

MAPPING AND CHARTING ESTABLISHMENT (MCE)**WORKPLACE HEALTH AND SAFETY COMMITTEE MEETING - BENTLEY****MS Teams at 1000 hrs – 17 June 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	Absent
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	Present
M	Capt J. Young	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 (filling in for Maj Padilla-Ramirez)	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	Present
Julie Bélisle	Property and Facility Manager (PSPC)	Present

Discussion	Status	Action
1. <u>Call to order.</u> Quorum confirmed. Meeting started at 1002hrs.		
2. <u>Previous Minutes.</u> No issues presented from May minutes.		
3. <u>DND 663 – General Safety Hazardous Occurrence Reports.</u> a. Number of Reports for May (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. No update. Co-Chair away.	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) - Property and Facility Manager (PSPC) in discussion with landlord. b. NSCC 6416665 - Replace exterior window seals/ interior window top seals/ fix expansion gaps seals. Point of entry for wasps. - Ticket resubmitted. - Exterior seals look okay for most windows. Item closed. c. 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). - Property and Facility Manager (PSPC) in discussion with landlord.	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. Property and Facility Manager (PSPC) to communicate with landlord to resolve the cleaning of the more convex/concave light covers. All cleaned. Item closed.	Closed	UGSO / Bentley Reps
8. <u>First aid boxes missing supplies.</u>	Closed	Bentley Reps / QM

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. Montfort Hospital has kits ready to be picked up. Item closed.		
9. <u>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. Property and Facility Manager (PSPC) in discussion with landlord.	Open	PSPC / Bentley Emergency Mgmt Rep
10. <u>Round Table.</u>		
11. <u>Open Discussion.</u>		
12. <u>Next meeting.</u> Continue to meet 3rd Wednesday of each month (usually not over the Summer holidays); next meeting is 16 September 2026 at 1000hrs.		
13. <u>Adjournment.</u> The meeting concluded at 1009 hrs.		

**FACEY,
KATHERINE
NE 856**

Digitally signed
by FACEY,
KATHERINE 856
Date: 2026.06.23
14:41:45 -04'00'

K. Facey
Civilian
Co-Chair (L)

**PADILLA-
RAMIREZ,
LUIS 953**

Digitally signed
by PADILLA-
RAMIREZ, LUIS
953
Date: 2026.06.24
09:06:49 -04'00'

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

APPROVED

**KELLEY, TRAVIS
056**

Digitally signed by KELLEY,
TRAVIS 056
Date: 2026.06.24 10:48:37 -04'00'

T.J. Kelley
LCol
CO MCE

DISTRIBUTION LIST

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

CO MCE
DCO MCE
RSM MCE
OC GIA Sqn
OC TOP Sqn
Cmdt SMM
HoP
Eng O