

# Local Health and Safety Committee Minutes

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

Building: Neville Scarfe

Date: February 4, 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	NO		W- CUPE 2950	ECPS (Scarfe)
Karen Yan	Yes		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	Yes		W- CUPE 2950	EDLIB (Scarfe)
Shermila Salgadoe	Yes		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	No		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:** January 7, 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	<b>Wall graffiti:</b> There have been concerns raised about graffiti. There was no new graffiti spotted since last LHSC meeting. <b>The Facilities Assistant to do ongoing investigation.</b>	JF	B: Ongoing
2	<b>Area Reports:</b> Teams were established for area reports. All reports were submitted to the Facilities Assistant. The Facilities Assistant submitted service requests for repairs as per each Area Report. <b>This item is complete.</b>	JF	
3	<b>Annual Fire Drill:</b> The Chair cancelled the scheduled fire drill on February 18 <sup>th</sup> due to the unscheduled fire alarm on February 3 <sup>rd</sup> . <b>This item is complete.</b>	TW	
4	<b>February 3rd Fire Alarm:</b> The Chair informed the committee that the Fire Wardens and occupants did well and recorded 6 minutes timing of all occupants vacating the building to the muster station. The Chair informed the committee that the fire alarm was due to a smoke detector that was triggered on the roof. Building Operations has investigated and resolved the issue. A Committee Member reported a few people with canes used the elevator. The Chair reiterated that there is a spreadsheet in the LHSC folder of names of those known with mobility issues but there is no way to track visitors. <b>The Chair to designate a Floor Warden to look for those with mobility issues.</b>	TW	B: to be discussed at annual training workshop

**OTHER BUSINESS:** Reminder to keep eye out during events for extra items such as extension cords and boxes that could be a potential trip hazard.



Area Reports:

- i) No issues to report.

**NEXT MEETING:**

**Date:** April 7, 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)*