



Date: February 2, 2017
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
		Wendy Osborne	Scarfe
		Gladys Ling	Scarfe
		Selina Kohl	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) : Clare Ford
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
2017.02.01	E	The Chair informed the members that roof construction of Classroom Block will begin in January and end March 31, 2017. The Chair will inform Scarfe occupants of the noise schedule once received.	TW	IP	IP	IP
2017.02.02	E	The Chair updated members regarding the Joint Health & Safety Committee (JHSC): Indigenous Education will need to participate via email as no videoconferencing capabilities. PCOH and SHSS will need to contribute and greater accountability to be instituted as per Dean Frank. All Incident Reports will continue to be sent to The Chair. More info to come.	TW	June 2017	IP	IP
2017.02.03	E	The Chair informed the members that many students & staff reported that the fire alarm at PCOH is not loud enough. The Chair will discuss with SHHS as well as reminder of scheduling annual fire drills.	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
119412	2017.02.01.01	E	Incident: Staff member exited her office to go home after work and fell down part of the	TW	Feb 22	C



			<p>stairwell. She twisted her ankle and sprained it. Location: Stairwell in Office Block between 3rd and 4th floor Root cause: Distracted by looking for sunglasses in purse.</p> <p>Action Taken: Supervisor emailed Department to take precaution and avoid distraction when using the stairwell. Also included as a reminder safety telephone numbers and a reminder to report any accidents or incidents to Supervisor.</p>			
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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

Meeting Adjourned At: 10:05AM

NEXT MEETING

Date: March 2, 2017
Time: 9:30
Location: Scarfe 304A

CC: Unit Head (Department Head, Dean of Faculty
Union(s)
Safety Bullet Boards
Risk Management Services