

Frost Joint Health & Safety Committee

October 20, 2025

Room 252**Meeting Frost Campus****MINUTES**

Frost H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Heather Broadbent (HB) (Interim Co-Chair)		Vacant - Co-Chair	P	Marriah Wickert (MW) R*
P	Michael Benedict (MB)	VP	Marc Patenaude (MPA)		
R	Michlynne Short (MS)				
P	Jordan Dysart (JD)				
				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: <ul style="list-style-type: none"> ■ Responsiveness ■ Innovation ■ Collaboration ■ Inclusiveness ■ Accountability 					
Upcoming Meetings	November 17, 2025	December 15, 2025	January 19, 2026	February 16, 2026	
March 16, 2026	April 20, 2026	May 18, 2026	June 15, 2026		

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Meeting Frost Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By HB at: 10:36a.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	The CMT discussed adoption of agenda as meeting guide.	Moved by JD.
1.3	Review of Minutes and Approval	May & June 2025 minutes.	Moved to November 2025 due to missing signatures. MPA will sign in place of the vacant Management Co-Chair role.
2.0	Report Review		
2.1	Accident Report		
	2.1.1 Review of lists	<p>The CMT discussed the Accident Reports.</p> <p>Employees: 5 Students: 3</p> <p>The CMT discussed the Incident that Security responded to in Health Services.</p> <p>The CMT discussed the electrical power bar incident that took place at residence.</p> <p>The CMT discussed the mould investigation, testing, and clean up done at the Frost Residence, prior to move in.</p>	H&S department to follow-up with FSS management about the incident.

Frost Joint Health & Safety Committee

October 20, 2025

Room 252

Meeting Frost Campus



2.2	2.1.2 Review of Near Miss	<p>The CMT discussed the Near Miss Reports.</p> <p>Near Miss: 1</p>	
	2.2 Inspection Reports		
	2.1.2 Items Noted for JHSC Review	<p>The CMT discussed items noted for the JHSC to review.</p>	<p>JD offered to investigate note 8 within Inspection #01207 during the October 2025 Inspection (#01408).</p>
	2.2.2. Upcoming and Outstanding Inspections	<p>The CMT discussed upcoming and outstanding inspections.</p> <p>The CMT discussed the importance of filling JHSC member vacancies and highlighted the benefits of having representation from various areas, such as the Health Services Department.</p> <p>The CMT discussed the possibility of having part time union members join the CMT.</p> <p>The CMT discussed the benefits of having a multi-site JHSC.</p>	<p>HB to complete the September 2025 Inspection (#01388), MB offered to assist.</p> <p>MB and HB to follow-up with union leaders about filling JHSC member vacancies.</p>
	2.3 H&S Assessments		
	2.3.1 Review Reports	<p>The CMT discussed the Englobe Air Sampling Repot from Frost room 159A.</p>	

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October 20, 2025

Room 252

Meeting Frost Campus



		The CMT discussed the Englobe Air Sampling Report from Frost Residence.	
3.0	New Business		
3.1	TOR Update	The CMT discussed implementing the 2024 edits to the TOR.	HB to connect with the other Co-Chairs about implementing the 2024 edits to the TOR
3.2	Review 4.0	The CMT discussed which Outstanding Agenda Items from 2024-2025 to carry forward to 2025-2026.	
4.0	Outstanding Items		
4.1	H&S Investigation	Item closed. Interim measures are in place and full remediation to be planned and completed.	
4.2	eBinder	Item closed. The H&S Department will continue to work on this item.	
4.3	Pinchin Environmental Report	Item closed. Documents can be reviewed in the JHSC SharePoint.	
4.4	CAWT Enviro Building	Item closed. AH to add CAWT to eBase Inspections.	
4.9	Power Outage	Item closed. HB relayed the concerns to Security via email.	

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October 20, 2025

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4.10	Emergency Response Plan	Item closed. The H&S team is to arrange for Charles Boshaw, Manager, Security & Emergency Preparedness, to host a lunch & learn or webinar to discuss emergency planning with all three JHSC's.	
4.11	Training	Item closed. HB and MB to will arrange Green Book and Basics of Supervising Training sessions for the CMT.	
4.12	CMT Members	Item closed. HB to follow-up with the union about recruitment of new members.	
5.0	Next Meeting		
5.1	Date	November 17, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 11:53a.m.	Moved by JD, seconded by MB.

Vacant

Co-Chair, Management

A handwritten signature in black ink, appearing to read "H Broadbent".

Heather Broadbent

(Interim) Co-Chair, Workers

Nov 25, 2025

Date

Date