

**Date:** August 4, 2016**Time:** 9:30-10:30am**Location:** SPPH, Room 102**Co-chairs:** Stefan Mladenovic and Amanda Versteeg

- AGENDA:**
1. Roll Call
 2. Minutes of Previous Meetings
 3. Previous Business – Status of Action Items
 4. Review of First Aid and Accident/Incident Investigations
 5. Review of Workplace Safety Inspections
 6. New and Other Business

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

1. ROLL CALL			
Management Representatives	Work Location	Worker Representatives	Work Location
Amanda Versteeg	SPPH	Absent: Billy Quirke, Matty Jeronimo and Virginia Anthony	
Stefan Mladenovic	SPPH		
Sarah Daltrop	SPPH		
Abigail Torrijos	PDBC		
Karen Bartlett	SPPH		
Stephen Barker	SPPH		
Cathy Chabot	SPPH		
Nadia Ferguson	HELP		
Melissa Ashman	SPPH		
Grace Jauod	CHSPR		
Jennifer Mackie	SPPH		



2. MINUTES OF PREVIOUS MEETING:

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Approved by (Management Rep): Karen Bartlett

Approved by (Worker Rep) :

Corrections:

3. PREVIOUS BUSINESS – STATUS OF ACTION ITEMS:

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Action Completed	Follow up: Date Pending	Status
2016-05-05	C	Room 379 and 379A – Stefan has been cleaning, will call for recycling pickup	Stefan			
2016-05-05.02	E	Emergency Signage – to be put on each floor	Stefan			
2016-05-05.03	N	Building inspection – Stefan to consolidate and bring report to next meeting. All who have not completed to give to Stefan before next meeting.	Stefan	Sept 2, 2016		

4. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS:

(Where possible, committee members should be involved in the incident investigations. Do not copy information from the CAIRS incident report, use this table to record the quality of the report, and any new corrective actions)

Incident Number	Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Date to be Completed	Status
	YYYY.MM.DD.01 (date of current meeting)					
	YYYY.MM.DD.02					
	YYYY.MM.DD.03					

**5. REVIEW OF WORKPLACE SAFETY INSPECTIONS**

(Attach inspection checklist and reports to these meeting minutes and use this table to record discussions and new recommendations that arise from the LSHC meeting)

Area	Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Date to be Completed	Status
	YYYY.MM.DD.04					
	YYYY.MM.DD.05					
	YYYY.MM.DD.06					
	YYYY.MM.DD.07					

6. NEW AND OTHER BUSINESS:

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
2016-08-03.08	E	Review of new forms sent by Risk Management. Will use new inspection checklist for next year's inspection.	All		
2016-08-03.09	E	Building emergency response plan – updated on SPPH website to include new contact info and wardens for each floor. Stefan to update H&S co-chairs and members on website.	Stefan	2016-09-01	
2016-08-03.10	E	Sanitary napkin disposal discussion <ul style="list-style-type: none"> No communication before units were removed- people thought they would be replaced, not removed completely. Lack of transparency and accountability in all memos put up in the washrooms – not signed. Language in memos found to be offensive and patriarchal. Units were only replaced after complaints made, and response was not appropriate or sensitive. Appears to be H&S committee decision without being brought up at any meetings. In future, building-wide notice should be given prior to any H&S decision made and H&S committee to work out communication strategy. 	Amanda		



		<ul style="list-style-type: none"> Members of the committee requested an apology from School leadership regarding the wording in the memo and that UBC was not quick enough to replace units. Amanda to take this request to School leaders (follow-up in an email to members of the committee). Look how to improve H&S communication, and for H&S committee to be more approachable for staff concerns. 			
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Meeting Adjourned At:

NEXT MEETING

Date: Sept 1, 2016
 Time: 9:30am
 Location: SPPH, Room 102

CC: *Unit Head (Department Head, Dean of Faculty
 Union(s)
 Safety Bullet Boards
 Risk Management Services*

INSPECTION SCHEDULE:		
Month	Area	Committee Member(s)
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		