

1786-1161-1 (MCE)

MAPPING AND CHARTING ESTABLISHMENT (MCE)

WORKPLACE HEALTH AND SAFETY COMMITTEE MEETING - BENTLEY

MS Teams at 1000 hrs – 25 March 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)	Present
L	Sgt M. Mason-Girard	Bentley QM Rep	Present
L	MCpl M. Di Nardo	CFSMM Rep	Present
M	MWO C. Brace	Bentley Emergency Mgmt Rep	Absent
M	Natalie Bouvier	Unit General Safety Officer (UGSO) and Accommodations Officer	Present

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	Absent
WO K. Sutherland	Bentley Bldg Sr Alternate	Present
Julie Bélisle	Property and Facility Manager (PSPC)	Present

Discussion	Status	Action
1. <u>Call to order</u> . Quorum confirmed. Meeting started at 1001hrs.		
2. <u>Previous Minutes</u> . No issues presented from February minutes.		
3. <u>DND 663 - General Safety Hazardous Occurrence Reports</u> . a. Number of Reports for February (0).	Info	

4. <u>Indoor Air Quality (as required) and Annual Drinking Water Reports.</u> a. Latest air report: Mar 2025 (tested by request at tenant cost) – 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 2025 (tested annually). Julie Belisle (PSPC) reports that water testing is performed annually. Indoor Air Quality testing is done by request at tenant cost.	Info	
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. Adj. assigned a student to help complete process by end Apr.	Open	Co-Chairs / CO
6. <u>Inspection Concerns:</u> <u>OUTSTANDING TICKETS</u> a. NSCC ??? - Hole in the wall (conference room on 2nd floor) - No change but ticket has been submitted 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 but a general inspection of doors was conducted c. NSCC 6071968 - Submitted 19 September 2024 - Replace exterior window seals/ interior window top seals/ fix expansion gaps seals. Point of entry for wasps. - No change. USGO to follow-up 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. USGO to follow-up	Open	UGSO / Bentley Bldg Sr
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	Open	UGSO / Bentley Reps

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. USGO to follow-up.		
8. <u>Office/classroom spaces are very cold (18C) and dry.</u> Tickets submitted. Concerns being addressed as they arise. - 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. Bentley CAFMD Rep has sent a copy of the plans from construction to PSPC.	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. Order disappeared from the tracker. Bentley QM Rep to order whole kits to replenish the supplies and communicate with CFMD in a timely manner.	Open	Bentley Reps / QM
10. <u>Personal Protective Equipment for Warehouse Personnel</u> CFSMM Rep confirms that there is enough supply of helmets. Currently coordinating order of boots. A set of standards will be created that applies equally to all building personnel.	Open	HQ SSM MCE / UGSO / QM / SMM Rep
11. <u>NEW - Fire Inspection - Item No.: 003</u> Fire Inspection Report (09 Feb 2026) Room 14, Room 109, Map Area and Mail Room. Observation: Kettle/coffee makers found in office space. To Action: Remove kettles, coffee makers, toasters and heating plates from workspaces. They should only be located and operated in approved kitchen areas. Small appliances have been relocated to kitchen. Spare fridges to be removed.	Open	Bentley CAFMD Rep / UGSO
12. <u>NEW - 3 Emergency Exit Doors Require Significant Effort/Strength to Open/Close.</u> If it's emergency door that had been installed during DND fit up, please place CF141. Please submit NSCC so that PSPC will be aware that it isn't working as expected. Ticket has been submitted. Door inspection done on Mar 23 (See Item 6 above).	Open	UGSO
13. <u>Round Table.</u> All "NEW" were added above.		
14. <u>Open Discussion.</u> Water fountain filter in Printing Area requires replacement (NSCC Ticket 6385751) Bentley CAFMD Rep to post signs on fountain that while light is red, the fountain should not be used for flavour and odour reasons and add the location of other fountains that could be used. To be actioned next fiscal (end of Apr). No issue with water quality (last tested Oct 2025).		Bentley CAFMD Rep / PSPC

15. <u>Next meeting.</u> Continue to meet 3rd Wednesday of each month (usually not over the Summer holidays); next meeting is 22 April 2026 at 1000hrs.		
16. <u>Adjournment.</u> The meeting concluded at 1043 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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