

Frost Joint Health & Safety Committee

May 12, 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*
R	Brendan Molloy (BM)	P	Marc Patenaude (MPA)		
P	Michlynn Short (MS)	R	Joseph Elliot (JE)		
P	Jordan Dysart (JD)	G	Gareth Nemes (GN)		
R	Michael Benedict (MB)			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	June 16, 2025				

Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By HB at: 10:36a.m.	Joseph Elliot sent regrets.
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Guest Members – Capital Projects Team	<p>GN Manager, Capital Projects, introduced himself to the CMT.</p> <p>The CMT discussed Capital Project hand off.</p> <p>The CMT discussed upcoming Capital Projects.</p>	<p>GN shared the following information about Capital Projects with the CMT:</p> <ul style="list-style-type: none"> - H&S starts with the procurement process. - They only use General Contractors (GC's). - RFP is a public tender open to all respondents, if the project goes over 125K. - A technical evaluation of the H&S policy is done for all RFP respondents. - Before work starts, a kickoff meeting is done to go over H&S and jobsite etiquette. - The Capital Projects team will communicate any college/H&S concerns to the GC. <p>MW noted that HBMA documents are shared with the GC.</p> <p>GN noted that training on new systems and H&S inspections are done when the project is handed off to facilities.</p> <p>GN advised that the Frost 200 wing is included in the upcoming projects.</p>

1.3	Adoption of Agenda	The CMT discussed adoption of agenda as meeting guide.	Moved by MS, seconded by MPA.
1.4	Review of Minutes and Approval	February and March 2025 minutes.	Moved by MPA, seconded by MS.
2.0	Report Review		
2.1	Accident Report		
	2.1.1 Review of lists	<p>The CMT discussed the Accident Reports.</p> <p>Employees: 1 Students: 2</p> <p>The CMT discussed the incident at the Minden Research Facility.</p>	<p>MW noted that the incident met the threshold for MLITSD reporting, due to the individual seeking medical treatment. An inspection of the area was done on May 9, 2025. MW will be submitting a briefing note that outlines the concerns. Some of the concerns are:</p> <ul style="list-style-type: none"> - The temperature was too low. - No shower facilities. - Employees are working alone. - No washroom facilities. - No space provided to eat lunch.
		The CMT discussed their concerns with the Minden Research Facility.	The CMT is concerned that the eyewash station could freeze in the winter and questioned if a H&S checklist is being completed.

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			<p>MW noted that the leader of the space is responsible for ensuring its safety.</p>
		<p>The CMT discussed HHL inspections.</p>	<p>HB asked if the CMT should be inspecting HHL's in addition to the staff that work in them.</p> <p>MW said yes.</p> <p>HB questioned if the CAWT staff should add a slot to their greenboard for Minden Research Facility Inspections.</p> <p>MPA recommends the inspections are added to eBase. He will submit the request and one for SENRS.</p> <p>MW asked MPA to add her to the Leaders/Managers monthly meeting to discuss inspections.</p>
		<p>The CMT discussed best practice is for HHL's to be inspected weekly by staff or trained students.</p>	
	<p>2.1.2 Review of Near Miss</p>	<p>The CMT discussed the Near Miss Reports.</p> <p>Near Miss: 4</p>	<p>MW advised that FSS Leaders have been sent reminders about contractors entering CAWT facilities.</p> <p>MW noted last semester nine electrical JHSC Focus Items were flagged and a new JHSC Focus Item is coming soon.</p>

<p>2.2</p>	<p>Inspection Reports</p> <p>2.1.2 Items Noted for JHSC Review</p> <p>2.2.2. Upcoming and Outstanding Inspections</p>	<p>The CMT discussed items noted for the JHSC to review.</p> <p>The CMT discussed upcoming and outstanding inspections.</p>	<p>AH to close all the open notes for greenboards.</p> <p>AH to join HB for the June inspection of all HHL's – General H&S and Safety Information Board Review.</p> <p>The CMT was advised to let H&S know, via the Teams Channel, when they will be completing inspections.</p>
<p>2.3</p>	<p>H&S Assessments</p> <p>2.3.1 Review Reports</p>	<p>The CMT reviewed the Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment.</p> <p>The CMT discussed the difference between following building code and keeping outdated practices grandfathered in with respect to health and safety due diligence.</p>	<p>MW shared some of the hazards identified:</p> <ul style="list-style-type: none"> - Unguarded areas. - Lack of walkways. - Lack of anchor points. - Rotted walkways. - Trip hazards. - Access points not to code. <p>MW noted that the report has been shared with FSS.</p> <p>MW noted that funds were requested to start mitigating the hazards and the CMT will be given updates as they become available.</p>
<p>2.4</p>	<p>Policy and Procedure Review</p> <p>2.41 Contractor Management Safety Program</p>	<p>The CMT discussed the Contractor Management Safety Program and the silica exposure incident at the Sutherland Campus.</p>	<p>MW shared that the program is mostly used when Fleming is the CG. It can also be used as a guide for a bigger job when the contractor is acting as the GC.</p>

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3.0	New Business		
3.1	Wellness Webinars	The CMT discussed Wellness Webinars available on the PSHSA website.	
3.2	JHSC Organization	<p>The CMT discussed the importance of JHSC organization and attending meetings.</p> <p>The CMT discussed that having a JHSC is a mandatory part of H&S legislative compliance.</p> <p>The CMT discussed the option of having a multi-site JHSC next year.</p>	<p>JD is off from December to March.</p> <p>MS is not available from September to December.</p>
3.3	JJHSC Meeting Format/Co-Chair Update	The CMT discussed the format of the JJHSC meeting in June 2025.	
4.0	Outstanding Items		
4.9	Power Outage	Complete.	HB sent an email to the Manager, Security and Emergency Preparedness, regarding the H&S concerns noted during the power outage in February 2025.

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5.0	Next Meeting		
5.1	Date	June 16, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 11:58a.m.	All in favor.

H Broadbent

Vacant

Co-Chair, Management

Heather Broadbent

*(Interim) Co-Chair,
Workers*

Nov 25, 2025

Date

Date