

**Joint Health & Safety Committee**

May 8, 2025

Room C2102.3

Sutherland Campus

**MINUTES**

<b>Sutherland H&amp;S Committee</b>					
<b><u>Worker Members</u></b>		<b><u>Management Members</u></b>		<b><u>Resources</u></b>	
P	Elane Kalavrias (EK) Co-Chair	C	Bianca Sclipa (BS) Co-Chair	P	Marriah Wickert (MW) R*
P	Heather Cuthbert (HC)	P	Mary MacLeod (MM)		
P	Candace Gainer (CG)	P	Cameron Desormeaux (CD)		
P	Cheryl Wardell (CW)	P	Marc Patenaude (MPA)		
P	David Vasey (DV)	G	Gareth Nelmes (GN)		
P	Joanne Tully (JT)				
R	Susan Brown (SBR)				
R	Liam Pearce (LP)			P	Angela Hounam (AH) – Secretary
G	Tyler Dooley (TD)				
<b>Minutes and Agenda are located on the <a href="#">H&amp;S Website</a></b>					
VP- Virtual Presence	C- Chair	P-Present	R-Regrets	G-Guest	R*-Resource
<b>At Fleming College</b>  <b>Our Vision:</b>  Creating prosperity and transforming communities through education and innovation.  <b>Our Mission</b> 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.  <b>Our Values:</b> <ul style="list-style-type: none"> <li>■ Responsiveness</li> <li>■ Innovation</li> <li>■ Collaboration</li> <li>■ Inclusiveness</li> <li>■ Accountability</li> </ul>					
Upcoming Meetings	June 12, 2025				

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By BS at 9:02a.m. The CMT welcomed CD.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Guest Members – Capital Project Team	<p>The CMT welcomed TD (Facilities Projects &amp; Resource Officer) and GN (Manager, Capital Projects) to the meeting.</p> <p>The CMT discussed the importance of the IRS with relation to Capital Projects.</p>	<p>GN shared the following with the CMT about Capital Projects at Fleming:</p> <ul style="list-style-type: none"><li>- They strive to use a General Contractor (GC) whenever possible.</li><li>- H&amp;S considerations and parameters are considered from the onset of the project, at the Procurement Phase.</li><li>- RFP's are public tender open to all respondents. Scoring includes a review of the H&amp;S policy and CCDC 11 form.</li><li>- Upon award of the project, the constructor has 15 days to supply the following: MOL notice of the project, schedule, COI, WSIB Certificate, Site Specific Work Plan.</li><li>- GN and TD monitor all projects and liaise with contractors at all locations.</li></ul> <p>MW noted that the H&amp;S Team also monitors and supports Capital Projects to ensure safety of all Fleming College</p>

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		<p>The CMT discussed the Silica Exposure Incident that took place at the Sutherland Campus on Friday, May 2, 2025. The CMT discussed the response from the College to the Silica Exposure Incident, including incident management response and communications.</p>	<p>Community Members is maintained.</p> <p>MW shared that the FSS Team flagged two unrelated H&amp;S concerns, which led to the discovery of dust accumulation and mixing of concrete materials outside of hoarded construction area, work was stopped</p> <p>GN shared that qualified contractors were called to site to perform cleaning.</p> <p>MW reminded CMT that the FAQ documents shared in communications are to assist those who may have questions. MW noted that H&amp;S will create a designated substance awareness Safety Talk, which will be available and posted to the H&amp;S webpage.</p>
<b>1.3</b>	<b>Adoption of Agenda</b>	<p>CMT discussed adoption of the agenda as meeting guide.</p>	<p>Moved by HC and seconded by GC.</p>
<b>1.4</b>	<b>Review of Minutes and Approval</b>	<p>March &amp; April 2025 minutes.</p>	<p>Moved by CW and seconded by JT.</p>

2.0	<b>Report Review</b>	The CMT discussed the Accident Reports.	
2.1	<b>Accident Reports</b>	Student: 5      Staff: 3	
	2.1.1 Review of lists	All: 4	
	2.1.2 Review of Near Miss	<p>The CMT discussed the H&amp;S concerns related to tick exposure.</p> <p>The CMT discussed the increase in incidents related to ampule use in the School of Health &amp; Community Services, over the past 1.5 years.</p> <p>The CMT discussed Welding lab burn incident.</p> <p>The CMT discussed that the First Aid Kits seals don't stick sometimes.</p> <p>The CMT discussed the Near Miss Reports and relation to Jan-April H&amp;S Focus Item on electrical hazards with relation to a Near Miss.</p>	<p>EK will assist MW with review of past JHSC minutes for information related to ampule use.</p> <p>BS noted the increased enrollment in programs using ampules and that it may be a contributing factor.</p> <p>MM noted that T&amp;T will investigate purchasing burn cream kits for the welding lab.</p> <p>CG noted they may have burn cream in BTF. The First Aid Kits are being restocked, but the seals are being missed.</p> <p>H&amp;S will investigate the First Aid Kit seals.</p> <p>MW noted that a new H&amp;S Focus Item will be coming soon.</p>

<b>2.2</b>	<b>Inspection Report</b>	The CMT discussed the Near Miss in room B2101.	
	2.2.1 Review of Lists	The CMT reviewed the Inspection lists.	
	2.2.2 Upcoming and Outstanding Inspections	<p>The CMT discussed the office layout concern in Student Services noted in inspection #01266. The CMT discussed the importance of educating staff about the IRS.</p> <p>The CMT discussed upcoming and outstanding inspections. Inspections 01313, 01314, 01316, and 01318 have been released for the month of May 2025.</p>	CG to follow up with the Student Services Team.
<b>3.0</b>	<b>New Business</b>		
<b>3.1</b>	<b>JJHSC Meeting Format / Worker Co-Chair Update</b>	<p>The CMT discussed Worker and Management CMT Co-Chair positions and reinstating terms on a biennial basis. Terms would conclude on alternating years to ensure co-chair continuity</p> <p>CMT discussed that the Management Co-Chair position will be available for candidate nominations in September 2026.</p>	<p>EK shared with the CMT that she will be stepping down from the Worker Co-Chair position. The position will be available for candidate nominations in September 2025.</p> <p>MM volunteered to step into the Management Co-Chair position in September 2026.</p> <p>EK will continue with CMT membership and will be available to assist with</p>

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			onboarding the new Worker Co-Chair. The H&S Team and OPSEU are also available to assist and educate. To be discussed further at the next meeting.
3.2	<b>Emergency Preparedness Week</b>	The CMT discussed Emergency Preparedness Week.	AH shared that H&S will be set up at the booth in the Sutherland main foyer, today from 11am-1pm.
5.0	<b>Next Meeting</b>		
5.1	Date	June 12, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:37a.m.	Moved by JT and seconded by DV.

  
**Bianca Sclipa**  
Co-Chair, Management

  
**Elane Kalavrias**  
Co-Chair, Workers

  
Date

October 31st 2025  
Date