



Date: September 1, 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
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) : 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)	E	Discussed funds granted for deficiencies will be used for air handling, roof repair/replacement, 1 st floor washroom renovations, and gender neutral washrooms.	Chair	Ongoing as information is supplied to the Chair		IP
2016.09.01.02	E	Pet Policy: The Chair spoke to the Associate Dean and no policy will be implemented.	Chair	Sept 15, 2016		C

4. 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.			



5. 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)

Area	Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Date to be Completed	Status
Library	2016.09.27.04	B	1 exit sign not illuminated – service request submitted to Building Operations	Wendy Osborne	ASAP	IP
	YYYY.MM.DD.05					
	YYYY.MM.DD.06					
	YYYY.MM.DD.07					

**6. NEW AND OTHER BUSINESS:**

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
2016.09.01.08	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	Nov 3, 2016	IP
2016.09.01.09	B	The Co-Chair informed the LHSC to not pull fire alarm or use cell phone if you smell gas. The Co-Chair will post informative signage throughout the 2 nd floor Classroom Block.	FB	Sept 2, 2016	C
2019.09.01.10	C	Discussed ladder safety procedure received from Facilities Manager on July 13, 2016. The Co-Chair requested a copy.	JF	Sept 1, 2016	C

Meeting Adjourned At:**NEXT MEETING**

Date: October 6, 2016

Time: 9:30

Location: Scarfe 304A

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



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

RISK MANAGEMENT SERVICES

INSPECTION SCHEDULE: 2016		
Month	Area	Committee Member(s)
January		
February		
March		
April		
May		
June		
July		
August		
September	Library, EDCP Labs	Fred Brown, Kirsty Robbins, Wendy Osborne
October	Common areas: Office, Lecture, & Classroom Blocks	Jill Fayant
November		
December		