

Joint Health & Safety Committee

December 18, 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	C	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	Nathan Calder		
VP	David Vasey (DV)				
VP	Joanne Tully (JT)				
VP	Sarah Mackie (SM)				
VP	Candace Gainer (CG)			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	January 22, 2026	February 26, 2026	March 26, 2026	April 23, 2026	
May 28, 2026	June 25, 2026				

Joint Health & Safety Committee

December 18, 2025

Teams

Sutherland Campus



Item	Agenda Topic	Discussion	Action By/Decision
1.0	Meeting Called to Order	9:03a.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 SBR, seconded by HC.
1.3	Review of Minutes and Approval	September & November 2025	September minutes still in progress due to labour action. November minutes moved by HC seconded by SBR.
2.0	Report Review		
2.1	Accident Reports		
	2.1.1 Review of lists	Student: 11 Staff: 1 The CMT discussed the Accident Reports.	
	2.1.2 Review of Near Miss	All: 0	
2.2	Inspection Report		
	2.2.1 Items noted for JHSC review	SBR volunteered to assist with completing the following inspection	In progress.



		<p>notes:</p> <ul style="list-style-type: none"> - Inspection# 01266 – note #9 - Inspection# 01313 – note #1 	
	2.2.2 Upcoming and Outstanding Inspections	<p>The CMT discussed the upcoming and outstanding inspections.</p> <p>The CMT discussed the importance of including pictures and a details description in Inspection Notes.</p>	
2.3	H&S Assessments		
	2.3.1 Review Reports	The CMT had no questions about the completed reports and no new reports to review.	
2.5	H&S General Review		
	2.5.1 JHSC Roles and Responsibilities	The CMT reviewed the JHSC Member portal available on the Fleming Occupational Health & Safety Webpage and the resources available within it.	
	2.5.2 Good News Stories	The CMT acknowledged the strong work completed by CD on the First Aid Kit seals and highlighted the value of posting meeting takeaway items in the Sutherland JHSC Teams Channel to encourage open discussion between meetings.	

Joint Health & Safety Committee

December 18, 2025

Teams

Sutherland Campus



3.0	New Business		
3.1	Guest Member Announcement	<p>The CMT discussed that Charles Boshaw, Manager, Security & Emergency Preparedness will be attending a JHSC meeting in the new year.</p> <p>The CMT discussed parking lot safety with respect to the lighting upgrades.</p>	<p>The CMT will send their questions for Charles to CD in advance, which can be done through the Sutherland JHSC Teams Channel.</p>
4.0	Outstanding Items from 2025-2026		
4.1	TOR Updates	<p>In progress. The CMT discussed updates to the TOR.</p>	<p>EK met with the Co-Chairs from the other CMTs and will share updates from that meeting with the CMT for discussion.</p>
4.2	Employer Recommendation	<p>Item closed.</p>	<p>EK will take offline.</p>
4.5	First Aid Kit Seals	<p>Item closed.</p>	<p>CD sent an update to the CMT via the Sutherland Teams Channel.</p>
4.8	Garbage and Recycling Receptacles	<p>Item closed. The CMT discussed the importance of ongoing communication to the Fleming Community about the garbage and recycling to avoid waste building up in classrooms and pests.</p> <p>The CMT discussed the need for increased hand sanitizer around the campus to prevent the spread of illness during cold and flu season.</p>	<p>EK and CG met to discuss the garbage and recycling concerns. EK will share their findings with the CMT. EK to take the CMT concerns offline to action.</p> <p>AH to investigate this for further discussion at the next meeting as Outstanding Item 4.9.</p>

Joint Health & Safety Committee

December 18, 2025

Teams

Sutherland Campus



5.0	Next Meeting		
5.1	Date	January 22, 2026	
5.2	Adjournment of Meeting	Motion to adjourn meeting at 9:54a.m.	Moved by SBR and seconded by HC.

A handwritten signature in black ink, appearing to read "B Sclipa", written over a horizontal line.

Bianca Sclipa
Co-Chair, Management

Feb / 26

Date

A handwritten signature in black ink, appearing to read "Elane Kalavrias", written over a horizontal line.

Elane Kalavrias
Co-Chair, Workers

January 5th 2026

Date