



Date: October 6, 2016
Time: 9:30AM

Location: 304A Scarfe
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:	
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
Tracy Wyman	Scarfe	Jill Fayant	Scarfe
		Sharon Hu	Scarfe
		Kirsty Robbins	Scarfe
		Wendy Osborne	Scarfe
		Julie Acres	Scarfe
		Alya Zhukova	Scarfe
		Fred Brown	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) : Selina Kohl, Alya Zhukova

Corrections: N/A

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
2016.09.01.01 (date of previous meeting)	C	Discussed if Instructors aware of proper procedure regarding worker safety hazards when outdoors. The Chair will speak to RMS for the proper procedure.	TW		Dec 1	IP

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
	YYYY.MM.DD.01 (date of current meeting)		No accidents or incidents to report.			

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
2019.09.06.02		Discussed false fire alarm on October 4, 2016 tied to the IT closet in the basement that set off the fire alarm. Chair reminded the group that no warden is expected to follow someone who insists on entering the building before Fire Marshall has cleared for safety.	TW	N/A	C
2019.09.06.03		Discussed perfumes/colognes in the workplace. LHSC Member mentioned a faculty member wears a lot of it and odor is bothersome to her and others on her floor. Chair suggested putting up more 'No Scent' signage throughout the hallways.	TW	N/A	C
2019.09.06.04		The Chair reminded members that when requesting keys and/or access cards for temporary employees that you must include the expiry date in the request. Facilities Assistant will inquire with the key desk regarding processing of key returns.	JF	Dec 1	IP
2019.09.06.05		The Chair informed a new roof will be constructed from November 2016 to March 31, 2017 with deferred maintenance funds received from the Ministry. Once noise schedule is received, communication will be made to all occupants.	TW	March 31, 2017	IP

Meeting Adjourned At: 10:00AM

NEXT MEETING

Date: December 1, 2016

Time: 9:30

Location: Scarfe 304A

CC: Unit Head (Department Head, Dean of Faculty

Union(s)

Safety Bullet Boards

Risk Management Services