



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Rotating Worker Reps: Linda Fong
Rotating Manager Reps: MW / EB* /SD/NF
*(assumed chair)

Date: May 8, 2023

Time: 9:40 AM
Location: Zoom Conference Call

AGENDA:

1. Musqueam Land Acknowledgement
2. Roll Call
3. Review of Documents - minutes and agenda
4. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents/First Aid
5. Review Workplace Safety Inspections
(including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
6. Review Education and Training
7. Ongoing Business (Status of Action Items, Review of Previous Minutes)
8. New and Other Business
 - Summary for the JOHSC
9. Next Meeting
10. Meeting Adjournment

1. MUSQUEAM LAND ACKNOWLEDGEMENT

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓əm speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: [tə ʃxʷhələləm̓s tə kʷaʕkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)




2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Linda Fong	Huckleberry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Phyllis Lin	Kids Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Annie Huang	Owl @ the Barn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Erin Bowman [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Joanne Thember, <i>SRS-SHCS Safety Associate</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance & Claims System Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>SHCS Safety Coordinator</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gontran Paget, <i>SRS-SHCS, SHCS Safety Manager</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SRS-SHCS Safety Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>SRS-SHCS Safety Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>

3. REVIEW OF DOCUMENTS	Completed
Agenda- any proposed changes, additions (i.e. New Business)	<input checked="" type="checkbox"/>
Previous Month's Minutes Approved Moved by EB Seconded by: PL	<input checked="" type="checkbox"/>
Minutes Posted	<input checked="" type="checkbox"/>



4. REVIEW OF CAIRS						C = Complete IP = In Progress
Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
131240	2023-04-24	Caribou/ Time Loss/ Overexertion/ Back Strain Reviewed the proper and safe ways to bend down and lift with employee. Importance of monitoring and listening to what our body is saying, Melanie was away, incident will be followed up by discussion with the worker	<input checked="" type="checkbox"/>	N/A	N/A	C
131159	2023-04-12	Salal/ Incident only/ Struck Against/ Pain from Impact Be mindful of body positioning while bending/stooping under playground equipment to support children. Remember to look up before standing up. Connected with educator and headache went away after fasting.	<input checked="" type="checkbox"/>	N/A	N/A	C
131254	2023-04-24	Pacific spirit/ Incident only/ Fall From Elevation/ Contusion (bruise)/ Knee Do not use stairs when wet and slippery/ find an alternate route to traverse the yard - upwards and downwards to the undercover area Submitted work order for nonslip traction to be installed on stairs Estimated Completion Date: 2023-05-31 Final Actions Taken: Supervisor has had discussion with team members re best practices. Waiting on W.O completion, Melanie is away and senior supervisor may have not had a chance to review, as unit/centre was not entered properly. WO to be completed and taken offline for grip strips to be installed.	<input type="checkbox"/>	JT/LK	06-12-2023	IP



131264	2023-05-01	<p>Auklet/ Incident only/ Struck By/ Contusion (bruise)/ Leg</p> <p>Trampoline arm snapped back and changing how they interact And ensure body is out of the way, back out of the space</p> 	<input checked="" type="checkbox"/>	N/A	N/A	C
131238	2023-04-18	<p>Sandpiper/ Incident only/ Fall From Elevation</p> <p>The condition of the area where staff slipped is exposed to natural elements like weather such as rain, snow, ice. In addition, it is also often covered in water, dirt and sand as part of the outdoor yard. The large rocks are permanently fixed in the ground and cannot be removed. It is an uneven surface area which requires staff to be more attentive and aware of their</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



		<p>footing in this particular area. There is nothing we can change in this situation except to discuss and inform with all regular staff of this incident and to inform future auxiliaries that come into our yard to be aware of their footing in the rocky path from the water feature to the sandbox area, especially when the weather is a wetter day. Estimated Completion Date: 2023-04-25 Corrective Action 2 Corrective Action Identified: Suggest or recommend that educators wear non-slip footwear when outdoors in the yard as the weather changes and wet conditions may increase risk of slipping. Estimated Completion Date: 2023-04-26 Final Actions Taken: We discussed it today with acting senior educator will follow up with the rest of the team.</p>				
131115	2023-03-28	<p>Tillicum/Incident only/ Matter in Eye/ Abrasion (irritated skin) Not much the worker could do to prevent the incident. They were trying to calm down the 1st child at their level when the 2nd child decided to throw sand/gravel from their bucket at the first child. Worker didn't even have a warning of their intent as the child didn't even look up before they threw the sand at the other child. Final Actions Taken: Reviewed and nothing to suggest. Eye wash stations, let Lawron know when eye wash was used and will replace used bottle and sanitize for next use.</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
iAuditor	03-14-2022	When using I-Auditor-Select “action item” to flag specific areas/corrective actions rather than leaving “note” in body of report; if action item selected brought to top of inspections; work order number to be included in action item. Osprey tabled to be configured- Centre managed by Nicole	ALL/DH	Monthly	<input type="checkbox"/>

6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/LST training	06-13-2022	BCGEU training for new members (8 hr course) required for becoming official LST member. Phyllis and Annie successfully completed training and may join JOHSC as a member-alternate for Linda. UBC SRS JOHSC training is required within 6 months of membership. Nicole and Melanie may participate in LST training; Diane to complete JOHSC training, will continue as guest alternate for Karen at the JOHSC.	AH/PL	06-12-2023	IP
Western safety conference	N/A	Sue and Linda attended; Feedback from Worker rep. Best thrive during extreme change There is no health without mental health. Survey response from Linda will be shared at JOHSC.	N/A	N/A	C

7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
130513	N/A	2023-01-09 Auklet Daycare Auklet Daycare Site By/Concussion/Head Loss/Struck By/Concussion/Head Worker has not returned and will be discussed on their return, protocols have changed -where to sit when	N/A	N/A	C



		gearing up and possibly put up signage and work order has not be completed, changing out door knob/latch, outstanding safety issue to be raised at			
Membership update	11-14-2022	Phyllis will join as guest to act as alternate for Linda at the JOHSC. Annie will support CAIRS review at 4 centres on main campus (Owl, Hummingbird, Osprey, and Caribou) 3 worker reps required at each meeting (Phyllis and Linda can attend monthly) and 1 alternate (Annie), if we can recruit another member we can ensure enough representation at monthly LST meetings.	ALL	06-12-2023	IP
NB-04-10-2023-01	05-08-2023	Survey for chemical inventory using digital inspection app- includes pictures of products listed using tablets – online database and printed copies in packages	ALL	06-12-2023	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-05-08-2023-01	05-08-2023	CAIRS Incident Investigation and Reporting Process Quick Guide Injury reported to senior supervisor, or coworker to inform centre supervisor- email sent as soon as possible The preliminary investigation can be done by co-worker but full investigation must be completed by senior supervisor. <i>If the injured worker is an auxiliary, please enter Marie Booth's contact information in the section that asks who the worker's supervisor is. marie.booth@ubc.ca; will be communicated with teams at Centres.</i>	N/A	N/A	C



SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	6 NEW (1 OPEN)	5/6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	May		26	29	
Divisional learnings:	Date	DESCRIPTION			
	05-08-2023	<ul style="list-style-type: none"> • Safety conference was well attended- positive feedback from Sue and Linda • Quick guide for CC was a success, and will be shared • This group consistently collaborates to find solutions and corrective actions! 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email				

9. NEXT MEETING

Date:	June 12, 2023
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

10. MEETING ADJOURNED

Time:	10:50 AM
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Send a copy of the meeting minutes report to the JOHSC. Important updates (in bold) that must be reviewed/discussed at next JOHSC meeting.

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- All LST members
- SHCS JOHSC
- Sent out for posting in all CC Centres



Childcare Services (SHCS)

May 5, 2023 Report

Including Sub-Departments

Date Range: Mar 28, 2023 - May 5, 2023

Not Including: Okanagan, Other Student, Visitor, Contractor

Incident Info	Accident Type	Description	Report Quality
<p>Incident ID: 131115 (131076) Incident Date: 2023-03-28 Submission Date: 2023-04-02 Person Type: Staff DACO - Childcare Services (SHCS) SHCS Unit - Tillicum Daycare: 5660 Osoyoos Crescent</p> <p>Location: No Building Selected Tillicum Daycare located on 5660 Osoyoos Crescent playground.</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Kid's Club supervisor - worker safety rep</p>	<p>Severity: Incident only Accident Type: Matter in Eye Injury Type: Abrasion (irritated skin) Body Part:</p> <p>AI Factors: - unexpected sand in left eye from handful thrown by the child - in close proximity to the child when they threw the sand - unexpected action of the child</p>	<p>Two children were playing in the swing area and when another child approached one of the children. They started to yell and physically pushed the other child away up to the point of using a fist. Worker approached the child who was pushing and tried to calm them down. The child next to them was holding a plastic shovel and looking down raised their hand and without looking threw the sand (it is really not fine sand it is like crushed rock) in direction of the other child. Because the worker was on the way to them both and at the child's level some of the sand/gravel landed on/in workers left eye. Worker asked for help immediately from one of the practicum students nearby. Worker went inside to rinse their eye using one of the eye rinsing stations while the other worker stayed with the children. UBC-FA called to assess after worker rinsed out their eye.</p> <p>Root Cause: Unpredictable action of one child towards another. The worker happened to be on the same level as the child when the sand was thrown.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Not much the worker could do to prevent the incident. They were trying to calm down the 1st child at their level when the 2nd child decided to throw sand/gravel from their bucket at the first child. Worker didn't even have a warning of their intent as the child didn't even look up before they threw the sand at the other child.</p> <p>Final Actions Taken: Reviewed and nothing to suggest. Date Completed: 2023-03-30</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>



Incident Info	Accident Type	Description	Report Quality
			Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up
<p>Incident ID: 131159 Incident Date: 2023-04-12 Submission Date: 2023-04-13 Person Type: Staff DACO - Childcare Services (SHCS) SHCS Unit - Salal Daycare: 5655 Osoyoos Crescent</p> <p>Location: No Building Selected Playground Equipment at Acadia Commons Block</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Senior Educator - worker safety rep</p>	<p>Severity: Incident only Accident Type: Struck Against Injury Type: Pain from Impact Body Part:</p> <p>AI Factors: - Stooping - Personal distraction</p>	<p>An educator was at the playground with another centre educator, two auxiliary educators and the centres children's. The educator bent down under the play equipment bridge to help a child and they bumped the left corner of their head on the bridge as they stood up. The bump hurt at the time, then felt ok. The educator returned to the centre shortly after for their break and was fine for the rest of the day. On April 13th, the educator felt a bit a head pressure and headache. The educator is not able to differentiate if the headache is from the bump or as a result of their daily fasting for Ramadan (during the month long fasting period this educator typically has headaches on and off). Remembering the importance of calling first aid, the educator called and first aid checked them out. First aid said if the educator experienced symptoms other than headache to call them back (dizziness etc.) On April 13th the educator reported that they have not other symptoms, and are well enough to work with a mild headache.</p> <p>Root Cause: The educator was engrossed in helping the child who was under a play structure bridge. The educator was stooped down and during the interaction was distracted so they forgot to reposition their body when standing up ad hit their head on the structure.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Be mindful of body positioning while bending/stooping under playground equipment to support children. Remember to look up before standing up. Estimated Completion Date: 2023-04-14 Date Completed: 2023-04-14</p>	Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up



Incident Info	Accident Type	Description	Report Quality
<p>Incident ID: 131238 Incident Date: 2023-04-18 Submission Date: 2023-04-26 Person Type: Staff DACO - Childcare Services (SHCS)</p> <p>Location: ACA - Acadia Day Care Centre Incident occurred at Sandpiper. Close to the rocky path by the water feature.</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Program Manager</p>	<p>Severity: Incident only Accident Type: Fall From Elevation Injury Type: No Injuries Body Part:</p> <p>AI Factors: - Wet / Slippery</p>	<p>Our auxiliary staff was walking towards a child and slipped on the wet rock and fell on their bottom right back side. The weather was rainy this morning and also wet from the water feature. Staff was able to get up on their own and mentioned that they felt fine and felt no pain from the fall. The staff was outdoors with regular staff outdoors but did not witness this incident. So the auxiliary staff went to communicate this with regular staff. FA was called and attended.</p> <p>Root Cause: The path and rocks were slippery because it was raining heavily.</p> <p>Corrective Action 1 Corrective Action Identified: The condition of the area where staff slipped is exposed to natural elements like weather such as rain, snow, ice. In addition, it is also often covered in water, dirt and sand as part of the outdoor yard. The large rocks are permanently fixed in the ground and cannot be removed. It is an uneven surface area which requires staff to be more attentive and aware of their footing in this particular area. There is nothing we can change in this situation except to discuss and inform with all regular staff of this incident and to inform future auxiliaries that come into our yard to be aware of their footing in the rocky path from the water feature to the sandbox area, especially when the weather is a wetter day. Estimated Completion Date: 2023-04-25</p> <p>Corrective Action 2 Corrective Action Identified: Suggest or recommend that educators wear non-slip footwear when outdoors in the yard as the weather changes and wet conditions may increase risk of slipping. Estimated Completion Date: 2023-04-26 Final Actions Taken: We discussed it today and Angela will follow up with the rest of the team. Date Completed: 2023-04-26</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>
<p>Incident ID: 131240 Incident Date: 2023-04-24 Submission Date: 2023-04-26 Person Type: Staff DACO - Childcare Services (SHCS)</p> <p>Location: USB - University Services Building Caribou Childcare, in the toddler main area</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: ECE/ITE</p>	<p>Severity: Time Loss Accident Type: Overexertion Injury Type: Back Strain Body Part:</p> <p>AI Factors: - bending down to pick up a child's lunch bag - possibly pre-existing condition</p>	<p>In the morning, the worker walked with their children to their daycares and already felt pain on their back. After feeling a little bit of pain, they still picked up and carried their child for about 1 mins. At work, during the morning, they were able to move around and work normally, bending down, squatting to hold the dust pan, etc. At 12:45, after Bending down to get a child's lunch bag, they couldn't stand straight up. They indicated there was pain from their back down to their right knee. From that moment, they tried to just sit on the chair and observe the children until their break. FA was called and attended.</p> <p>Root Cause: The worker was already feeling back pain and lifted/carried their own child in the morning before work. The action of bending to pick up the lunch bag likely triggered a repetitive strain issue.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Reviewed the proper and safe ways to bend down and lift with employee. Importance of monitoring and listening to what your body is telling you. Estimated Completion Date: 2023-04-28 Date Completed: 2023-04-28</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>



Incident Info	Accident Type	Description	Report Quality
<p>Incident ID: 131254 (131239) Incident Date: 2023-04-24 Submission Date: 2023-04-28 Person Type: Staff DACO - Childcare Services (SHCS) SHCS Unit - Pacific Spirit Daycare: 5580 Osoyoos Crescent</p> <p>Location: ACA - Acadia Day Care Centre outside/out of school care yard/ on "log stairs"</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Senior School Age Care Provider</p>	<p>Severity: Incident only Accident Type: Fall From Elevation Injury Type: Contusion (bruise) Body Part: Knee</p> <p>AI Factors: - Wet / Slippery - Poor job design / work layout</p>	<p>Worker was completing "yard safety check", walked up the log stairs to top of yard, slipped on log stair and fell hard onto left knee, reported to supervisor and iced knee. UBC-FA wasn't called to assess.</p> <p>Root Cause: Log stairs too high for safe stepping/no traction grooves or anti-slip material on them/ surface wet and slippery from multiple days of rain.</p> <p>Corrective Action Identified: Do not use stairs when wet and slippery/ find an alternate route to traverse the yard - upwards and downwards to the undercover area Submitted work order for non-slip traction to be installed on stairs Estimated Completion Date: 2023-05-31 Final Actions Taken: Supervisor has had discussion with team members re best practices. Waiting on W.O completion</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>
			<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>
<p>Incident ID: 131264 Incident Date: 2023-05-01 Submission Date: 2023-05-01 Person Type: Staff DACO - Childcare Services (SHCS) SHCS Unit - Auklet Daycare: 5615 Osoyoos Crescent</p> <p>Location: No Building Selected in the small nap room at Auklet</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Senior Educator</p>	<p>Severity: Incident only Accident Type: Struck By Injury Type: Contusion (bruise) Body Part: Leg</p> <p>AI Factors: - Awkward load to handle - unable to anticipate the reaction from a child</p>	<p>The worker was moving a small trampoline out of the small nap room. A child pulled back on the top bar of the trampoline and released it out of their hands. The trampoline bar recoiled back onto the educator's leg. UBC-FA called to assess bruise to leg.</p> <p>Root Cause: The worker was moving an awkward item out of a small space. The worker was also unable to anticipate how a child would respond or react</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>