

Joint Health & Safety Committee

October 23, 2025

Teams**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 Sclipa (BS) Co-Chair	VP	Marriah Wickert (MW)
VP	Heather Cuthbert (HC)	VP	Marc Patenaude (MPA)		
VP	Liam Pearce (LP)	VP	Cameron Desormeaux (CD)		
VP	Susan Brown (SBR)				
VP	David Vasey (DV)				
VP	Joanne Tully (JT)				
				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
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 27, 2025	December 18, 2025	January 22, 2026	February 26, 2026	
March 26, 2026	April 23, 2026	May 28, 2026	June 25, 2026		

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	9:00a.m.	
1.1	Quorum Confirmed	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	Adoption of Agenda	CMT discussed adoption of the agenda as meeting guide.	Moved by HC, seconded by JT.
1.3	Review of Minutes and Approval	May & June 2025	Moved by JT seconded by HC.
2.0	Report Review		
2.1	Accident Reports	The CMT discussed the Accident Reports.	
	2.1.1 Review of lists	Student: 15 Staff: 1 The CMT discussed an increase in incidents from preexisting health conditions. The CMT discussed an incident concerning the flow of foot traffic on the staircase near the cafeteria. The pathway narrows in the area between Brealey Eats and Tim Hortons, which can lead to congestion. The CMT reviewed the sources of congestion, identifying the Tim Hortons self-serve kiosks and queues, along with the Brealey Eats line and gates,	MW will investigate potential controls to reduce the risk of foot traffic congestion.

		as contributing factors.	
	2.1.2 Review of Near Miss	<p>All: 1</p> <p>The CMT discussed the near miss reported in the Data Centre involving a battery explosion.</p> <p>The CMT discussed the safe handling and storage of batteries and highlighted that the expected lifespan of a lithium-ion battery typically should not exceed 10 years.</p> <p>The CMT discussed who has authorized access to the Data Centre and noted that it is maintained as a temperature-regulated space. A protocol is in place should the temperature exceed the established threshold.</p> <p>The CMT discussed the classification of the battery explosion event and determined that it should be recorded as an incident rather than a near-miss, given the nature and severity of the occurrence.</p>	
2.2	Inspection Report		
	2.2.1 Review of Lists	<p>The CMT reviewed outstanding JHSC assigned notes.</p> <p>The CMT discussed the distinction between reporting an FSS-related issue through a work order and reporting a Health and Safety concern through a JHSC inspection. It was</p>	<p>SB volunteered to assist with completing the following inspection notes:</p> <ul style="list-style-type: none"> - Inspection# 01266 – note #9 - Inspection# 01313 – note #1

		<p>further noted that the JHSC Teams channel can be used to communicate and collaborate on matters related to inspections.</p>	
	2.2.2 Upcoming and Outstanding Inspections	<p>The CMT reviewed the Inspection lists.</p> <p>The CMT discussed the benefits of having a multi-site JHSC.</p>	AH to complete the 2025-2026 inspection scheduled.
2.3 H&S Assessments	2.3.1 Review Reports	No new reports to review. The CMT discussed where to find Industrial Hygiene Results in the JHSC SharePoint Folder.	
3.0 New Business			
3.1 Review 4.0		The CMT reviewed 4.0 Outstanding Items: 4.30 - 4.40, to determine which ones will be carried forward to 2025-2026.	
3.2 June JJHSC Workbook Completion		<p>The CMT discussed moving the following outstanding items from the June JJHSC Workbook to November 2025:</p> <ul style="list-style-type: none"> - Effective Meeting - Reflection & Practice - Action Planning & Culture Building 	All in favor to move 3.2 to November 2025.

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4.0	Outstanding Items from 2024-2025		
4.30	Substance Awareness Safety Talk	Item closed. H&S will continue to work on.	
4.31	Increase in Ampule Use Incidents	Carry forward to 2025-2026.	EK will take away and report back to the CMT.
4.32	Burn Cream for Welding Lab	Item closed. DV and MPA to take away and complete.	
4.33	First Aid Kit Seals	Carry forward to 2025-2026.	CD to take away and report back to the CMT.
4.34	Student Services Office Safety Concern	Item closed. Completed by CG, then closed in ebase by AH.	
4.35	Worker Co-Chair Position	Item closed. EK will stay on as Worker Co-Chair.	
4.36	Psychosocial Hazard Awareness	Item closed. H&S to arrange a guest speaker to discuss psychosocial hazards.	
4.37	Good News Stories	Item closed. JHSC roles, responsibilities, and good news stories will replace 2.5 H&S Management System, as a standing item H&S General Review on the agenda.	
4.38	JHSC H&S Campaign	Item closed. The CMT does not have capacity to run a H&S Campaign at this time.	

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4.39	JHSC Training	Item closed. This will fall under the new standing agenda item 2.5 H&S General Review.	
4.40	JHSC Certification	Item closed. Members to notify AH when they're available to take the course.	
5.0	Next Meeting		
5.1	Date	November 27, 2025	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 10:37a.m.	Moved by DV and seconded by JT.

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Bianca Sclipa

Co-Chair, Management

A handwritten signature in black ink, appearing to read "Nov 26/25".

Date

A handwritten signature in black ink, appearing to read "Elane Kalavrias".

Elane Kalavrias

Co-Chair, Workers

November 24th 2025

Date