



Date: June 9, 2016  
Time: 9:30AM

Location: Scarfe 304A  
Co-chairs: Fred Brown

- 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
Tracy Wyman	Scarfe	Jill Fayant	Scarfe
		Uma Kugavaratharajah	Scarfe
		Julie Acres	Scarfe
		Sharon Hu	Scarfe
		Joanne O'Connor	Scarfe
		Alya Zhukova	Scarfe
Guests	Work Location		



**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): Tracy Wyman**  
**Approved by (Worker Rep) : Fred Brown**

**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
2016.04.07.01 <small>(date of previous meeting)</small>	C	Ponderosa Commons: The Chair updated members that EDST & LLED officially will not be attending Scarfe LHSC meetings but will be monitoring Level 2 & 3 themselves and we will still establish a relationship. The Chair is working on the BERP for Ponderosa Commons.	Chair	Ongoing		IP
2016.04.07.02	E	The Co-Chair updated members that floor repairs are almost fully complete.	Co-Chair	Ongoing		IP
YYYY.MM.DD.03						

**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
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	YYYY.MM.DD.01 (date of current meeting)		NO INCIDENTS TO REPORT			
	YYYY.MM.DD.02					
	YYYY.MM.DD.03					

### 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.04					
	YYYY.MM.DD.05					
	YYYY.MM.DD.06					
	YYYY.MM.DD.07					

### 6. NEW AND OTHER BUSINESS:

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
2016.04.07.09	N	Discussed funds granted for deficiencies will be used for air handling, roof repair/replacement, 1 <sup>st</sup> floor washroom renovations, and gender neutral washrooms.	Chair	TBD	IP
2016.04.07.10	N	Discussed pets in the building. No pet policy is currently in place. Some members are concerned about allergies and time taken from work to care for pets. The Chair will speak to the Associate Dean.	Chair	OCT 6 (NEXT MEETING)	IP



**Meeting Adjourned At:**

**NEXT MEETING**

Date: October 6, 2016  
Time: 9:30am  
Location: 304A

**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		