

Joint Health & Safety Committee

April 10, 2025

Teams Meeting

Sutherland Campus



MINUTES

Sutherland H&S Committee					
<u>Worker Members</u>		<u>Management Members</u>		<u>Resources</u>	
C	Elane Kalavrias (EK) Co-Chair	VP	Bianca Sclippa (BS) Co-Chair	VP	Marriah Wickert (MW) R*
VP	Heather Cuthbert (HC)	VP	Mary MacLeod (MM)		
VP	Candace Gainer (CG)	R	Randy Prentice (RP)		
VP	Cheryl Wardell (CW)	VP	Marc Patenaude (MPA)		
VP	David Vasey (DV)				
VP	Joanne Tully (JT)				
VP	Susan Brown (SBR)				
VP	Liam Pearce (LP)			VP	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
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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	May 8, 2025			

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By BS at: 09:00a.m. <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.1	Quorum Confirmed	Quorum Met:	
1.2	Adoption of Agenda	CMT discussed adoption of the agenda as meeting guide. EK motioned to amend the agenda and add item 3.2 JHSC Organization.	Moved by JT and seconded by MM. Moved by HC and seconded by DV.
1.3	Review of Minutes and Approval	February 2025 minutes. Approval of March and April minutes will be moved to May meeting.	Approved by SBR and seconded by MM.
2.0	Report Review		
2.1	Accident Reports	2.1.1 Review of lists Student: 13 Staff: 5 2.1.2 Review of Near Miss All: 5 The CMT discussed the importance of IRS and Incident Reporting. The CMT discussed the incident reports related to a longboarding incident. CMT discussed the Near Miss reports from D0122.1.	MM and DV to investigate getting signage for the carpentry shop regarding potential magnetic fields due to large voltage machinery.

2.2	Inspection Report	The CMT discussed the inspection schedule.	DV offered to assist HC with inspecting D zone.
2.3	H&S Assessment	2.3.1 IAQ for B2120	CMT discussed the IAQ results from B2120.
			Mould abatement completed in B2120. The space is still restricted, and the cause of the leak has not been identified. MW noted continued FSS efforts in regards to building envelop review and assessments in support of facility and infrastructure planning.
2.3.2 Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment		The CMT discussed the Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment, which includes recommendations to mitigate hazards. The CMT discussed the importance having proper guardrails and working alone procedures for workers that are required to work on the roofs.	MW noted as part of every supervisor's role and responsibilities they must provide their workers with PPE, written instructions on measures and procedures for their protection, and make them aware of any workplace hazards.
2.4	Policy and Procedure Review	2.4.1 Contractor Management Program	H&S will follow-up with FSS leaders to confirm that the new HVAC worker has been provided with the report, detailing hazards, by their supervisor.
		The CMT discussed the Contractor Management Program.	MW advised the CMT that safety concerns related to contractors should be reported to Safety. Safety will review and where required

			send a notice of violation to the Contractor Authority.
		The CMT discussed the Near Miss with the roofers working on the B-wing roof.	
3.0	New Business		
3.1	Wellness Webinars	MW shared that Wellness Webinars are available on the PSHSA website and the JHSC Members Site.	
3.2	JHSC Organization	<p>The CMT discussed the importance of keeping organized.</p> <p>The CMT discussed the following changes:</p> <ul style="list-style-type: none"> - Moving the JHSC meeting from the second Thursday of each month to the last Thursday of each month, starting in September 2025. - Sending all JHSC communications (agendas, minutes, inspection schedules, etc.) through the Sutherland JHSC Teams Channel. 	<ul style="list-style-type: none"> - Meeting agendas should be sent out 7 days ahead of each meeting. - The meeting minutes should be signed and out in advance of the meeting. - Members must attend meetings.

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5.0	Next Meeting		
5.1	Date	May 8, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:27a.m. Moved by DV and seconded by HC.	

A handwritten signature in black ink that appears to read "Bianca Sclippa".

Bianca Sclippa

Co-Chair, Management

Date

A handwritten signature in black ink that appears to read "Elane Kalavrias".

Elane Kalavrias

Co-Chair, Workers

May 2nd 2025

Date