2 Adoption of Agenda
- 1.3 Review of Minutes and Approval – [May & June 2025](#)

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](#)
 - 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

3.0 New Business

	Item	Explanation of Item	Presenter
3.1	Review 4.0	Review 4.0 Outstanding Items: 4.30 - 4.40, to determine which ones will be carried forward to 2025-2026.	EK
3.2	June JJHSC Workbook Completion	Complete the following outstanding items from the June JJHSC Workbook: - Effective Meeting - Reflection & Practice (To be completed September 2025) - Action Planning & Culture Building (To be completed October 2025)	EK

4.0 Outstanding Items from 2024-2025***Starred items will not be discussed unless requested***

	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 <u>safety@flamingcollege.ca</u> 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.	☐ ☐ ☐
*4.2	Inspection Schedule	EK to establish the upcoming year's inspection schedule.	☒
*4.3	New faculty and H&S	EK to draft recommendation letter to Employer outlining H&S concerns.	☒

*4.4	JHSC Member Attendance at Meetings	EK to continue investigation and discussions with HR and Union leaders	☒
*4.5	CAMITT	MPA to arrange a tour of CAMITT for the JHSC members.	☒
		HC recommends connecting with other universities and employees within Fleming, that have done ongoing research, regarding H&S protocols.	☒
*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.	☒
*4.7	IHSA Basics of Supervisor Training	MW is organizing subsequent training sessions of the Basics of Supervisor Training for all campus leaders.	☒
*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.	☒
*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.	☒
*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.	☒
*4.11	eBinder Update	H&S will add expiry dates as an option for products in the eBinder.	☒
*4.12	eBinder QR Codes	H&S will work on making QR codes available in HHL's for the eBinder.	☒
*4.13	HMIS System	H&S will share the HMIS System with the CMT when it's ready.	☒

*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.	☒
*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.	☒
*4.16	Inspection Reports	AH to assign incomplete inspection items back to the JHSC for further discussion.	☒
*4.17	Inspection Bag	H&S to review the items in the H&S Inspection bag.	☒
*4.18	Abatement of mold and asbestos in B2120	Post construction IAQ will be completed prior to hoarding being removed.	☒
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.	☐
*4.20	Fume Hoods	AH to add the fume hood Near Miss in room A3135 to the Incident Reporting spreadsheet.	☒
*4.21	Contractor Onboarding	H&S to advise the CMT what the current process is for contractor onboarding and escalation of safety concerns.	☒
*4.22	A-wing Inspection	BS volunteered to assist EK with the A-wing inspection.	☒
*4.23	Meeting Delivery	Every second Sutherland JHSC meeting will be moved from virtual to in-person.	☒
*4.24	JHSC Member Certification	CMT to investigate getting every JHSC member certified.	☒
*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.	☒
*4.26	JHSC Meeting Minutes	EK to discuss with MW the possibility of having the JHSC meeting minutes reviewed by SMT/Board of Governors.	☒

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.	☐
*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.	☒
*4.29	JHSC Organization	The JHSC will be moved from the second Thursday of each month to the fourth Thursday of each month, starting in September 2025. JHSC communications (agendas, minutes, inspection schedules, etc.) through the Sutherland JHSC Teams Channel.	☒ ☒
4.30	Substance Awareness Safety Talk	The H&S Department will create designated substance awareness Safety Talk, which will be available and posted to the H&S webpage.	☐
4.31	Increase in Ampule Use Incidents	EK to assist the H&S department with review of past JHSC minutes for information related to ampule use.	☐
4.32	Burn Cream for Welding Lab	MM and T&T will investigate purchasing burn cream kits for the welding lab.	☐
4.33	First Aid Kit Seals	The H&S Department will investigate the First Aid Kit seals not sticking.	☐
4.34	Student Services Office Safety Concern	CG will follow up with the Student Services Team regarding the note from Inspection #01266.	☐
4.35	Worker Co-Chair Position	The CMT to continue discussing Co-Chair Terms and nominations for the Worker Co-Chair position for 2025-2026.	☐

4.36	Psychosocial Hazard Awareness	The CMT to continue discussing how to bring psychosocial hazard awareness to the workplace.	☐
4.37	Good News Stories	The H&S Department will work on a process for sharing good news stories with the CMT, to showcase the work that is being done.	☐
4.38	JHSC H&S Campaign	The CMT is to continue discussing how to promote a JHSC H&S Campaign. EK suggested arranging drop-in sessions with JHSC members.	☐
4.39	JHSC Training	The H&S Department will investigate training that encompasses the 13 factors that promote H&S.	☐
4.40	JHSC Certification	CG and EK would like to take the JHSC Certification Refresher.	☐