

MAPPING AND CHARTING ESTABLISHMENT (MCE)**WORKPLACE HEALTH AND SAFETY COMMITTEE MEETING - BENTLEY****MS Teams at 1000 hrs – 20 May 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	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	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	Present
Cpl M. Di Guardo	Bentley QM Rep Alternate	Absent
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 confirmed. Meeting started at 1007hrs.		
2. <u>Previous Minutes.</u> No issues presented from April minutes.		
3. <u>DND 663 - General Safety Hazardous Occurrence Reports.</u> a. Number of Reports for April (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 6416950 - Hole in the wall (Conference Room on 2nd floor) - Ticket resubmitted. b. NSCC 6416666 - 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. Door fixed, close this item. c. NSCC 6416665 - Replace exterior window seals/ interior window top seals/ fix expansion gaps seals. Point of entry for wasps. - Ticket resubmitted. (Original ticket had been submitted on 19 September 2024). d. NSCC 6416686 - Require fire stops for each new pipe installed post construction that was completed in Feb 2024. - Ticket resubmitted. (Original ticket had been submitted on 19 September 2024).	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

Julie Bélisle to communicate with landlord to resolve the cleaning of the more convex/concave light covers.		
8. <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. Co-Chair to inquire status from QM.	Open	Bentley Reps / QM
9. <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. All PPE has been acquired for the School and regulations are now in place.	Closed	HQ SSM MCE / UGSO / QM / SMM Rep
10. <u>NEW - No fire alarm bell located within the 1st FI South Side Offices.</u> Personnel working within this area (CFMD, MCE Supply) cannot hear the fire alarm bell unless the fire doors are kept open. For the safety of all, a fire bell(s) needs to be installed ASAP within this area. Confirmed with the Fire Marshall during today's Fire Drill. Fire Door can be left open as a temporary measure. Bentley Emergency Mgmt Rep submitted CF141 for a new fire bell.	Open	PSPC / Bentley Emergency Mgmt Rep
11. <u>Round Table.</u> 1) Bentley transitioning to paid parking. FYI for safety, closest public lot is 1km away on Merivale (no sidewalks and narrow road). 2) Terry McRae filling in for Bentley CAFMD Rep for next 4 months. 3) Bentley Emergency Mgmt Rep requests Property and Facility Manager (PSPC) to CC him for building issues, for better communication.		
12. <u>Open Discussion.</u>		
13. <u>Next meeting.</u> Continue to meet 3rd Wednesday of each month (usually not over the Summer holidays); next meeting is 17 June 2026 at 1000hrs.		
14. <u>Adjournment.</u> The meeting concluded at 1024 hrs.		

K. Facey
Civilian
Co-Chair (L)

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

APPROVED

T.J. Kelley
LCol
CO MCE

DISTRIBUTION LIST

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