



Date: March 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
		Clare Ford	Scarfe
		Julie Acres	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) : Fred Brown
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	Classroom Block roof construction on track for March 31 completion.	TW	IP	IP	IP
2017.02.02	E	Joint Health & Safety Committee status updates still to come.	TW	IP	IP	IP
2017.02.03	E	PCOH annual fire alarm scheduling still in progress.	TW	IP	IP	IP
2017.02.04	E	The Facilities Assistant & Managers reviewed Incident Report#119412. A staff member was looking for sunglasses in her purse and tripped & fell in stairwell and injured ankle. Reminded members to pay attention while walking.	JF/TW	March 2, 2017	C	C

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
			NO INCIDENTS/ACCIDENTS REPORTED			

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
2017.03.01	E	The Chair informed the members that TEO will be getting an automatic door installed. No date for install set yet. More info to come.	TW	IP	IP
2017.03.02	E	Gladys Ling sent a reminder to all TEO staff to lock the latch on the left door of the front double doors it has been left unlocked. The Chair asked Gladys to remind Custodial.	GL	C	C

Meeting Adjourned At: 10:05AM

NEXT MEETING

Date: April 6, 2017

Time: 9:30

Location: Scarfe 304A

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