

**Date:** October 6, 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:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	Referred forward

## 1. ROLL CALL

Management Representatives	Work Location	Worker Representatives	Work Location
Amanda Versteeg	SPPH	Stefan Mladenovic	SPPH 1st floor
Karen Bartlett	SPPH 3 <sup>rd</sup> floor	Jen Mackie	SPPH 1st floor
Cathy C	Risk Management	Abigail Torrijos	SPPH 2 <sup>nd</sup> floor
Abigail	Pop Data, 2 <sup>nd</sup> Floor	Nadia Ferguson	4 <sup>th</sup> Floor
		Jesse Cooper (student)	SPPH 3 <sup>rd</sup> floor
		Matty Jeronimo	SPPH 3 <sup>rd</sup> floor
		Cathy Chabot	SPPH 4 <sup>th</sup> floor
Absent: Virginia Anthony, Billy Quirke		Grace Jauod	SPPH 2 <sup>nd</sup> floor
Guests	Work Location		
Janet Hawkins	Risk Management		

**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
2016.10.05.01		Rooms 379+379A – cages have arrived for e-waste	Stefan	September 2016		Complete
2016.10.05.02		Emergency signage still needs to go up on each floor	Stefan		Nov 29, 2016	pending
2016.10.05.03		H&S manual updated	Stefan	September 2016		Complete
2016.10.05.04		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	Amanda	Oct 17, 2016		complete
2016.10.05.05		External inspection Jen and Cathy to follow up with Stefan	Jen & Cathy		Nov 29, 2016	pending
2016.10.05.06		TOR – clean up language and define purpose	Amanda	Nov 29, 2016		complete
2016.10.05.07		ID clear consultation and communications strategy. Send to Risk Management – define membership composition	Amanda		Dec 1, 2016	pending
2016.10.05.08		Need Ergo rep for the School	Amanda	Nov 29, 2016		Ongoing
2016.10.05.09		Outdoor lighting	Virginia	September		complete



**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.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
2016.10.05.10		Amber Hui requested to have her dog in a shared workspace. Agreed to check with individual with allergy, and came up with several stipulations for a 3-month trial: dog must be in a kennel that is closed, and that dog isn't to be in common areas as noted in the policy. Agreed to follow up on how this is going in January. Also, individual with allergy is to let me	Amanda	January	pending



		know if they experience a reaction. Upon review in February, the committee is to review the TOR for potential changes related to dogs in shared workspaces.			
YYYY.MM.DD.11		Need to communicate with Wayfinding regarding accessible entrance to SPPH. Loading bay door accessible button has been deactivated. Wayfinding should show that the accessible entrances are on East Mall and on the side entrance to the basement (North West corner)	Amanda	November	pending
YYYY.MM.DD.10					

**Meeting Adjourned At:**

**NEXT MEETING**

Date:

Time:

Location:

**CC:** *Unit Head (Department Head, Dean of Faculty*

*Union(s)*

*Safety Bullet Boards*

*Risk Management Services*

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