



Date: June 1, 2017
Time: 9:30am-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 1 st floor	Stefan Mladenovic	SPPH 1st floor
Karen Bartlett	SPPH 3 rd floor		
		Jennifer Mackie	SPPH 1 st floor
		Billy Quirke	SPPH 3 rd floor
		Chau Nguyen	SPPH 3 rd floor
		Matty Jeronimo	SPPH 3 rd floor
Absent: Megan Wurster, Stephen Barker, Jesse Cooper, Nadia Ferguson, Jim Mintha, Taryn Lowther, Abigail Torrijos, Cathy Chabot			
Guests	Work Location		
Janet Hawkins	Risk Management		



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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): V
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
2016.10.05.08		<p>Ergo Rep: Need Ergo rep for the School (3 hour workshop/ training once per month). Stephen Barker will take the next course on April 18, 2017. Additional ergonomics resources can be found on Self-Service. Amanda included links to ergonomics resources in her email to SPPH staff.</p> <p>Update: Stefan will email Stephen to follow up.</p>	Stephen		June, 2017	Pending
2016.10.05.10		<p>Dogs in the Workplace: Amber Hui requested to have her dog in a shared workspace. A 3-month trial period was agreed to where the dog was required to be in a closed kennel and was not allowed in any common areas as noted in the policy. After the 3-month trial, the allergic individual is okay with the situation and reported no issues. More time is needed to check with the allergic individual about issues regarding dogs in open areas.</p>	Amanda			Completed



		<p>Some people bringing their dogs to work are not adhering to the rules. Amanda included a reminder about the Dog policy in her email to SPPH staff on February 6th.</p> <p>Another individual wants to bring a dog to work. This individual will also need to sign an agreement with the people who work in the same area and the dog will need to have a 3-month trial period (dog is required to be in a closed kennel and is not allowed in any common areas as per the Dogs in the Workplace Policy).</p> <p>Update: Situations will be dealt with on a case by case basis. No update to policy required.</p>				
2016.10.05.11		<p>Wayfinding Map: 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). <i>-the wayfinding system will be revamped. In the meantime, we are waiting for a technician to remove the map as there are no resources to update the map.</i></p> <p>Current SPPH map on Wayfinding is pre-renovations (2010). Deb Capps emailed that they will update the Wayfinding map. There is currently no timeframe for this being completed.</p> <p>Update: Stefan email wayfinding with change to accessible entrance and remove VP of HR from list of occupants.</p>	Stefan		June 2017	Pending
2016.12.01.03		<p>New Roof Project: December 21, 2016 to April, 2017.</p> <p>Update: Workers broke a skylight so the back door was closed off. The door is now repaired. The roofing project was extended into April (original end date was March 2017). The project is nearly complete. The site is being cleaned up and equipment is being removed. Amanda will confirm the project's completion at the next meeting.</p>			May, 2017	Completed



2017.02.02.04		<p>Communication Regarding Safety/Security Incidents: Discussed sharing information about a recent safety/security incident with Paul Wong (he deals with bullying and harassment issues at UBC). Paul can do an assessment of the physical spaces at SPPH and discuss distributing information about safety/security incidents to other departments in SPPH.</p> <p>The committee agreed that information should be shared on a case-by-case basis. For instance, if an individual is deemed as a threat to SPPH staff/students, then this information should be shared with everyone at SPPH. If the individual is not considered a threat, then only the affected departments need to be informed.</p> <p>Update: Janet spoke with Paul Wong. Paul recommended contacting Campus Security for a risk assessment.</p>	Committee	May, 2017		Completed
		<p>Panic Button at Reception: Receptionist role is more secluded from other areas in SPPH. Virginia spoke with Campus Security. They are moving away from the panic button option and encouraged having other options in place.</p> <p>The committee discussed whom a panic button at SPPH reception should be linked to. Drew will inquire at UBC Robson Square regarding their panic button (e.g., who the button alerts, how often it is used, is it successful, etc.). Education department has an "orange folder" code phrase and a number to call if staff members are feeling uncomfortable/unsafe. The committee agreed to have a note put up at SPPH reception with instructions to call Amanda and Virginia with a code phrase if the receptionist is feeling uncomfortable.</p> <p>The committee concluded that a risk assessment is needed. Janet will put the committee in contact with Paul Wong who can do a risk assessment to determine what to do for the receptionist's area.</p>	Committee		May 2017	Completed



		Update: Looked into it, was deemed to be not cost effective.				

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					
	YYYY.MM.DD.02					

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.01					
	YYYY.MM.DD.02					
	YYYY.MM.DD.03					
	YYYY.MM.DD.04					

**6. NEW AND OTHER BUSINESS:**

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
2017.03.30.01		<p>Security at SPPH: Staff reported an issue with some work areas showing signs of possible physical intrusion. Stefan emailed a reminder to SPPH employees on April 3rd to lock up valuables during the day in the provided cabinets near their work areas and to take all valuables home at the end of the day and leave the cabinets unlocked to discourage any potential intrusion or damage.</p> <p>The committee discussed locking desktop computers, putting computer towers that are no longer needed in the secure storage space, and notifying staff/ students in unsecure areas to report any suspicious activity or people in their work areas. Doors should be locked by 6pm.</p>	Committee	May 2017	Completed
2017.03.30.02		<p>Water Filter in Kitchenette on 1st Floor: SPPH staff inquired about the frequency of the filter changes for the water filter on the first floor as it is used extensively by staff and students. If details are known regarding when and how frequently the filter is changed, that information should be shared with staff.</p> <p>Update: Building ops should provide maintenance of unit and a trouble call will be placed by Virginia to inquire about the replacement of filter</p>	Virginia	June 2017	Pending
2016.12.01.03		New Roof Project			Completed
2017.04.06.01		<p>UBC Healthy Workplace Initiative Fund: Amanda suggested applying for the Healthy Workplace Initiative Fund and putting it towards a self-defense class for SPPH staff/ students. HR and Miranda at Health & Wellness should be able to help with this. Megan will put Amanda in touch with a grad student group that might be interested in organizing this for SPPH. Billy will send Amanda a past Healthy Workplace Initiative Fund application to reference.</p> <p>Update: Fund has been completed for 2017 calendar year. To revisit in Spring 2018</p>	Committee		Completed
2017.06.01.01		<p>Building Inspection July LHSC meeting will be postponed in lieu of performing the building inspection. Stefan will send out email with inspection checklist and divide the inspection areas amongst the LHSC committee members.</p>	Committee		New



2017.06.01.02		Discussion of LHSC at Faculty Level Initiative to start having a faculty level LHSC which may require attendance of SPPH LHSC committee members			New
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Meeting Adjourned At: 10:05am

NEXT MEETING

Date: Thursday Aug 3, 2017

Time: 9:30am – 10:30 am

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		