



MINUTES

Haliburton H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
P	Jennifer Downham (JD) Co-Chair	C	Erin Lynch (EL) Co-Chair	R	Marriah Wickert (MW) – R*
P	Barb Winn (BW)	R	Randy Prentice (RP)		
P	Sarah Bell (SBE)	G	Gareth Nelmes (GN)		
R	Jennifer Gill (JG)				
				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: ■ Responsiveness ■ Innovation ■ Collaboration ■ Inclusiveness ■ Accountability					
Upcoming Meetings	June 26, 2025				

Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By EL at: 1:02pm	
1.1	Quorum Confirmed	Quorum Met: ☒ Yes ☐ No	
1.2	Guest Members – Capital Project Team	The CMT discussed that GN is joining the meeting to discuss Health & Safety considerations for Capital Projects at Fleming.	GN shared the following with the CMT: - H&S starts at the procurement phase. - An RFP is a public tender that is open to all respondents. - An RFP requires a technical evaluation of all respondents H&S policy. - Award of project is based upon technical review score and pricing score. - The successful respondent must supply the following within 15 days: MOL Notice of Project, Schedule, COI, WSIB Certificate, Site Specific Work Plan. - The project kick off meeting is an opportunity to go over workplace etiquette, H&S, where materials and porta potties are stored. - Any concerns will be taking up with the General Contractor.

		The CMT discussed storm water management for the Haliburton Residence and asked GN what defines a Capital Project. The CMT asked GN how to request a Capital Project. The CMT asked GN how to figure out costing for Capital Project requests.	GN advised that a Capital Project is a unique enterprise that produces a one-off result. Capital projects must go through the approval process. GN said to submit a brief description via TDX ticket, which includes a business case and how it aligns with the strategic goals of the college. GN advised you can reach out to Capital Projects for an estimate.
1.3	Adoption of Agenda	CMT discussed adoption of agenda as meeting guide.	Moved by BW and seconded by JD.
1.4	Review of Minutes and Approval	March Minutes	Approved by JD and seconded by SB.
2.0	Regular Reports		
2.1	Accident Reports		
	2.1.1 Review of lists	Student: 1 Staff: 2	
	2.1.2 Review of Near Miss	All: 3	

		The CMT discussed the Accident Reports. The CMT discussed the cleanliness of the Haliburton Campus washrooms and how an increase in students over the summer months will further impact the cleanliness.	The CMT noted that the washrooms are not being cleaned on Friday's or Saturdays.
2.2	Inspection Reports		
	2.2.1 Items notes for JHSC Review	No items to review.	
	2.2.2 Upcoming and Outstanding Inspections	The CMT discussed the upcoming and outstanding inspections.	The CMT will complete the most recent Main Building Inspection and close off the outstanding ones.
2.3	Policy and Procedure Review		
	2.4.1 Contractor Management Safety Program	The CMT discussed the Contractor Management Safety Program.	AH advised the CMT that any H&S concerns related to contractors should be reported to the Safety department via Incident/Near Miss reporting. The Safety department will review and where required, will issue a notice of violation to the Contract Authority.

3.0	New Business		
3.1	Wellness Webinars	The CMT discussed Wellness Webinars available on the PSHSA website.	
3.2	Safety & Health Week/ JHSC Teams Channel	The CMT discussed Safety & Health Week and reviewed the JHSC Virtual Whiteboard. The CMT discussed the JHSC Teams Channel and purpose.	H&S will share another Safety & Health Week initiative next year.
3.3	JJHSC Meeting Format	The CMT discussed the JJHSC Meeting, which will take place in-person at the Haliburton Campus on June 26, 2025.	
4.0	Outstanding Items		
4.1	TOR Review	In progress	
4.5	eBinder	In progress	
4.6	Inspection Focus Item	In progress	
4.7	Jewelry Studio	In progress	
4.8	Washroom Housekeeping	In progress	
4.11	Routes of Egress at the Crew Office	In progress	RP and H&S met to discuss routes of egress at the crew



			office, but further discussions and planned to take place.
5.0	Next Meeting		
5.1	Date	June 26, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 2:11pm, moved by BW and seconded by JD.	


Erin Lynch
Co-Chair, Management

Jennifer Downham
Co-Chair, Worker


Date

Date