

Frost Joint Health & Safety Committee

December 15, 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	Michael Benedict (MB)	P	Nathan Calder (NC)		
R	Michlynne Short (MS)	P	Jon Carter (JC)		
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
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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

January 12, 2026	February 16, 2026	March 16, 2026	April 20, 2026	May 18, 2026
June 15, 2026				

Legend

CMT: Committee	JHSC: Joint Health & Safety Committee	HEO: Heavy Equipment Operator	H&S: Health & Safety	OHSA: Ontario Health and Safety Act
FSS: Facilities Services & Support	IMT: Incident Management Team	WO: Work Order		

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	By HB at: 10:32a.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 and seconded by JC.
1.3	Review of Minutes and Approval	May, June, and October 2025 minutes. The CMT welcomed two new management members to the JHSC, Jon Cater, Senior Operations Manager and Nathan Calder, Supervisor, Facilities Operations.	Moved by JD and seconded by HB.
2.0	Report Review		
2.1	Accident Report 2.1.1 Review of lists	The CMT discussed the Accident Reports. Employees: 2 Students: 0 The CMT discussed the use of acetone on campus and confirmed that the associated hazard has been eliminated. Before any academic program may consider reintroducing the product on campus, a hazard assessment and interdepartmental review will be conducted. The CMT agreed that these steps should apply before any academic program occupies a space, including the HEO building.	

		<p>The CMT reviewed the incident at the Minden facility involving the emergency brake on the Alpha Laval industrial centrifuge and noted that the H&S Department will follow up with the Minden team.</p>	
	2.1.2 Review of Near Miss	<p>The CMT discussed the Near Miss Reports.</p> <p>Near Miss: 2</p> <p>The CMT reviewed a Near Miss report involving items attached to roof access ladders and confirmed notification to the involved third-party vendor's management to discuss the associated hazards with their team.</p>	
2.2	Inspection Reports		
	2.1.2 Items Noted for JHSC Review	<p>The CMT discussed inspection report 01388, note 12. Fleming Frost Campus water is potable, municipal water. The FSS department will investigate any concerns with the water.</p>	
	2.2.2. Upcoming and Outstanding Inspections	<p>The CMT discussed upcoming and outstanding inspections.</p>	
2.3	H&S Assessments		
	2.3.1 Review Reports	<p>The CMT discussed the type 2 asbestos abatement that took place in room 289B.</p> <p>The CMT discussed the Enviro</p>	

		Building Air Sampling Results.	
3.0	New Business		
3.1	eBase Inspection iPad	<p>The CMT discussed challenges they experienced while using the inspection iPad.</p>	<p>If requested, AH will attend the first 30 minutes of the next three inspections to assist with the iPad.</p>
3.2	Proposed Update to Standing Item 2.5	<p>The CMT discussed changing standing Item 2.5 H&S Management System to:</p> <ul style="list-style-type: none"> 2.5 H&S General Review 2.5.1 JHSC Roles and Responsibilities 2.5.2 Good News Stories 	<p>The CMT would like to proceed with the change.</p>
4.0	Outstanding Items		
4.1	JHSC Member Vacancies	Still in progress.	
4.2	TOR Updates	<p>HB shared progress made on the TOR by the Co-Chairs at their last meeting:</p> <ul style="list-style-type: none"> - Changing the language around management membership from two or more to one or more (for Frost). - Changing the language from members “must certified to complete an inspection” to “shall be certified, if possible”. <p>The CMT discussed that the OHSA section 9(33) discusses that JHSC shall meet at least once every three months.</p>	<p>JD volunteered to take JHSC certification training when he returns to work in March 2026.</p>
		The CMT discussed snow clearance.	MW provided an update to the CMT regarding inclement

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			weather protocols including but not limited to: contractor management, emergency management, reports, checks, communication, etc.
5.0	Next Meeting		
5.1	Date	January 12, 2026	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 12:14pm.	Moved by JD, seconded by NC.

Vacant

Co-Chair, Management

A handwritten signature in black ink that appears to read "H Broadbent".

Heather Broadbent

(Interim) Co-Chair, Workers

Jan 8/2026

Date

Date