



Date: June 1, 2017
Time: 9:30AM

Location: 310 Scarfe
Co-chairs: Fred Brown

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
		Fred Brown	Scarfe
		Selina Kohl	Scarfe
		Alya Zhukova	Scarfe
		Eric De Jesus	Scarfe
		Gladys Ling	Scarfe
		Michael Murphy	Scarfe
		Kirsty Robbins	Scarfe
Guests	Work Location		

2. MINUTES OF PREVIOUS MEETING:
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>
<p>Approved by (Management Rep): Kirsty Robbins Approved by (Worker Rep) : Selina Kohl Corrections: N/A Approval of Agenda: Selina Kohl and Kirsty Robbins</p>

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



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

4. 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)

5. NEW AND OTHER BUSINESS:

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
	E	New Emergency Director –Introduced Michael Murphy - to report to during Emergency, Major Safety and Building Issues. Needs to be communicated to all the Floor Wardens of the building, there’s a New Emergency Director.	MM	July	
	E	Introduction of New Member – Eric De Jesus – taken the role of Jill Fayant			C
	E	Eric is as well taking over as Co-Chair and taking the minutes of the meeting.			C
	E	Discussed the new safety committee – Joint Occupational Health and Safety Committee – plan to be rolled up by August. Will carry on as if LHSC still exists, until further notice. They will communicate directly with the Deans Office with structure of details of how the membership will work for the new committee.	FB	August	
	E	Will send out CAIRS Stats ahead for future meetings and for everyone to review and discussed potentially publishing them onto the website.	FB	August	
	E	Discussed incident involving student requiring First Aid with TEO, this occurred in front of Mahony & Son’s – was filled out in CAIRS however not filtered through FB’s access as it didn’t fall in our location (Scarfe) and was not a staff member belonging to a department.			C

Meeting Adjourned At: 10:00AM

NEXT MEETING

Date: TBD
Time:
Location:

CC: Safety Bullet Boards
Risk Management Services