

Local Health and Safety Committee Minutes

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

Building: Neville Scarfe

Date: January 7, 2016

Time: 9:30

Location: 304A

| Name | Present | Regrets | Member Category* | Work Location (Unit and/or Building) |
|----------------------|---------|---------|------------------|--------------------------------------|
| Tracy Wyman | No | 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 | Yes | | M - M & P | EDST (PAG) |
| Sharon Hu | Yes | | M - M & P | ETS/PDCE (Scarfe) |
| Laurie Reynolds | No | 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: December 3, 2016

Previous minutes were approved with no corrections.

NEW BUSINESS:

| Item # | Discussion (heading, description, actions taken, recommendations) | Person Responsible | Status A: Immediate B: Timeline C: Requires research |
|--------|--|--------------------|---|
| 1 | Lock-down Procedures: The Vice-Chair has followed up on restricted classrooms. This item is complete. | FB | |
| 2 | Wall graffiti: There have been concerns raised about graffiti. There was no new graffiti spotted since last LHSC meeting. The Facilities Assistant to do ongoing investigation. | JF | B: Feb 4, 2016 |
| 3 | Area Reports: The Chair would like teams to complete Area Reports. The Chair asked the committee to determine who they will partner with and which location(s) they will review. The teams were discussed and confirmed. Each team will complete the area report inspection checklist for the designated area and submit the results to the Facilities Assistant by January 20, 2016. The Facilities Assistant will submit completed reports with the corrective actions included to the Chair. | All JF | B: Area Report Inspection Checklist due Jan 20, 2016 Fully completed Area Reports due Feb 4, 2016. |
| 4 | Annual Fire Drill: The Chair informed the committee that this will take place on Feb 18, 2016 and not to communicate it to all staff/faculty/students as of yet. The Facilities Assistant will communicate this after Feb 4, 2016. | JF | B: Feb 5, 2016 |

OTHER BUSINESS:



Area Reports:

- i) **No issues to report.**

NEXT MEETING:

Date: February 4th, 2016

Time: 9:30am

Location: 304A

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