

**Frost Joint Health & Safety Committee**

March 16, 2026

Room 252

Meeting Frost Campus



**MINUTES**

<b>Frost H&amp;S Committee</b>					
<b><u>Worker Members</u></b>		<b><u>Management Members</u></b>		<b><u>Resources</u></b>	
C	Heather Broadbent (HB) (Interim Co-Chair)		Vacant - Co-Chair	P	Marriah Wickert (MW) R*
R	Michael Benedict (MB)	P	Nathan Calder (NC)		
R	Michlyne Short (MS)	P	Jon Carter (JC)		
P	Jordan Dysart (JD)				
				R	Angela Hounam (AH) – Secretary
<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>					
<b><u>Upcoming Meetings</u></b>					
April 20, 2026	May 18, 2026	June 15, 2026			
<b><u>Legend</u></b>					
CMT: Committee	JHSC: Joint Health & Safety Committee	IMT: Incident Management Team			

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Item	Agenda Topic	Discussion	Action By/Decision
1.0	<b>Meeting Called to Order</b>	By HB at: 10:30a.m.	
1.1	<b>Quorum Confirmed</b>	Quorum Met: <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.2	<b>Adoption of Agenda</b>	The CMT discussed adoption of agenda as meeting guide.	Moved by NC, seconded by JD.
1.3	<b>Review of Minutes and Approval</b>	January 2026	Approved by JC, seconded by JD.
2.0	<b>Report Review</b>		
2.1	<b>Accident Report</b>		
	2.1.1 Review of lists	<p>The CMT discussed the Accident Reports.</p> <p>Employees: 5      Students: 3</p> <p>The CMT reviewed appropriate emergency procedures to follow in the event of various incidents, such as detecting a gas odor or responding to a situation where someone requires first aid.</p> <p>The CMT discussed the importance of adhering to established protocols when accessing restricted areas, such as the Frost 200 wing.</p> <p>The CMT discussed that JHSC members are welcome to participate alongside the Health &amp; Safety department in incident investigations.</p> <p>The CMT discussed the eBinder and emphasized the importance of</p>	<p>Incident investigation invites will be sent to the JHSC through the Frost JHSC Teams Channel.</p> <p>AH to add a redacted copy of the diluted (10%) hydrochloric</p>

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		<p>maintaining access to up-to-date SDS sheets in the event of an emergency, particularly in relation to an incident involving diluted (10%) hydrochloric acid.</p> <p>The CMT discussed that Safe Workplace Templates can be downloaded from the H&amp;S website.</p>	<p>acid incident follow-up report to the SharePoint folder for the CMT to review.</p>
	<p>2.1.2 Review of Near Miss</p>	<p>Near Miss: 1</p> <p>The CMT reviewed the Near Miss</p>	
<b>2.2</b>	<b>Inspection Reports</b>		
	<p>2.2.1 Items Noted for JHSC Review</p>	<p>The CMT reviewed the items noted for JHSC review.</p>	<p>The CMT determined that, in addition to documenting notes in eBase during inspections, urgent issues should be escalated to management and/or the Health &amp; Safety department to ensure they are addressed in a timely manner.</p>
	<p>2.2.2. Upcoming and Outstanding Inspections</p>	<p>The CMT discussed upcoming and outstanding inspections.</p>	
<b>2.3</b>	<b>H&amp;S Assessments</b>		
	<p>2.3.1 Review Reports</p>	<p>The CMT reviewed and discussed the 2026 Industrial Hygiene Reports. CMT members will continue to be notified of testing activities and invited to attend via the Frost JHSC Teams channel.</p>	

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<b>2.5</b>	<b>H&amp;S General Review</b>  2.5.1 JHSC Roles and Responsibilities  2.5.2 Good News Stories	The CMT discussed moving Agenda Item 2.5 to April 2026 due to time constraints.	Item 2.5 General Review will be moved to April 2026.
<b>3.0</b>  <b>3.1</b>  <b>3.2</b>  <b>3.3</b>	<b>New Business</b>  <b>Frost Hatchery Sanitary Backup</b>  <b>Staff Notification/ Communication During Unplanned Work or Events</b>  <b>June 2026 JJHSC Meeting</b>	The CMT discussed that the Frost Hatchery sanitary backup was caused by a root infiltrating the clay piping, resulting in a blockage, and reviewed the associated remediation work that was completed.  The CMT discussed the IMT and the framework for staff notification/communication during unplanned work or events.  The CMT discussed inviting the Capital Projects Team to a JHSC meeting as guest members to discuss Health & Safety considerations related to projects.  The CMT discussed completing the availability form for the June 2026 JJHSC meeting.	

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<b>4.0</b>	<b>Outstanding Items</b>		
<b>4.1</b>	<b>JHSC Member Vacancies</b>	In progress.	
<b>4.2</b>	<b>TOR Updates</b>	In progress.	
<b>4.3</b>	<b>JHSC Certification Training</b>	In progress.	
<b>5.0</b>	<b>Next Meeting</b>		
<b>5.1</b>	<b>Date</b>	April 20, 2026	
<b>5.2</b>	<b>Adjournment of Meeting</b>	Motion to adjourn meeting at 12:01pm.	Moved by JD, seconded by JC.

A handwritten signature in black ink that reads "H Broadbent".

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**Vacant**

Co-Chair, Management

\_\_\_\_\_  
**Heather Broadbent**  
(Interim) Co-Chair, Workers

April 14 2026

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**