

MAPPING AND CHARTING ESTABLISHMENT (MCE)**WORKPLACE HEALTH AND SAFETY COMMITTEE MEETING - BENTLEY****MS Teams at 1000 hrs – 18 February 2026****Labour (L) and Management (M) Attendance:**

L	Katherine Facey	Co-Chair	Present
M	Maj L. Padilla-Ramirez	Co-Chair	Present
L	Mike Patterson	Goldenrod 2nd Floor North Rep	Present
L	Stephane Gagnon	Bentley CAFMD Rep	Present
L	MCpl E. Son	Bentley - Geomatics Engineering Trials & Evaluations Support Section (GETESS)	Absent
L	Sgt M. Mason-Girard	Bentley QM Rep	Absent
L	MCpl M. Di Nardo	CFSMM Rep	Absent
M	MWO C. Brace	Bentley Emergency Mgmt Rep	Absent
M	Natalie Bouvier	Unit General Safety Officer (UGSO) and Accommodations Officer	Absent

Invited Guest Attendance:

Sgt D. Colenutt	DLCSPM Bentley	Absent
MWO R. Rouleau	HQ SSM MCE	Present
Maj D. Radford	Bentley Bldg Sr	Absent
CWO T. Knight	RSM MCE	Absent
Cpl M. Di Guardo	Bentley QM Rep Alternate	Present
WO K. Sutherland	Bentley Bldg Sr Alternate	Absent
Julie Bélisle	Property and Facility Manager (PSPC)	Present

Discussion	Status	Action
1. <u>Call to order.</u> Quorum of five (5) OSH Committee members required per OSH Committee TORs not met. Meeting did not start. Points below reflect status as of previous sub-committee meeting.		
2. <u>Previous Minutes.</u> Not reviewed.		
3. <u>DND 663 - General Safety Hazardous Occurrence Reports.</u> a. Number of Reports for January (0).	Info	

<p>Contractor inquiry about asbestos exposure concern during roof maintenance. Any contractor concerns should be sent to Julie Bélisle (the Property and Facility Manager for Bentley).</p>		
<p>4. <u>Indoor Air Quality (as required) and Annual Drinking Water Reports.</u> a. Latest air report: Mar 2025 – All parameters within acceptable limits except: i. Temperature: 18.4 °C (below recommended 21 °C) ii. Relative Humidity: 23.2% (slightly below recommended 25%) b. Latest water report: Oct 2024. UGSO to investigate testing intervals and report back. Water testing written in the rental agreement. PSPC to investigate.</p>	<p>Open</p>	<p>UGSO/PSPC</p>
<p>5. <u>Mandatory Workplace Harassment and Violence Prevention (WHVP) Assessments.</u> CO supported plan for CoC to complete the assessment and OSH Committee to review. Adj sent list of personnel responsible for each aspect of the assessment. Designated individuals to submit feedback to Adj. Process to be completed early 2026. Awaiting feedback. Co-Chair (M) to facilitate process and provide updates.</p>	<p>Open</p>	<p>Co-Chairs / CO</p>
<p>6. <u>Inspection Concerns:</u> <u>OUTSTANDING TICKETS</u></p> <p>a. NSCC ??? - Hole in the wall (conference room on 2nd floor) - No change</p> <p>b. NSCC ??? - Fix gap on 1 egress door located in secure area 1C04 area. This door had no gaps in Jan 2024 and now there are visible gaps where sunlight can be seen. May be result of alarm contacts too far fwd, not allowing door to close properly - No change</p> <p>c. NSCC 6071968 - Submitted 19 September 2024 - Replace exterior window seals/ interior window top seals/ fix expansion gaps seals. Point of entry for bugs. - No change</p> <p>d. NSCC 6072020 - Submitted 19 September 2024 - Require fire stops for each new pipe installed post construction that was completed in Feb 2024. - No change</p>	<p>Open</p>	<p>UGSO / Bentley Bldg Sr</p>
<p>7. <u>Insect problem.</u> NSCC service request submitted. Pest Control has resolved. Light covers need cleaning of dead insects. Reps to send UGSO list of locations where light covers require cleaning and NSCC</p>	<p>Open</p>	<p>UGSO / Bentley Reps</p>

ticket to be submitted. Partially complete – simpler light covers have been cleaned. Cleaning of the other covers to be done. CFSMM Rep to submit another NSCC ticket.		
8. <u>Office/classroom spaces are very cold (18C) and dry.</u> Tickets submitted. Concerns being addressed as they arise. <ul style="list-style-type: none"> - CFSMM rep to send email to UGSO describing ongoing temp. control issues - UGSO to fwd to PSPC for escalation to RP Ops to investigate long-term resolution PSPC needs HVAC schematics from RP Ops to investigate. Also needs a list of new equipment installed since the re-fit.	Open	UGSO / Bentley Reps
9. <u>First aid boxes missing supplies.</u> Have created a list of missing supplies in each box within the SMM area. Send list to Supply to replenish missing items in a timely manner.	Open	Bentley Reps / QM
10. <u>Personal Protective Equipment for Warehouse Personnel</u>	Open	HQ SSM MCE / UGSO
11. <u>NEW - Frozen (Non-Functional) Emergency Exit (1C04)</u>	Open	PSPC
12. <u>Round Table.</u> All “NEW” were added above.		
13. <u>Open Discussion.</u>		
14. <u>Next meeting.</u> Continue to meet 3rd Wednesday of each month (usually not over the Summer holidays); next meeting is 25 March 2026 at 1000hrs.		
15. <u>Adjournment.</u> The meeting concluded at 1025 hrs.		

K. Facey
Civilian
Co-Chair (L)

L. Padilla-Ramirez
Maj
Co-Chair (M)

APPROVED

T.J. Kelley
LCol
CO MCE

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OSH Membership (to be posted on OSH bulletin boards and SharePoint)

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