



Date: August 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	Virginia Anthony	SPPH 1 st floor
		Megan Wurster	SPPH 1 st Floor
		Abigail Torrijos	SPPH 2 nd floor
		Drew St. Laurent	SPPH 2 nd floor
		Matty Jeronimo	SPPH 3 rd 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):
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		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.	Stephen			Complete



		Update: Stephen has completed ergo training!! Thank you Stephen.				
2016.10.05.11		Wayfinding Map: Wayfinding map has been updated. Update: Amanda emailed wayfinding to remove VP of HR from list of occupants.	Amanda	August 2, 2017	August 2017	Pending
2017.03.30.02		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. Update: All domestic water filtration/dispensing devices are the responsibility of the users. They have to be changed every six months to a year depending on the frequency of use. We will check the filters every 6 months. The schedule is posted under the inspection calendar in the minutes	Virginia	June 14, 2017		Complete
2017.06.01.01		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.	Committee (Stefan to compile)			Pending
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. Update: Paull Gill is our contact and he	Amanda			Complete



		would like to join our meetings on occasion. He has been added to the meeting invite.				
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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
001	2017.06.01.01		Bicycling accident: Report was completed and submitted.	Virginia		Completed
	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
2017.08.01.01		Replacing adhesive of current muster station signs on exit doors: 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	August	
2017.08.01.02		Train new staff on fire warden duties: Stefan will train new staff on fire warden duties	Stefan	August	

Meeting Adjourned At: 10:05am

NEXT MEETING

Date: Thursday Sep 7, 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	Replace water filters on 1st and 2nd floor kitchenette	
February		
March		
April	Building inspection (exterior)	
May		
June		



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RISK MANAGEMENT SERVICES

July	Replaced water filters for 1st and 2nd floor Building inspection (interior)	
August		
September		
October	Fire Drill	
November	Building inspection (exterior)	
December		