

# Local Health and Safety Committee Minutes

Faculty(s)/Department(s): Faculty of Education

Building: Neville Scarfe

Date: April 7, 2016

Time: 9:30

Location: 304A

Name	Present	Regrets	Member Category*	Work Location (Unit and/or Building)
Tracy Wyman	Yes		M - M & P	DNSO (Scarfe)
Uma Kugavaratharajah	Yes		W- CUPE 2950	DNSO (Scarfe)
Clara Ng	No		M - M & P	DNSO (Scarfe)
Jill Fayant	Yes		W- CUPE 2950	DNSO (Scarfe)
Julie Acres	Yes		W- CUPE 2950	ECPS (Scarfe)
Karen Yan	No		W- CUPE 2950	ECPS (Scarfe)
Fred Brown	Yes		W- CUPE 116	EDCP (Scarfe)
Kirsty Robbins	Yes		M - M & P	EDCP (Scarfe)
Saroj Chand	No		M - M & P	EDCP (Scarfe)
Wendy Osborne	No		W- CUPE 2950	EDLIB (Scarfe)
Shermila Salgadoe	No		M - M & P	EDST (PAG)
Sharon Hu	Yes		M - M & P	ETS/PDCE (Scarfe)
Laurie Reynolds	Yes		W- CUPE 2950	LLED (PAE)
Joanne O'Connor	Yes		W- CUPE 2950	OGPR (Scarfe)
Alya Zhukova	Yes		W- CUPE 2950	TEO (Scarfe)

(\* **W** – Worker/Non-Management (if unionized, record name of union), **M** - management,

**E** - Ex-officio (e.g. Emergency Director, Floor Wardens etc.)



**MINUTES OF PREVIOUS MEETING:** February 4, 2016

Previous minutes were approved with no corrections.

**NEW BUSINESS:**

<b>Item #</b>	<b>Discussion</b> (heading, description, actions taken, <b>recommendations</b> )	<b>Person Responsible</b>	<b>Status</b> A: Immediate B: Timeline C: Requires research
1	Ponderosa Commons: The 3 <sup>rd</sup> floor faculty need to be responsible for themselves. There are many security issues at Ponderosa Commons. <b>The Chair is working on the BERP for Ponderosa.</b>	TW	B: Ongoing
2	TEO has received funding to install an automatic door for wheelchair access. Installation will start within a few months. <b>The Facilities Assistant will follow up.</b>	JF	B: Ongoing
3	The Co-Chair updated the members on repairs from the March flood: No mold found within the walls. Drywall replacement to begin April 7 <sup>th</sup> or April 8 <sup>th</sup> and painting the following week. <b>The Co-Chair and Facilities Assistant will follow up.</b>	JF/FB	B: Ongoing
4	Discussed Fire Warden Checklist used in previous years. <b>The Chair will investigate and possibly implement again.</b>	TW	B: Ongoing
5	Discussed security issues for those working late. The Chair stated that no history of attacks or issues have been reported. <b>This item is complete.</b>		

**OTHER BUSINESS:**

Area Reports:

- i) No issues to report.



**NEXT MEETING:**

**Date:** June 9, 2016

**Time:** 9:30am

**Location:** 304A

**CC:** *Education Unit/Department Administrative Managers*  
*Union(s)*  
*Safety Bulletin Boards*  
*Risk Management Services, [paul.nakagawa@ubc.ca](mailto:paul.nakagawa@ubc.ca)*