



Date: May 4, 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
Jacqueline Webb	Scarfe	Fred Brown	Scarfe
Lisa Altan	Scarfe	Karen Yan	Scarfe
Shermila Salgado	Scarfe	Selina Kohl	Scarfe
Saroj Chand	Scarfe	Alya Zhukova	Scarfe
Joel Kobyłka	Scarfe	Clare Ford	Scarfe
Clare Ford	Scarfe	Gladys Ling	Scarfe
		Michael Murphy	Scarfe
		Sharon Hu	Scarfe
		Kirsty Robbins	Scarfe
Guests	Work Location		
Peter Joseph	Risk Management Services		Donald Rix
Paul Nakagawa	Risk Management Services		Donald Rix

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>



Approved by (Management Rep): Kirsty Robbins
 Approved by (Worker Rep) : Clare Ford
 Corrections: N/A
 Approval of Agenda: Sharon Hu & Selina Kohl

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
2017.02.01	E	Roof construction to be completed by April 21, 2017.	TW			C
2017.02.02	E	Joint Health & Safety Committee updates regarding Nitep sites: Will not have to skype to our LHSC meetings. All issues will be sent to Jessica La Rochelle.	TW			C
2017.02.03	E	PCOH annual fire alarm scheduling still in progress.	TW	IP	IP	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
119458	2017.03.01	E	Slip on Ice – corrective action taken.	FB/JF	C	C
119709	2017.03.02	E	Hit in head with ball – practicum; not on site. Corrective action taken.	FB/JF	C	C
119771	2017.03.03	E	Fall on same level – slippery gravel; corrective action taken.	FB/JF	C	C
119789	2017.03.04	E	Time lost on a fall - Still open. Fall on same level, pain impact on hand.	FB/JF	June 1, 2017	IP

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
2017.0.01	E	Work being done on 2 nd floor; a notification was not sent out as it was not sent to Jill <ul style="list-style-type: none"> - Suggestion of having a contact for when Rob MacDonald is away so that workers on Saturday are aware there is a conference - Fred to look in to work schedules and report back to Claire Ford 	FB	June 1, 2017	IP
2017.05.02	E	Holding off on Vote for Committee Chair and new membership until new Building Administrator re-assigned	DNSO	TBD	IP
2017.05.03	E	Centralized Accident/Incident Reporting System(CAIRS) Training with Peter Joseph <ul style="list-style-type: none"> - CAIRS is the reporting system; not the investigation system - CAIRS is designed to record all pertinent information for WorkSafeBC forms and investigations - Risk Management, the JOHSC, and Department/Faculty Administration are reviewing this. The Employer Representative and Supervisors fill out forms and reports <ul style="list-style-type: none"> - Be cautious with personal information (particularly form titles), as it should be kept confidential If an employee fills out a CAIRS incident report, their Supervisor will automatically receive an email instructing them to fill out a report Peter Joseph provided links to the following information: <ol style="list-style-type: none"> 1) RMS Web Page http://rms.ubc.ca/ <ul style="list-style-type: none"> - Contains resources and a link to report incidents. 2) Online training <ul style="list-style-type: none"> - http://rms.ubc.ca/training-and-general-education-courses/safety-programs-training/ - http://rms.ubc.ca/health-safety/safety-committees/ 3) CAIRS landing page https://www.cairs.ubc.ca/public_page.php <ul style="list-style-type: none"> - Submit a report - Log in with CWL to finish a saved report - Log in as an Administrator to view reports or request access. 	N/A	N/A	C
2017.05.04	E	JHSC updates from Paul Nakagawa: <ul style="list-style-type: none"> - The details of the committee is still in the process and Paul will communicate to The Chair as new information comes. A deadline of August 1st is set for the committee to be in place. 	FB	TBD	IP



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THE UNIVERSITY OF BRITISH COLUMBIA

RISK MANAGEMENT SERVICES

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Meeting Adjourned At: 10:30AM

NEXT MEETING

Date: June1, 2017

Time: 9:30

Location: Scarfe 304A

CC: *Safety Bullet Boards*

Risk Management Services