

**Date:** September 7, 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:	
<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 1 <sup>st</sup> floor	Stefan Mladenovic	SPPH 1st floor
Karen Bartlett	SPPH 3 <sup>rd</sup> floor	Virginia Anthony	SPPH 1 <sup>st</sup> floor
		Megan Wurster	SPPH 1 <sup>st</sup> Floor
		Abigail Torrijos	SPPH 2 <sup>nd</sup> floor
		Drew St. Laurent	SPPH 2 <sup>nd</sup> floor
		Matty Jeronimo	SPPH 3 <sup>rd</sup> floor
		Cathy Chabot	SPPH 4th floor
		Stephen Barker	SPPH 4th floor
Absent:, Taryn Lowther, Joyce Huang, Billy Quirke, Jim Mintha, Bernadette Hii			
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): Virginia Anthony****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
2016.10.05.11		<b>Wayfinding Map:</b> Wayfinding map has been updated.  <b>Update:</b> Amanda emailed wayfinding to remove VP of HR from list of occupants.	Amanda	August 2, 2017	October	Pending
2017.08.01.01		<b>Replacing adhesive of current muster station signs on exit doors:</b> Coordinate a solution to keep the signs on the doors as some signs have fallen off and have been moved from their original location (no longer on door). Stefan will follow up.		Stefan	October	Pending
2017.06.01.01		<b>Building Inspection</b> 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.	Committee (Stefan to compile)	September		Complete
2017.08.01		<b>Train new staff on fire warden duties:</b> Stefan will train new staff on fire warden duties	Stefan	September	Pending	pending



**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					

**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
SPPH Building	2017.09.07.01		<b>Building inspection report:</b> Present building inspection report to HSC committee and provide overview of deficiencies and follow ups	LHSC Committee	September	Done
	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
2017.09.01		<b>Check for 1<sup>st</sup> aid kits on 2<sup>nd</sup> floor</b> Drew will follow up (2 <sup>nd</sup> floor), Billy (3 <sup>rd</sup> floor),	Drew	Sept/Oct	Pending
2017.09.02		<b>H&amp;S Communication:</b> procedures for having office cleaned, food/dishes in offices, removing heavy items from shelves, unplugging electrical devices when not in use, refer to the web for H&S minutes	Amanda	Sept/Oct	Pending
2017.09.03		<b>First Aid volunteers:</b> Cathy Chabot, Stephen Barker, CEIH rep TBD, Amanda to speak with Clemmie	Amanda/Drew	October	pending

Meeting Adjourned At:

**NEXT MEETING**

Date: Thursday Oct 5, 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	<b>Replace water filters on 1<sup>st</sup> and 2<sup>nd</sup> floor kitchenette</b>	
February		
March		
April	<b>Building inspection (exterior)</b>	
May		
June		
July	<b>Replaced water filters for 1<sup>st</sup> and 2<sup>nd</sup> floor Building inspection (interior)</b>	
August		



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RISK MANAGEMENT SERVICES

September		
October	<b>Fire Drill</b>	
November	<b>Building inspection (exterior)</b>	
December		