

MAPPING AND CHARTING ESTABLISHMENT (MCE)**WORKPLACE HEALTH AND SAFETY COMMITTEE MEETING - BENTLEY****MS Teams at 1000 hrs – 22 April 2026****Labour (L) and Management (M) Attendance:**

L	Katherine Facey	Co-Chair	Present
M	Maj L. Padilla-Ramirez	Co-Chair	Absent
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	Absent
L	MCpl M. Di Nardo	CFSMM Rep	Present
M	MWO C. Brace	Bentley Emergency Mgmt Rep	Present
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	Absent
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)	Absent

Discussion	Status	Action
1. <u>Call to order.</u> Quorum confirmed. Meeting started at 1000hrs.		
2. <u>Previous Minutes.</u> No issues presented from March minutes.		
3. <u>DND 663 - General Safety Hazardous Occurrence Reports.</u> a. Number of Reports for March (0).	Info	
4. <u>Indoor Air Quality (as required) and Annual Drinking Water Reports.</u>	Info	

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).		
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. Co-Chair (M) to facilitate process and provide updates. Adj. assigned a student to help complete process by end Apr. Student has sent Co-Chairs the WHVP doc for the Committee to review.	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 UGSO to follow-up on status of tickets and submit new ones if required.	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 ticket to be submitted. Partially complete – simpler light covers have been cleaned. Cleaning of the other covers to be done.	Open	UGSO / Bentley Reps

CFSMM Rep to submit another NSCC ticket. Ticket submitted, 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. This item can be closed - in the 26/27 fiscal year a study will be undertaken to assess the temperature/humidity concerns for the entire building.	Closed	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. QM to action.	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. Bentley CFSMM Rep has created a PPE requirements notice, to be posted on the Safety Bulletin board for the SMM and cages. The SMM and CAFMD will discuss/coordinate with Building Senior at future meeting to define PPE rules for the warehouse and cage areas.	Open	HQ SSM MCE / UGSO / QM / SMM Rep
11. <u>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. Fire inspection report signed off by Maj Radford so this item can be closed.	Closed	Bentley CAFMD Rep / UGSO
12. <u>3 Emergency Exit Doors Require Significant Effort/Strength to Open/Close.</u> If it's the 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.	Closed	UGSO

Ticket has been submitted. Door inspection done on Mar 23 (See Item 6 above). Corrected.		
13. <u>Round Table.</u> All “NEW” were added above.		
14. <u>Open Discussion.</u> 1) Food on desks noted during walkaround inspections. Reminder to secure food in rodent-proof containers. 2) Bentley CAFMD Rep noted that hallway fire door, when closed, prevents him from hearing fire alarm.		Bentley CAFMD Rep / PSPC
3) <u>Next meeting.</u> Continue to meet 3rd Wednesday of each month (usually not over the Summer holidays); next meeting is 20 May 2026 at 1000hrs.		
4) <u>Adjournment.</u> The meeting concluded at 1023 hrs.		

K. Facey
Civilian
Co-Chair (L)

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

APPROVED

T.J. Kelley
LCol
CO MCE

DISTRIBUTION LIST

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

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