



Date: Sept 1, 2016
Time: 9:30-10:30am

Location: SPPH Room 102
Co-chairs: Amanda Versteeg and Stefan Mladenovic

- 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	Sarah Daltrop	SPPH 1st floor
		Jen Mackie	SPPH 1st floor
		Abigail Torrijos	SPPH 2 nd floor
		Karen Bartlett	SPPH 3 rd floor
		Jesse Cooper (student)	SPPH 3 rd floor
		Matty Jeronimo	SPPH 3 rd floor
		Cathy Chabot	SPPH 4 th floor
Absent: Virginia Anthony, Stefan Mladenovic, Billy Quirke		Grace Jauod	SPPH 2 nd floor
Guests	Work Location		



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):
Approved by (Worker Rep): Committee consensus

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
YYYY.MM.DD.01 (date of previous meeting)		Sanitary napkins disposal – TOR to be clear on communication and consultation strategy; follow-up with Risk Management				
YYYY.MM.DD.02		Rooms 379+379A – cages have arrived for e-waste	Stefan			
YYYY.MM.DD.03		Emergency signage still needs to go up on each floor	Stefan			
		H&S manual updated – f/u with Stefan	Stefan			

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					
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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
YYYY.MM.DD.08		Shake-Out 2016 – Oct 17, 2016 at 10:17am Send out info to School before date – use UBC info? Include info on emergency prep kits			
YYYY.MM.DD.09		External inspection Jen and Cathy to follow up with Stefan	Jen and Cathy		
YYYY.MM.DD.10		TOR – clean up language and define purpose ID clear consultation and communications strategy Send to Risk Management – define membership composition Need Ergo rep for the School			

Meeting Adjourned At:



NEXT MEETING

Date:

Time:

Location:

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		